



Department
for Environment
Food & Rural Affairs

Conditions of Contract Short Form Enhanced

June 2023

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Department
for Environment
Food & Rural Affairs

The Livestock Auctioneers Association Limited
Cobblethwaite
Wreay
Carlisle,
Cumbria
CA4 0RZ

Date: 28th June 2023
Our ref: C16559

Dear [REDACTED]

Provision of Livestock Sales Data Collection

Following your proposal to provide Livestock Sales Data and reports to the Animal and Plant Health Agency (APHA) and Defra, we are pleased to confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions, the **Annexes** and Schedule set out the terms of the contract between APHA and The Livestock Auctioneers Association Limited for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by accepting this contract on DocuSign within 2 days from the date of this letter, which will create a binding contract between us. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned so that you have a signed copy of the Order Form for your records.

Yours sincerely,
[REDACTED]
[REDACTED]

[REDACTED]

Order Form

1. Contract Reference	C16559
2. Date	28th June 2023
3. Authority	Animal and Plant Health Agency Woodham Lane New Haw Addlestone Surrey KT15 3NB
4. Supplier	The Livestock Auctioneers Association Limited Cobblethwaite Wreay Carlisle Cumbria CA4 0RZ Registration number 06579705
5. The Contract	<p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any Annexes and Schedule.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any inconsistency between the provisions of the Order Form, the Conditions and the Annexes, the inconsistency shall be resolved by giving precedence in the following order:</p> <ol style="list-style-type: none">1. Order Form, Annex 2 (<i>Specification</i>), Annex 2A (<i>Table Valuation Categories</i>), Annex 2B (<i>GB Store Livestock Prices</i>), Annex 2C (<i>GB Finished Livestock Prices</i>), Annex 2D (<i>Reports and Timescales</i>), Annex 3 (<i>Data Usage Permission</i>), and Annex 4 (<i>Charges</i>) with equal priority.2. Conditions and Annex 6 (<i>Performance Management Framework</i>) with equal priority.3. Annex 5 (<i>Sustainability</i>).

	<p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Authority and may delay conclusion of the Contract.</p>	
6. Deliverables	Services	<p>Data to be provided in the following format and at the following time intervals:</p> <p>A) Monthly</p> <p>A) Store livestock and rearing calf report for GB (as defined in Annex 2B), to include:</p> <ul style="list-style-type: none"> • dates of reporting period, • category of animal, • number sold per category, • average price, • numbers of markets from which data was obtained. <p>This report should be sent to the Authority via SharePoint, or other agreed electronic means, by the 5th Working Day of each month, summarised for the preceding calendar month. Please contact [REDACTED] with any queries on file locations.</p> <p>B) For cattle compensation table valuation data (as defined in Annex 2A) reports to be: -</p> <ul style="list-style-type: none"> • in a similar format as described above, with England, Scotland and Wales, and Great Britain summary to be provided. • These reports, which provide the number of livestock and minimum, maximum and average market price for each specified cattle category are to be emailed to the Authority on the 3rd working day after the 20th of each month – the averages to be determined using data collected in the preceding months (21st to 20th). <p>C) Finished livestock report for GB (as defined in Annex 2C) to include: -</p> <ul style="list-style-type: none"> • dates of reporting period, • category of animal, • number sold per category, • average price,

		<ul style="list-style-type: none"> • numbers of markets from which data was obtained. <p>This report should be sent to the Authority via SharePoint, or other agreed electronic means, by the 5th Working Day of each month, summarised for the preceding calendar month. Please contact [REDACTED] with any queries on file locations.</p> <p>B) Annually</p> <p>“Raw” dataset for cattle sales during the period 01 January to 31 December (year 1) and 01 January to 31 December (year 2) (inclusive). “Raw” data is data that is collected by the Supplier that is not collated into any specified reporting format. The Raw dataset is to be supplied in a format to be specified by APHA by 15 October each year, including information on all the by pre-determined Categories. The data should be amenable to checking and analysis and include all the variables collected in relation to each individual animal recorded. . This dataset should be sent to the Authority via SharePoint, or other agreed electronic means by 15 January for each previous calendar year.</p> <p>To be provided from the Supplier’s premises;</p> <p>The Livestock Auctioneers Association Limited Cobblethwaite Wreay Carlisle Cumbria CA4 0RZ</p>
7. Specification	The specification of the Deliverables is as set out in Annex 2.	

