



Department  
for Environment  
Food & Rural Affairs

**CONTRACT CHANGE NOTE**

<b>Contract Change Note Number</b>	CCN 02
<b>Contract Reference Number and Title</b>	Contract No: ecm _ 66527 (Bravo) C13712 (Atamis)  Development and Evaluation of a Free to Use Nutrient Management Planning Tool, and Longitudinal Research (NM0105)
<b>Variation Title</b>	Extension, and addition of second break clause, change in milestone dates and increase in costs to reflect addition of a new 'Alpha' phase as requested by Defra Digital Technology Services.
<b>Number of Pages</b>	5

Whereas RSK ADAS (Contractor) and the Authority (Defra) entered into a Contract, for Development and Evaluation of a Free to Use Nutrient Management Planning Tool, and Longitudinal Research (NM0105) dated 01/01/2023 (the "Original Contract date") they now wish to amend the Original Contract.

It is agreed as follows:

1. With effect from 23/10/2023 the Original Contract shall be amended as set out in this Contract Change Note (CCN 02):

<b>Change Requestor / Originator</b>	██████████, Agri-Food Science, Agri-Food Chain Directorate
<b>Summary of Change</b>	Extension, change in milestone dates, and increase in costs to reflect addition of a new Alpha phase which includes additional work requested by Defra Digital Technology Services to test the riskiest assumptions of the development of a new tool (defining a minimum viable product and testing data migration from the legacy tool). It also includes additional work to test the accuracy of the AHDB API which was not originally anticipated by the Contractor or the Authority.

	<p>Additionally staff rates have been increased to reflect the change in framework rates.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<b>Reason for Change</b>	<p>Following outcomes of WP 1, and associated Discovery work by DDTS, additional work has been requested by DDTS to ensure that the new tool will meet Government Digital Services standards. This work was not original anticipated as it was assumed that the tool would be hosted externally, whereas Discovery has found no reason for the tool not to be hosted on gov.uk. In addition, work during WP1 revealed that further testing of AHDB's API and understanding of the validation limits would be required for integration to the new tool.</p>	
<b>Revised Contract Price</b>	Original Contract Value	£1,269,967
	Contract Change Note ( <b>CCN 01</b> )	£0
	Contract Change Note (CCN 02)	£105,888
	New Contract Value	£1,375,855
<b>Payment Schedule</b>	See Annex 2 below	
<b>Specification</b>	<p>The overall aim of this project is to develop and deploy a new web-based free to use NMP platform to facilitate uptake of NMP on farms in England, Wales, and Scotland. The platform will provide a similar record keeping and nutrient planning functionality to the current PLANET software, with recommendations generated using the API provided by AHDB, and functionality to check and demonstrate compliance with NVZ and FRfW regulations. The platform will include additional nutrient management modules for MANNERNPK, ENCASH, EA Compliance calculator and EA N and P loss calculator.</p>	
<b>Contract Period</b>	<p>Initial period from 1<sup>st</sup> January 2023 to 31 July 2023, second phase until 31<sup>st</sup> December 2023; expiry date 31<sup>st</sup> December 2027</p>	
<b>Change in Contract Manager(s)</b>	[REDACTED] remains Contract Manager	

Changes in Terms and Conditions	No change
Other Changes	None

2. Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect.

Execution of the Contract Change Note is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority’s electronic contract management system (“Atamis”).

Defra\_Signature:

DocuSigned by:  
Name:  
Role:  
E93924489DFB456...

Date:

Full Name: Erica Helen Collins

Job Title/Role: DgC - Head of EGS

Date Signed: 19-10-2023

Supplier\_Signature:

DocuSigned by:  
Name:  
Role:  
DE993C3F103041E...

Date:

Full Name: Lizzie Sagoo

Job Title/Role: Director

Date Signed: 19/10/23



## Annex 2 – Milestones

Payment will be made on completion of the following milestones:

