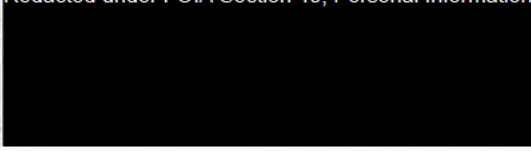
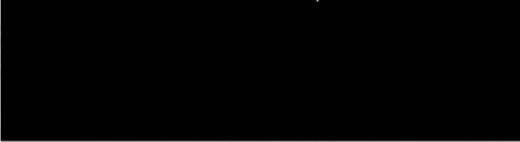
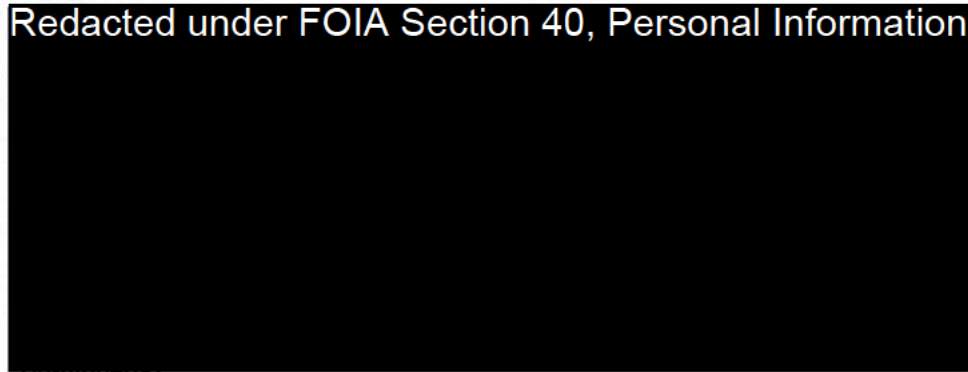




Department
for Environment
Food & Rural Affairs

Order Form – Contract for Research and Development Goods and/or Services

1. Purchase Number	Order	10070038512
2. Customer		Natural England
3. Contractor(s)		University of Gloucestershire
4. Co-Funder(s)		No Co-Funders
5. Defra Group Members		The following Defra Group members will receive the benefit of the Deliverables: N/A
6. The Agreement		<p>This Order is part of the Agreement and is subject to the terms and conditions appended 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; andc) the remaining Appendices (if any) in equal order of precedence.
7. Deliverables		<p>Goods:</p> <p>None.</p> <p>Services:</p> <p>Reference Deliverable Responsible Party Date of completion</p> <ul style="list-style-type: none">1. Data Capture Contractor - 29/02/20242. Data Analysis Contractor - 09/02/20243. Report Writing Contractor - 18/03/20244. Project Management Contractor - 18/03/2024 <p>Date(s) of Delivery: Work to be completed before the end of the financial year.</p>
8. Milestone Delays (Clause 18.2.10)		N/A
9. Start Date		15/01/2024
10. Expiry Date		29/03/2024

11. Extension Period (Clause 5.2)	No extension period agreed.
12. Charges	<p>The Charges for the Deliverables shall be as set out in Appendix 3 – Charges. Unless and to the extent otherwise expressly stated in Appendix 3, the Charges are fixed for the duration of the Agreement.</p> <p>£21,000 for 30 interviews and final report + £5185 for 6x4page case studies</p>
13. Payment including Payment by Co-funder(s)	Payments will be made to - APinvoices-NEG-U@gov.sscl.com
14. Customer's Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>Redacted under FOIA Section 40, Personal Information</p> 
15. Contractor's Authorised Representative	<p>For general liaison your contact will continue to be</p> <p>Redacted under FOIA Section 40, Personal Information</p> 
16. Co-funder's Authorised Representative	<p>For general liaison your contact will continue to be</p> <p>N/A</p> <p>or, in their absence,</p> <p>N/A</p>
17. Optional Intellectual Property Rights ("IPR") Clauses	N/A
18. Contractor's general liability cap	<p>a. The liability of the Contractor as set out in Clause 16.2.1 of the terms and conditions is limited to</p> <p>(a) an amount equal to [100]% of the Charges paid or payable to the Contractor; and</p> <p>(b) [£26,185]</p>
19. Progress Meetings and Progress Reports	<p>Not applicable</p> <ul style="list-style-type: none"> The Contractor shall attend progress meetings with the Customer once a month.
20. Address for notices	<p>Customer: Contractor:</p> <p>Redacted under FOIA Section 40, Personal Information</p>  <p>Co-funder(s). N/A</p>

