



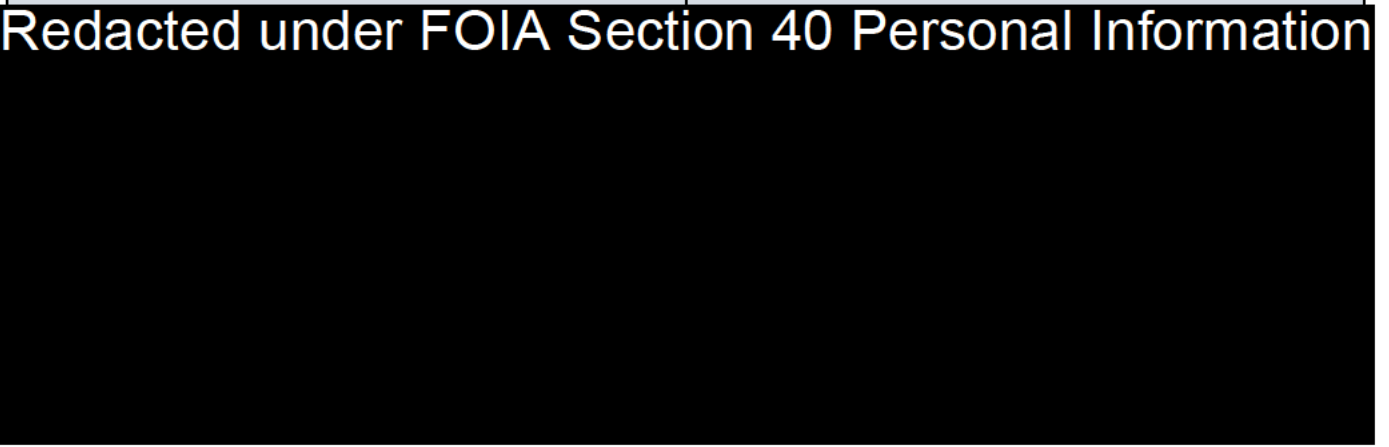
Standard Contract for Goods and/or Services - Order Form

| | | |
|--------------------------|--|---|
| 1. Purchase Order Number | To follow | |
| 2. Customer | Natural England - York | |
| 3. Contractor(s) | Risk Solutions 11th Floor 3 Piccadilly Place Manchester M1 3BN Company number - 03915179 | |
| 4. Defra Group Members | The following Defra Group members will receive the benefit of the Deliverables: Natural England | |
| 5. The Agreement | <p>This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"> a) this Order; b) the terms and conditions at Appendix 1; and c) the remaining Appendices (if any) in equal order of precedence. | |
| 6. Deliverables | Applicable Deliverables | Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/> |
| | Goods | |
| | Services | See Appendix 2 – Specification / Description Date(s) of Delivery: 31st March 2025 |
| 7. Start Date | 22/07/24 | |
| 8. Expiry Date | 31/03/25 | |
| 9. Charges | The Charges for the Goods and/or Services shall be as set out in Appendix 3. The Charges are fixed for the duration of the Agreement. | |
| 10. Payment | Payments will be made to Risk Solutions of receipt of valid invoice. | |

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| | Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice. |
| 11. Contractor's Liability Cap (Clause 13.2.1) | A sum equal to £5,000,000. |
| 12. Customer's Authorised Representative(s) | For general liaison your contact will continue to be Redacted under FOIA Section 40 Personal Information |
| 13. Contractor's Authorised Representative | For general liaison your contact will continue to be Redacted under FOIA Section 40 Personal Information |
| 14. Optional Intellectual Property Rights ("IPR") Clauses | The Customer has chosen Option B -Default Option in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. |
| 15. Progress Meetings and Progress Reports | <ul style="list-style-type: none"> The Contractor shall attend progress meetings with the Customer every fortnight The Contractor shall provide the Customer with progress reports every fortnight |
| 16. Address for notices | <div>Customer:</div> <div>Contractor:</div> Redacted under FOIA Section 40 Personal Information |
| 17. Key Personnel of the Contractor | <div>Key Personnel Role: Key Personnel Contact Details:</div> Redacted under FOIA Section 40 Personal Information |
| 18. Procedures and Policies | N/A |
| 19. Special Terms | N/A |
| 20. Additional Insurance | N/A |
| 21. Further Data Protection Provisions | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |

| | |
|---|---|
| Signed for and on behalf of the Customer | Signed for and on behalf of the Contractor |
|---|---|

Redacted under FOIA Section 40 Personal Information



Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](#) and which are called 'Standard Goods & Services Terms and Conditions'

Appendix 2: Specification/Description

Requirement

The intention is that the Explore framework will be used as part of a participatory process, whether online or in person. We have developed a supporting facilitation framework that has been co-developed over the last year. Alongside the digital Explore component, the online site will link to:

- A template design for a participatory workshop that can be delivered online or in person, with in-house resources or using an external facilitator.
- A community of facilitators who have been trained in the use of the process and the tool and so can be hired by users to support effective uptake and implementation of Explore

This specification requires a supplier to:

- Develop the training for facilitators for in using Explore, including delivery of pilot workshops leading to accreditation of a first cohort of facilitators
- Deliver and design a 'training the trainer' programme
- Work with the digital contractors to integrate the facilitation package into the digital platform
- Build a library of Explore case studies

The work will proceed in parallel with the online digital development and the two projects will need to liaise to ensure alignment, coordinated by the Natural England project lead.

We anticipate the first cohort of facilitators will be assembled from staff with some prior facilitation training and experience from a Core Group comprising Natural England, the Environment Agency and Local Partnerships, who already have staff operating in similar models. The Core Group may be expanded to include a suitable organisation with the Health and Wellbeing domain and facilitation experience.

Redacted under FOIA Section 43 Commercial Information

Appendix 3: Charges

Please state the total overall cost for this requirement. Prices should exclude VAT.

Table 1: Commercial Response (to be completed by Supplier)

| Descriptions of Tasks and / or Products | Cost per product / or Cost per Hour / Day (i.e. rate) | No of products / Hours / Days | Total Cost per Task |
|---|---|-------------------------------|---------------------|
| Redacted under FOIA Section 43 Commercial Information | | | |
| Total Overall Cost | | | £ 17,975.00 |

50% of the contract will be paid on completion of deliverable D1, expected completion date 30th September 2024, then the remaining on completion of contract, expected completion 31st March 2025.

Appendix 4: Processing Personal Data

| | |
|--|----------------|
| Contract: | [XXXX] |
| Date: | [XXXX] |
| Description of authorised processing | Details |
| Identity of Controller and Processor for each category of Personal Data | |
| Subject matter of the processing | |
| Duration of the processing | |
| Nature and purposes of the processing | |
| Type of Personal Data | |
| Categories of Data Subject | |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data | |
| Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement | |
| Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach | |