



Department
for Environment
Food & Rural Affairs



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7th June 2024

COMMERCIAL IN CONFIDENCE

Environmental Training Advice and Facilitation Theme:	Catchment Sensitive Farming
Call-off Contract Title:	One-to-one Advice Programme June 2024 to October 2024
Call-off Contract Reference:	ETAFFCSFNorth05

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of Water Quality and Protection, Air Quality and Ammonia Reduction in the North Lot will commence on 17/06/2024. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
Redacted under FOIA Section 43 Personal Information, Redacted under FOIA Section 43 Commercial Information					
Grand Total			21		£20,811.00

The Service Provider shall deliver the Services in accordance with the details specified in the following documents:

1. the tender Request for Quotation dated 27/03/2024
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to email on 10/04/2024
4. the delivery milestones as set out in Annex A to this Work Order.

If there is any conflict between the documents referred to above or the terms of the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

1. this Work Order (including Annex A).
2. the tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by 20/11/2024 (within 6 weeks of the call-off contract delivery end date).

Upon receipt of the signed call-off contract award, a purchase order will be raised which must be quoted on all claim submission invoices. To note the terms and conditions of the main framework contract take precedence over those attached with the purchase order.

The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of signed acceptance **email** within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely

Signed for and on behalf of Natural England

Redacted under FOIA Section 43 Personal Information

Annex A: Delivery Milestones

Deadline	Activity
07/06/2024	Inception Meeting to be held and Contact List to be provided.
17/06/2024	Delivery of one-to-one advice commence.
19/08/2024	4 of the 9 CSF5 High Priority visits and reports to be completed. 2 of the 6 CSF12 High Priority visits and reports to be completed.
09/10/2024	100% (21 units) of delivery complete
20/11/2024	Final claim submitted to Natural England (with all associated claim supporting documentation as per the FMM.

Signed for and on behalf of the Supplier

Redacted under FOIA Section 43 Personal Information

Schedule 1: PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. This Schedule shall be completed by the Authority, who may take account of the view of the Contractor, however the final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.
2. The contact details of the Authority Data Protection Officer are:
DefraGroupDataProtectionOfficer@defra.gov.uk
3. The contact details of the Contractor Data Protection Officer are: Redacted under FOIA Section 43 Personal Information
4. The Contractor shall comply with any further written instructions with respect to processing by the Authority.
5. Any such further instructions shall be incorporated into this Schedule.

Data Processing descriptor	Narrative
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause E2.1.
Subject matter of the processing	The processing is needed in order to ensure that the Processor can effectively deliver the services required by the contract to provide.
Duration of the processing	Duration of the contract
Nature and purposes of the processing	The collection, recording, organisation and storage of information for the purpose of providing advice to named individuals.
Type of Personal Data	Name, address, date of birth, NI number, telephone number, email address.
Categories of Data Subject	Members of the public in the person of farmers who will be the recipients of advice.
Data Processing descriptor	Narrative