21. Key Personnel of the Contractor	<table><tr><td>Key Personnel Role:</td><td>Key Personnel Name:</td><td>Contact Details:</td></tr><tr><td>Contractor's Project Manager</td><td colspan="2">Redacted under FOIA Section 40, Personal Information</td></tr></table>	Key Personnel Role:	Key Personnel Name:	Contact Details:	Contractor's Project Manager	Redacted under FOIA Section 40, Personal Information	
Key Personnel Role:	Key Personnel Name:	Contact Details:					
Contractor's Project Manager	Redacted under FOIA Section 40, Personal Information						
22. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>The Customer's additional sustainability requirements are: Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group's approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.</p> <p>The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.</p> <p>Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client's behalf</p> <p>The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy: The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.</p> <p>Suppliers are expected to;</p> <ul style="list-style-type: none">support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of Defra group's Equality & Diversity Strategy.meet the standards set out in the Government's Supplier Code of Conductwork with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised. <p>Protection of Personal Data:</p> <p>In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:</p> <p>You must only process any personal data in strict accordance with instructions from the Authority.</p> <ul style="list-style-type: none">You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.You must take reasonable steps to ensure the reliability of employees who have access to personal data.Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.						

	<p>On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.</p> <p>General Data Protection Regulations 2018</p> <p>For the purposes of the Regulations the Authority is the data processor.</p> <p>The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract's expiry.</p> <p>We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.</p>
23. Commercial Exploitation (Clause 11)	<p>Clause 11 (Commercial Exploitation) shall apply to this Agreement:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p> <p>N/A</p>
24. Special Terms	N/A
25. Additional Insurance	N/A
26. Further Protection Provisions	<p>Data</p> <p>The further data protection provisions as contained at Annex 1 of the Terms and Conditions are applicable to this Agreement where indicated below:</p> <p>Yes:</p> <p>No: <input checked="" type="checkbox"/></p>

Signed for and on behalf of the Customer		Signed for and on behalf of the Contractor	
Name:	Redacted under FOIA Section 40, Personal Information	Name:	Redacted under FOIA Section 40, Personal Information
[Insert name]		[Insert name]	
[Insert job title]		[Insert job title]	
Date:		Date:	
Signature:		Signature:	

Appendix 1: R&D Terms and Conditions

The terms and conditions applicable to this requirement can be found on the website below
[Defra terms and conditions for goods and services - GOV.UK \(www.gov.uk\)](#)
[Natural England terms and conditions for goods and services - GOV.UK \(www.gov.uk\)](#)

Appendix 2: Specification/Description

Specification: HAP and HE1 Guided Buying template: attached.



HAP HE1 - Guided
Buying_Specification 1

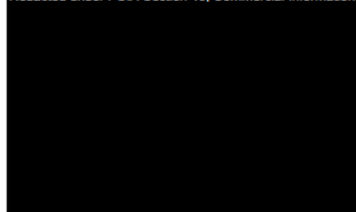
Contractor Tender Response:

Redacted under FOIA Section 43, Commercial Information

Appendix 3: Charges:

Tendered Project Costs as per attached:

Redacted under FOIA Section 43, Commercial Information



Agreed Project Costs: £21,000 for 30 interviews and final report + £5185 for 6x4 case studies

Appendix 4: Processing Personal Data (Not relevant for this project)

Authorised Processing Template

Agreement:	[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 sub-contractors process Personal Data under this Agreement	
Protective Measures that the Contractor and, where applicable, its sub-contractors 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	