### Project milestone table and invoicing schedule updated to include addition of alpha phase 06.10.2023

	Target date (dd/mm/yyyy)	Description of milestone	Cost
1	28/02/2023	<b>T.0.1.</b> Update reports for months 1&2; <b>T.1.1.</b> Inception meeting report; <b>T.1.11.</b> Draft UI/UX designs for core PLANET functionality & MANNER-NPK	£ 72,126
2	30/06/2023	<b>T.0.1.</b> Update reports for months 3-6; <b>T.1.2.-1.5.</b> Report; <b>T.1.6. &amp; 1.7.</b> Report; <b>T.1.9.</b> complete; <b>T.10.</b> User stories documented;	£ 74,077
3	31/07/2023	<b>T.1.8.</b> Online survey interim report. <b>T.1.12.</b> 3 stakeholder workshops complete; <b>T.1.13.</b> Recommendations given to Defra.	£ 20,528
<b>Break Clause</b>			
4	31/12/2023	Completion of Alpha phase	£ 72,150
	31/12/2023	Additional resource to cover additional ADAS/BSL resource (if required). Up to a maximum of £15,000*	£ 15,000
<b>Break Clause; The milestone target dates may be subject to revision after the Alpha phase</b>			
5	31/03/2024	<b>T.0.1.</b> Monthly update reports; <b>T.2.0a.</b> WP2 design specification	£ 88,415
6	31/05/2024	<b>T.0.1.</b> Monthly update reports; <b>T.2.0a.</b> WP2 design specification complete; <b>T.2.1.-T.2.3.</b> complete	£ 65,356
7	31/08/2024	<b>T.0.1.</b> Monthly update reports; Complete first half of PLANET ( <b>T.2.4.</b> ) and MANNER-NPK ( <b>T.2.5.</b> ) front-end screens	£ 117,473
8	30/11/2024	<b>T.0.1.</b> Monthly update reports; <b>T.2.4. &amp; T.2.5.</b> Complete second half of PLANET ( <b>T.2.4.</b> ) and MANNER-NPK ( <b>T.2.5.</b> ) front-end screens	£ 117,473

9	28/02/2025	<b>T.0.1.</b> Monthly update reports; <b>T.2.9.</b> Complete first half of N leaching module front end screens; Complete NUE ( <b>T.2.6.</b> ) and ENCASH ( <b>T.2.7.</b> ) front end screens.	£ 97,355
10	31/05/2025	<b>T.0.1.</b> Monthly update reports; <b>T.2.9.</b> Complete second half of N leaching module front end screens; <b>T.2.8.</b> Complete compliance module front end screens.	£ 57,288
11	31/08/2025	<b>T.0.1.</b> Monthly update reports; <b>T.2.10.</b> NMP deployed to test environment; <b>T.2.11.</b> User acceptance testing complete; <b>T.2.12.</b> Final WP meeting; <b>T.3.0.</b> WP3 design specification;	£ 71,893
12	30/11/2025	<b>T.0.1.</b> Monthly update reports (including details of ongoing tasks <b>T.3.2.</b> , <b>T.3.6.</b> & <b>T.3.7.</b> ); <b>T.3.1.</b> NMP deployed to live environment; <b>T.3.3.</b> Press release; <b>T.3.4.</b> Deliver 10 training workshops; <b>T.3.5.</b> Deliver 2 webinars.	£ 100,011
13	28/02/2026	<b>T.0.1.</b> Monthly update reports(including details of ongoing tasks <b>T.3.2.</b> , <b>T.3.6</b> & <b>T.3.7</b> )	£ 27,999
14	31/05/2026	<b>T.0.1.</b> Monthly update reports (including details of ongoing tasks <b>T.3.2.</b> , <b>T.3.6</b> & <b>T.3.7</b> ); <b>T.4.0.</b> WP4 design specification;	£ 83,100
15	31/08/2026	<b>T.0.1.</b> Monthly update reports (including details of ongoing tasks <b>T.3.2.</b> , <b>T.3.6</b> & <b>T.3.7</b> ); <b>T.3.4.</b> Deliver 10 training workshops; <b>T.3.8.</b> Report; <b>T.3.9.</b> Report; <b>T.3.10.</b> Recommendations to Defra; <b>T.4.1.</b> Stakeholder feedback report.	£ 144,474
16	30/11/2026	<b>T.0.1.</b> Monthly update reports (including details of ongoing tasks <b>T.3.6</b> & <b>T.3.7</b> ); <b>T.4.2.</b> Data handling & extraction complete	£ 63,913
17	28/02/2027	<b>T.0.1.</b> Monthly update reports (including details of ongoing tasks <b>T.3.6.</b> & <b>T.3.7.</b> ); <b>T.4.3.</b> & <b>T.4.4.</b> complete; <b>T.4.5.</b> Report.	£ 62,105
18	31/05/2027	<b>T.0.1.</b> Monthly update reports (including details of ongoing tasks <b>T.3.6.</b> & <b>T.3.7.</b> ).	£ 12,558
19	15/08/2027	<b>T.0.1.</b> Monthly update reports (including details of ongoing tasks <b>T.3.6.</b> & <b>T.3.7.</b> ).	£ 12,558
<b>Total</b>			<b>£ 1,375,855</b>

\*any funds not spent will be recouped from ADAS by the Authority

N.B. The additional £48,918 in staff costs reflecting the increase in ADAS staff rates are distributed between milestones 4-19.