8. Term	<p>The Initial Term shall commence on 1 July 2023 (the Start Date)</p> <p>and the Expiry Date shall be</p> <p>30 June 2026 unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>If neither party terminates the contract, the Authority may extend the Contract for a period or periods of up to 36 months (Extension Period) by giving not less than 3 months' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such Extension Period.</p>
9. Charges	<p>The Charges for the Deliverables shall be as set out in Annex 4.</p>
10. Payment	<p>The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to:</p> <p>[REDACTED]</p> <p>Alternatively, you may post to:</p> <p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant with Annex 4 Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact the Authority's Authorised Representative(s).</p>

11. Authority Authorised Representative(s)	For general liaison your contact will continue to be <div style="background-color: black; height: 15px; width: 100%;"></div>	
12. Address for notices	Authority: Animal and Plant Health Agency (APHA) Woodham Lane New Haw Addlestone KT15 3NB <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>	Supplier: The Livestock Auctioneers Association Limited Cobblethwaite Wreay Carlisle Cumbria CA4 0RZ <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>
13. Key Personnel	Authority: Animal and Plant Health Agency (APHA) Woodham Lane New Haw Addlestone KT15 3NB <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>	Supplier: The Livestock Auctioneers Association Limited Cobblethwaite Wreay Carlisle Cumbria CA4 0RZ <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>

14. Procedures and Policies	<p>For the avoidance of doubt, if other policies of the Authority are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.</p> <p>The Authority may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>
15. Limitation of Liabilities	As set out in Clause 12.1
16. Insurance	<p>The Supplier shall hold the following insurance cover from the start date/commencement date for the duration of the Contract and continuing 6 years after the Expiry Date in accordance with this Order Form</p> <ul style="list-style-type: none"> - Professional Indemnity insurance with cover of not less than £2million pounds <p>The Supplier shall hold the following insurance cover from the start date/commencement date for the duration of the Contract in accordance with this Order Form</p> <ul style="list-style-type: none"> - Public Liability insurance with cover of not less than £2 million pounds; - Employers Liability insurance with cover of not less than £5 million pounds;

Authority Signature:



Supplier Signature:



Annex 1 – Authorised Processing Template Not Used

Annex 2 – Specification

This section sets out the Authority's requirements.

General

1. The Supplier will provide livestock sales data to the Authority and APHA. The livestock sales data is collected to provide an average market sales price for livestock (cattle, sheep, and pigs) which fall into specific categories.
2. The livestock sales data will be provided from the 1 May 2023 and will be used primarily to support a cattle compensation system, based on table valuations. To ensure compensation payments reflect actual livestock values the Authority requires data to be collected from as many LAA and IAAS Members Markets as reasonably possible.
3. Currently approximately 1.2 million cattle data sets are collected per annum or 100,000 data sets per month. Data must be collected and collated, on a continuous basis and reported as required to the timescales specified in Annex 2D.

Detailed Requirements

4. The Supplier will collect and validate data on sale prices achieved for specific livestock categories listed in Annexes 2B to 2C and use this data to calculate the average sales prices for each category.
5. The Authority may make updates strictly required to the range or breakdown of categories when necessary to reflect changes in policy or legislative requirements. Any updates besides those that reflect policy or legislative changes will be subject to additional charges.
6. The Supplier must grant the Authority permission to publish the store and finished livestock reports on gov.uk as defined in Annex 3
7. The Supplier will obtain the Price Data from a broad range of sources across GB:
 - Prime (finished) sales,
 - Store sales,
 - Rearing calf sales, and
 - Breeding and dispersal sales

8. The Supplier will provide the Authority with the monthly and annual reports listed in **Annex 2D** to the stipulated timescales by email or SharePoint, or other agreed electronic means, as specified.
9. The reports provided by the Supplier will be in the format defined in **Annex 2D**, unless the Supplier is advised otherwise by the Authority. At the time of submission, the Supplier will take reasonable steps to ensure the accuracy of the data (as received from auction markets and other data suppliers) through automated and manual checks to identify prices, ages, pedigree status etc. which appear inconsistent or unusual.
10. It is acknowledged that with circa 100,000 lines of data per month, automate identification of potentially inconsistent or unusual data would be the primary method of ensuring data accuracy. Data flagged by the Supplier and/or the Authority, as potentially inconsistent or unusual by automated or manual checks will be inspected and either;
 - a) Passed as accurate, e.g. an unusually low price is associated with lower value breed and/or animal weight, or;
 - b) Removed from the data set as it is clearly inaccurate, is an insignificant statistic, or has only partial information associated with that entry or;
 - c) If data still appears unusual or inconsistent, then the auction market/data supplier will be contacted to confirm the provided data.
11. In case of (c) the Supplier will ensure the data will either be 1) amended or confirmed as accurate as per the auction market/data supplier information or 2) removed from the data set if reasonable doubt over its accuracy remains.
12. It is acknowledged that where there is genuine uncertainty about which category an animal falls into (e.g. cow or heifer), the information provided by the auctioneers/data suppliers will be taken as accurate: e.g. if an animal is identified as both pedigree and cross bred then the auctioneer/data supplier will confirm whether it is pedigree or not; and the classification of whether an animal is either a heifer or a cow, or either finished or breeding or store etc. will necessarily lie with the auction market where it could possibly be either class.
13. The Supplier will proactively work with auction markets and other data suppliers to maximise consistency of data category reporting.
14. The Supplier will provide written explanations for any revisions to previous data.

15. During the term of this agreement the Supplier will make available to the Authority a full year's dataset. Where this agreement has not covered a full year, the dataset should cover the period of year since the start of this agreement. Therefore, for the purposes of this contract, data will need to cover the period from 01 May 2023 to 31 March 2024. The annual data is needed to enable Authority statisticians to assess the degree of price variability within each category thereby enabling the Authority to determine the number of data sets needed to produce a reasonable average. Therefore, in May 2024 the Authority would require data covering April 2023- April 2024, and in May 2025 the authority would require data from April 2024 to April 2025. This would mean the outgoing Supplier will need to provide the Authority data up until the end of their contract and the incoming Supplier would complete the data collection for the rest of the contract year. The dataset should be in a format to be specified by the Authority. The dataset must include categories pre-determined by the Authority and include all the variables collected in relation to each individual animal recorded, at times specified by the authority (**see Annex 2D**).
16. The Authority will give the Supplier three calendar months' notice of the annual dataset for checking and analysis. The Authority may, from time to time, ask the Supplier to provide an ad-hoc dataset subject to the additional charges set out in Section 4. Day Rates of Staff, and will provide three months' notice if categories for these ad-hoc datasets differ from anything requested previously.
17. Written queries on data clarification raised by the Authority in respect of livestock prices data collection and livestock prices data reporting in relation to the report specified in **Annex 2D** are to be answered by the Supplier within five working days. Other queries relating to livestock data collection and reporting will be answered by the Supplier within a timetable agreed by the Authority and/or APHA at the time of the request.
18. Queries raised by a third party with the Authority in respect of livestock prices data collection and livestock prices data reporting may, at the discretion of the Authority, be passed in writing or email by the Authority to the Supplier. These queries must be acknowledged within 1 working day and answered by the Supplier 5 working days. The answer must be provided to the Authority. The Supplier must not respond directly to the third party unless advised by the Authority and/or APHA to do so.
19. The Supplier must ensure that adequate resources are available to meet the declared targets (e.g. deadlines for supplying data and for responding to queries raised by the Authority).
20. The Authority may, from time to time, request the Supplier to scope data and/or information not specified in this agreement and, subject to clauses 20.1–20.3 below, the Supplier agrees to supply that data and information on the following basis:

- 20.1 they can confirm availability of the data and information.
 - 20.2 a clear Specification of Requirements is provided by the Authority, with a timetable for completing the task.
 - 20.3 a priced delivery estimate is provided to the Authority by the Supplier.
21. The Supplier must maximise the number of markets it receives data to ensure the published cattle table valuations are representative of all markets.

Governance and Contract Management

- 22. The quality of the service provided will be regularly monitored by the Authority against the elements outlined in Annex 6 (Performance Management Framework)
- 23. The Supplier will participate in review meetings with the Authority to review the quality and performance of the services provided. The Supplier shall be appropriately represented at the review meetings.
- 24. The Supplier will be responsible for their own Travel & Subsistence costs when attending any meeting requested by the Authority.
- 25. The Supplier will appoint a nominated person of appropriate grade to be the successful Supplier's Authorised Representative to manage the provision of the service and to liaise with the Authority as required. At any meeting it will be assumed the Supplier's Authorised Representative will be authorised to make decisions.

Peer Checks

- 26. Once the data is received from an auction house and verified, a report will be produced by the Supplier and sent back to the auction market operator for checking.
- 27. In addition, quality assurance must be monitored through an internal audit procedure, to be agreed with the Authority at least every two years. The purpose of the audit is to determine whether the data collection and price recording practices under operation are adequately controlled, to assess the efficiency and effectiveness of the data collection process and to ensure key issues such as information security and integrity are addressed.

Efficiencies and Continuous Improvement in service lifetime

28. During the term of the Contract, the Supplier shall look to develop, maintain, and improve efficiency, quality and where possible provide a reduction in charges to enhance the overall delivery of the awarded Contract.
29. The Supplier shall have an ongoing obligation throughout the term of the Contract to identify new and potential improvements to the Services which shall include, but are not limited to:
- New and evolving relevant technologies which could improve the Services.
 - New or potential improvements which enhance the quality, responsiveness, procedures, methods and/or customer support services.
 - Changes in business processes and ways of working that would enable the Services to be delivered at lower costs and /or at greater benefits to the Authority.
30. Where such improved efficiency is achieved the Supplier shall propose a reduction in the level of charges and effect such reductions by agreement with the Authority.

Annex 2A – Table Valuation Categories

For the avoidance of doubt, the data outlined below is supplied to the Authority under licence from the Livestock Auctioneers Association Limited. The data cannot be shared with, or republished by, any third party (including Devolved Administrations) outside of the Authority, without an agreed licence from the Livestock Auctioneers Association Limited, unless specified otherwise in Annex 3.

Should the Authority receive a request from any third party, including Devolved Authorities, it will forward the request to the incumbent supplier for consideration/action

For GB:

Table of non-pedigree Bovine Categories (for table valuations)

Male		Female	
Beef sector			
Age Up to 3 months Over 3 months up to 6 months Over 6 months up to 9 months Over 9 months up to 12 months Over 12 months up to 16 months Over 16 months up to 20 months 20 months and over Breeding bulls 20 months and over		Age Up to 3 months Over 3 months up to 6 months Over 6 months up to 9 months Over 9 months up to 12 months Over 12 months up to 16 months Over 16 months up to 20 months (inc calved) 20 months and over 20 months and over calved	
Dairy sector			
Age Up to 3 months Over 3 months up to 6 months Over 6 months up to 12 months Over 12 months up to 16 months Over 16 months up to 20 months 20 months and over		Age Up to 3 months Over 3 months up to 6 months Over 6 months up to 12 months Over 12 months up to 16 months Over 16 months up to 20 months Over 20 months and up to 84 months calved Over 20 months and up to 84 months not calved Over 84 months	

Table of Pedigree Bovine Categories

Male	Female
------	--------

Beef sector			
Age 0 months up to 6 months 6 months up to 12 months Over 12 months up to 24 months Bull 24 months and over		Age 0 months up to 6 months 6 months up to 12 months Over 12 months up to 24 months 24 months and over (not calved) Calved over 24 months and up to 36 months Over 36 months – calved	
Dairy sector			
Age Up to 2 months Over 2 months up to 12		Age Up to 2 months Over 2 months up to 10	

Annex 2B – GB Store Livestock Prices (£ per head)

For the avoidance of doubt, the data outlined below is supplied to the Authority under licence from the Livestock Auctioneers Association Limited. The data cannot be shared with, or republished by, any third party (including Devolved Administrations) outside of the Authority, without an agreed licence from the Livestock Auctioneers Association Limited, unless specified otherwise in Annex 3.

Should the Authority receive a request from any third party, including Devolved Authorities, it will forward the request to the incumbent supplier for consideration/action

Store Cattle		
Holstein Friesian (x)	Yearlings	Steers Heifers
	18 months old	Steers Heifers
	2 years old	Steers Heifers
Hereford/Cross	Yearlings	Steers Heifers
	18 months old	Steers Heifers
	2 years old	Steers Heifers
Continental/Cross	Yearlings	Steers Heifers
	18 months old	Steers Heifers
	2 years old	Steers Heifers
Others	Yearlings	Steers Heifers
	18 months old	Steers Heifers
	2 years old	Steers Heifers
Pedigree Breeding Bulls	24 months and over	
Dairy Cattle (Commercial Type)	Holstein Friesian (x)	Under 36 months Over 36 months
	Other Dairy Breeds	Under 36 months Over 36 months
Rearing Calves (not more than 3 weeks old) at time of sale	Holstein Friesian (x)	Bulls Heifers
	Hereford/Cross	Bulls Heifers
	Continental/Cross	Bulls Heifers
	Others	Bulls Heifers

Store Sheep
Old Season Lambs
New Season Lambs

Annex 2C – GB Finished Livestock Prices (Pence per kg liveweight unless specified otherwise)

For the avoidance of doubt, the data outlined below is supplied to the Authority under licence from the Livestock Auctioneers Association Limited. The data cannot be shared with, or republished by, any third party (including Devolved Administrations) outside of the Authority, without an agreed licence from the Livestock Auctioneers Association Limited, unless specified otherwise in Annex 3.

Should the Authority receive a request from any third party, including Devolved Authorities, it will forward the request to the incumbent supplier for consideration/action

Steers	Light (370-550 kg)
	Medium (551-650 kg)
	Heavy (Over 650 kg)
	Total
Heifers	Light (330-500 kg)
	Medium (501-590 kg)
	Heavy (Over 590 kg)
	Total
Young Bulls	Light (370-550 kg)
	Medium (551-650 kg)
	Heavy (Over 650 kg)
	Total
Prime Cattle (Steers, Heifers & Young Bulls) Total	
Cull Cows	Grade 1
	Grade 2
	Grade 3
	Grade 4
	Dairy Sired (Ungraded)
	Beef Sired (Ungraded)
	Total
Cull Bulls	

Sheep	
New Season Lambs	Super Light (17.0 - 25.4 kg)
	Light (25.5 - 32.0 kg)
	Standard (32.1 - 39.0 kg)
	Medium (39.1 - 45.5 kg)
	Heavy (45.6 - 52.0 kg)
	Other (52.0 kg & Over)
	SQQ (25.5-45.5kg)
Old Season Lambs	Super Light (17.0 - 25.4 kg)
	Light (25.5 - 32.0 kg)
	Standard (32.1 - 39.0 kg)
	Medium (39.1 - 45.5 kg)
	Heavy (45.6 - 52.0 kg)
	Other (52.0 kg & Over)
	SQQ (25.5-45.5kg)
Cull Ewes (£ per head)	

Pigs	
Finished Pigs	Porkers(60-87kg)
	Cutters(88-97kg)
	Baconers (98-115kg)
	Others (over 115kg)
	Total Pigs
Cull Sows	

Annex 2D – Reports and Timescales

Data to be provided in the following format and at the following time intervals:

1) Monthly:

A) Store livestock and rearing calf report for GB (as defined in Annex 2C), to include:

- dates of reporting period
- category of animal,
- number sold per category,
- average price,
- numbers of markets from which data was obtained.

This report should be sent to the Authority via SharePoint, or other agreed electronic means, by the 5th Working Day of each month, summarised for the preceding calendar month. Please contact [REDACTED] with any queries on file locations.

B) For cattle compensation table valuation data (as defined in Annex 2A) reports to be:

- in a similar format as described above, with England, Scotland and Wales and Great Britain summary to be provided category of animal
- These reports, which provide the number of livestock and minimum, maximum and average market price for each specified cattle category are to be emailed to the Authority on the 3rd working day after the 20th of each month – the averages to be determined using data collected in the preceding months (21st to 20th).

C) Finished livestock report for GB (as defined in Annex 2C) to include:-

- dates of reporting period
- category of animal,
- number sold per category,
- average price,
- numbers of markets from which data was obtained.

This report should be sent to the Authority via SharePoint, or other agreed electronic means, by the 5th Working Day of each month, summarised for the preceding calendar month. Please contact [REDACTED] with any queries on file locations.

2) Annually:

“Raw” dataset for cattle sales during the period 01 January to 31 December (year 1) and 01 January to 31 December (year 2) (inclusive). “Raw” data is data that is collected by the Supplier that is not collated into any specified reporting format. The

Raw dataset is to be supplied in a format to be specified by APHA by 15 October each year, including information on all the pre-determined Categories. The data should be amenable to checking and analysis and include all the variables collected in relation to each individual animal recorded. This dataset should be sent to the Authority via SharePoint, or other agreed electronic means by 15 January for each previous calendar year..

Annex 3 – Data Usage Permission

For the avoidance of doubt, the table below outlines permissions of data use. The data is supplied to the Authority under licence from the Livestock Auctioneers Association Limited. The data cannot be shared with, or republished by, any third party (including Devolved Administrations) outside of the Authority, without an agreed licence from the Livestock Auctioneers Association Limited, unless specified otherwise below. Should the Authority receive a request from any third party, including Devolved Authorities, it will forward the request to the incumbent supplier for consideration/action

REPORT	Includes	Permission to publish?	Use
TB Cattle Compensation Report Monthly Great Britain (England, Wales and Scotland tabs)	Cattle – store (including calves), finished, breeding (no cow and calves)	GB prices only on gov.uk. Publication of standalone prices for England, Scotland or Wales is not permitted.	TB Compensation Valuation Tables for publication on gov.uk. This report and the information therein cannot be republished by a third party outside of The Authority (with the exception of a BSE compensation requirement) The Authority have clarified that the TB table values would only be shared with Devolved Administration in the event of having to compensate for BSE affected cattle. In this event, the Authority would only share average price information. The Authority would not share the detailed data underneath the averages. In no other circumstances would this information be shared with Devolved Administrations.

<p>Finished Prices report</p> <p>Monthly</p> <p>Great Britain</p>	<p>All categories specified in Annex 2C</p>	<p>GB prices only on gov.uk.</p> <p>Publication of standalone prices for England, Scotland or Wales is not permitted.</p>	<p>Finished Prices report for publication on gov.uk</p>
<p>Store Prices report</p> <p>Monthly</p> <p>Great Britain</p>	<p>All categories specified in Annex 2B</p>	<p>GB prices only on gov.uk.</p> <p>Publication of standalone prices for England, Scotland or Wales is not permitted.</p>	<p>Store Prices report for publication on gov.uk</p>
<p>"Raw" data set</p> <p>Yearly</p> <p>Great Britain</p>	<p>Cattle – store, finished, breeding</p>	<p>No</p>	<p>To assess the degree of price variability within each of the valuation categories in the TB Cattle Compensation Report.</p> <p>To determine the effectiveness of current or proposed disease control policies. Such analysis may inform impact assessments and/ or ministerial decisions. The source of the manipulated data will be acknowledged, and the contractor will have the opportunity to review the calculations made before they are shared externally.</p>

Annex 4 – Charges

Defined terms within this Annex:

E-Invoicing: Means invoices created on or submitted to the Authority via the electronic marketplace service.

Electronic Invoice: Means an invoice (generally in PDF file format) issued by the Supplier and received by the Authority using electronic means, generally email

1. Data Provision Fee

- 1.1 The Data Provision Fee is the monthly charges set out by the Supplier for the provision of the data. This matrix table does not cover a charge for prime/finished sheep sales data sets, which is required to fulfil the reports specified within the contract at Annex 2C.
- 1.2 The inclusion of sheep data would noticeably change the data sets (i.e. number of sales) within the table. To allow the charging scales to fit within the contract categories, both the Supplier proposes to accept that only the cattle and pig numbers will be charged for, but that sheep sales numbers and values will be provided within the associated data sets. Should the Authority review their requirements in the future the Supplier reserves the right to retrospectively include sheep numbers in their charging matrix.
- 1.3 The charges set out in the pricing matrix table under prime/finished cattle sales therefore cover prime/finished cattle and pig sales.
- 1.4 For clarity and for continuity with the existing calculation methodology for the number of sales in the pricing matrix table, a sale is defined as follows:
- 1.5 A sale per type of sale (breeding, store or finished), per auction market, per day denotes one sale. Examples are set out below:-

Type of Sale	Number of Sales Applicable
Store Cattle + Store Sheep	1 Sale
Store Cattle	1 Sale
Finished Sheep	1 Sale
Store Cattle + Breeding Cattle	2 Sales
Store Cattle + Breeding Cattle + Finished Sheep	3 Sales
Store Cattle + Breeding Cattle + Finished Cattle + Finished Sheep + Store Sheep + Finished Pigs	3 Sales

- 1.6 The following table sets out the flat rate that shall be payable by the Authority dependent on number of sources provided from LAA, IAAS markets or other data sources in relation to the collection of information for the Cattle Compensation Report

and monthly auction market data. For the avoidance of doubt, the price payable shall relate to the number of sources provided.

- 1.7 The charges outlined in the table below are based on monthly amounts. The monthly invoiced charges will be calculated on the basis of these reports from markets received in a month.
- 1.8 Apart from the annual price review linked to the CPI indexation, the monthly auction market data rates are capped at the figures shown below.

Table 1 - Calculation of Monthly Auction Market Data Cost

2. Annual Fee for Data Collection, Verification, and Analysis

- 2.1 Table 2 sets out the annual charges set for the collection, verification and analysis of the data.
- 2.2 For the first 2 years, the annual fee for data collection, verification and analysis will not be reviewed by the Supplier for efficiencies, other than for charges linked to inflation detailed in section 5.
- 2.3 After the initial 2 year term, the Agency may be interested in gain-sharing any reductions in annual costs that can be achieved. These savings will be based on cost reductions identified by the Supplier and not as a consequence of the removal of any services or service levels.

2.4 [REDACTED]

2.5 Any saving proposals identified are to be fully costed and transparent for how cost efficiencies will be met, identifying any process changes that will result in the cost reduction. The Agency will be required to endorse the proposals before starting to be delivered.

2.6 Apart from the annual price review linked to the CPI indexation, the annual fee for Data Collection, Verification, and Analysis rates is capped at the total figure shown below.

Table 2 - Annual Fee for Data Collection, Verification, and Analysis

[REDACTED]	
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3. Estimated Annual Cost to the Authority

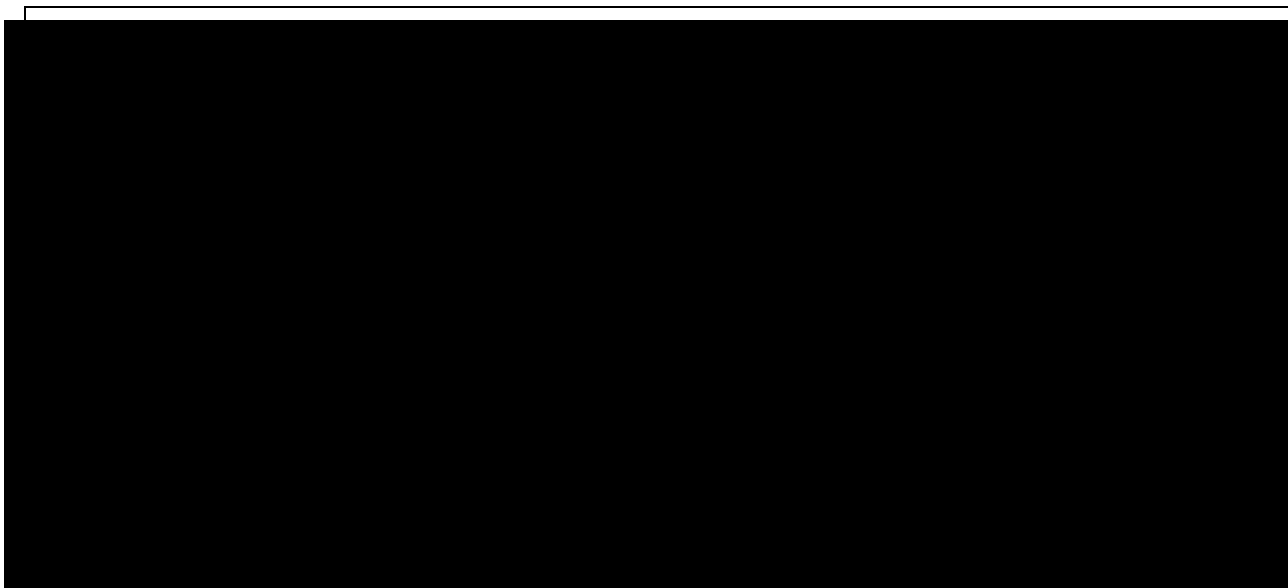
[REDACTED]	
Total Estimated Annual Cost (ex VAT)	£305,418

**Subject to indexation, (CPI) as stated in Clause 5.

4. Day Rates of Staff

4.1 The following table sets out the staff roles that will be provided to carry out specific tasks and the rates that will be applicable for ad hoc work.

4.2 These rates are capped for the duration of the contract.



5. Charges linked to Inflation

- 5.1 Where the Charges are stated to be "subject to indexation" they shall be adjusted in line with changes in the Consumer Price Index ("CPI"). All other costs, expenses, fees and charges shall not be adjusted to take account of any inflation, change to exchange rate, change to interest rate or any other factor or element which might otherwise increase the cost to the Supplier
- 5.2 Charges shall not be indexed during the first year following the Start Date.
- 5.3 Where paragraph 5 states that a Charge is subject to indexation then it will be indexed on the date which is One year after the Start Date and on each anniversary of such date (in each case the "Review Date") to reflect the percentage change in the CPI in the 12 months. The Charge will be indexed using the average CPI over each complete month of the last 12 months. If the percentage change in the CPI is negative on any Review Date, there will be no change to the Charge.
- 5.4 Where the CPI Index:
 - 5.4.1 used to carry out an indexation calculation is updated then the indexation calculation shall also be updated unless the Authority and the Supplier agree otherwise;
 - 5.4.2 is no longer published or no longer consider appropriate by the Authority acting reasonably, the Authority and the Supplier shall agree a fair and reasonable replacement.

6. Currency

- 6.1 All Supplier invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

7. Variations

- 7.1 The Authority may make reasonable changes to its invoicing requirements during the Term after providing 30 calendar days written notice to the Supplier.

8. Electronic Invoicing

- 8.1 The Authority shall accept for processing any electronic invoice that it is valid, undisputed and complies with the requirements of the Authority's e-invoicing system:
- 8.2 The Supplier shall ensure that each invoice is submitted in a PDF format and contains the following information:
- 8.2.1 the date of the invoice;
 - 8.2.2 a unique invoice number;
 - 8.2.3 the period to which the relevant Charge(s) relate;
 - 8.2.4 the correct reference for the Contract
 - 8.2.5 a valid Purchase Order Number;
 - 8.2.6 the dates between which the Deliverables subject of each of the Charges detailed on the invoice were performed;
 - 8.2.7 a description of the Deliverables;
 - 8.2.8 the pricing mechanism used to calculate the Charges (such as fixed price, time and materials);
 - 8.2.9 the total Charges gross and net of any applicable deductions and, separately, the amount of any reimbursable expenses properly chargeable to the Authority under the terms of this Contract, and, separately, any VAT or other sales tax payable in respect of each of the same, charged at the prevailing rate;
 - 8.2.10 a contact name and telephone number of a responsible person in the Supplier's finance department and/or contract manager in the event of administrative queries; and
 - 8.2.11 the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number);

8.3 The Supplier shall submit all invoices and any requested supporting documentation through the Authority's e-invoicing system or if that is not possible to [REDACTED]; with a copy (again including any supporting documentation) to such other person and at such place as the Authority may notify to the Supplier from time to time.

8.4 Invoices submitted electronically will not be processed if:

8.4.1 The electronic submission exceeds 4mb in size

8.4.2 Is not submitted in a PDF formatted document

8.4.3 Multiple invoices are submitted in one PDF formatted document

8.4.4 The formatted PDF is "Password Protected"

Annex 5 – Sustainability

1 Sustainability

- 1.1 The Supplier must comply with the Authority's Sustainability Requirements set out in this Contract. The Supplier must ensure that all Supplier Staff and subcontractors who are involved in the performance of the Contract are aware of these requirements in accordance with clauses 8.1(c) and 13.2.
- 1.2 The Authority requires its suppliers and subcontractors to meet the standards set out in the Supplier Code of Conduct in accordance with clause 13.1(c).
- 1.3 The Supplier must comply with all legislation as per clause 13.1.

2 Human Rights

- 2.1 The Authority is committed to ensuring that workers employed within its supply chains are treated fairly, humanely, and equitably. The Authority requires the Supplier to share this commitment and to take reasonable and use reasonable and proportionate endeavours to identify any areas of risk associated with this Contract to ensure that it is meeting the International Labour Organisation International Labour Standards which can be found online - [Conventions and Recommendations \(ilo.org\)](https://www.ilo.org/) and at a minimum comply with the Core Labour Standards, encompassing the right to freedom of association and collective bargaining, prohibition of forced labour, prohibition of discrimination and prohibition of child labour.
- 2.2 The Supplier must ensure that it and its subcontractors and its [or their] supply chain:
 - 2.2.1 pay staff fair wages and
 - 2.2.2 implement fair shift arrangements, providing sufficient gaps between shifts, adequate rest breaks and reasonable shift length, and other best practices for staff welfare and performance.

3 Equality, Diversity and Inclusion (EDI)

- 3.1 The Supplier will support the Authority to achieve its [Public Sector Equality Duty](#) by complying with the Authority's policies (as amended from time to time) on EDI. This includes ensuring that the Supplier, Supplier Staff, and its subcontractors in the delivery of its obligations under this Contract:

- 3.1.1 do not unlawfully discriminate either directly or indirectly because of race, colour, ethnic or national origin, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, marriage and civil partnership or age and without prejudice to the generality of the foregoing the Supplier shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010;
- 3.1.2 will not discriminate because of socio-economic background, working pattern or having parental or other caring responsibilities;
- 3.1.3 eliminates discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010;
- 3.1.4 advances equality of opportunity between people who share a protected characteristic and those who do not;
- 3.1.5 foster good relations between people who share a protected characteristic and people who do not share it;
- 3.1.6 identifies and removes EDI barriers which are relevant and proportionate to the requirement; and
- 3.1.6 shall endeavour to use gender-neutral language when providing the Deliverables and in all communications in relation to the Contract.

4 Environment

- 4.1 The Supplier shall ensure that any Goods or Services are designed, sourced, and delivered in a manner which is environmentally responsible and in compliance with paragraph 1.3 of this Annex;
- 4.2 In performing its obligations under the Contract, the Supplier shall to the reasonable satisfaction of the Authority ensure the reduction of whole life cycle sustainability impacts including;
 - 4.2.1 resilience to climate change;
 - 4.2.2 eliminating and/or reducing embodied carbon;
 - 4.2.3 minimising resource consumption and ensuring resources are used efficiently;
 - 4.2.4 avoidance and reduction of waste following the waste management hierarchy as set out in Law and working towards a circular economy;
 - 4.2.5 reduction of single use consumable items (including packaging), and avoidance of single use plastic in line with Government commitments;
 - 4.2.6 environmental protection (including pollution prevention, biosecurity and reducing or eliminating hazardous substances; and

- 4.2.7 compliance with [Government Buying Standards](#) applicable to Deliverables and using reasonable endeavours to support the Authority in meeting applicable [Greening Government Commitments](#).

5 Social Value

- 5.1 The Supplier will support the Authority in highlighting opportunities to provide wider social, economic, or environmental benefits to communities through the delivery of the Contract.
- 5.2 The Supplier will ensure that supply chain opportunities are inclusive and accessible to:
- 5.2.1 new businesses and entrepreneurs;
 - 5.2.2 small and medium enterprises (SMEs);
 - 5.2.3 voluntary, community and social enterprise (VCSE) organisations;
 - 5.2.4 mutuals; and
 - 5.2.5 other underrepresented business groups.

Annex 6 – Performance Management Framework

PERFORMANCE MANAGEMENT FRAMEWORK (INCLUDING KEY PERFORMANCE INDICATORS)

1 Performance Management

- 1.1 As part of the Authority's continuous drive to improve the performance of all contracts, this Performance Management Framework will be used to monitor, measure and control all aspects of the Supplier's performance of contract responsibilities under the Contract.
- 1.2 The purpose of this Performance Management Framework is to set out the obligations on the Supplier, to outline how the Supplier's performance will be evaluated and to detail the sanctions for performance failure. The Supplier is responsible for the performance of any subcontractors.
- 1.3 Key Performance Indicators (KPIs) are essential to align Supplier performance with the requirements of the Customer and to do so in a fair and practical way. KPIs must be realistic, achievable, and set to indicate where the service is failing if they are not achieved. Without the additional use of service credits, failure to meet KPIs will strain the relationship as delivery falls short of agreed performance standards. As a result, the only recourse would be to terminate the contract and seek an alternative Supplier.
- 1.4 The use of a strong service credit regime accompanied by a proactive approach to correcting failures and addressing their cause improves the relationship and enables a partnership rather than a confrontational style of working. Its focus is on managing and improving service. It is not about taking cost out of the service.
- 1.5 KPIs are set out in Table A. They will be monitored on a quarterly or annual basis as appropriate to the service and will form part of the contract performance review.
- 1.6 The Customer will be entitled to refine, vary or modify the KPIs, performance standards and service credits from time to time during the Contract Period through a variation to be agreed with the Supplier using a Contract Change Note (CCN).
- 1.7 Where a KPI has a percentage measure, the Supplier's performance will be rounded to the nearest whole number.
- 1.8 The Supplier will detail performance against KPI's in the Monthly and Quarterly Reports.

- 1.9 KPI's will be monitored on a regular basis and shall form part of the contract performance review. Performance of KPI's will be reported quarterly and annually.
- 1.10 The first quarter shall not be formally assessed. It shall be used to develop the quarterly report template and agree the format and content to be included in the report.
- 1.11 Any performance issues highlighted in these reports will be addressed by the Supplier, who shall be required to provide an improvement plan ("Remediation Plan") to address all issues highlighted within a week of the Authority request.
- 1.12 Performance failure by the Supplier may result in administrative costs to the Authority. Where failure attributable to the Supplier is identified in the Performance Management report and relates to the KPI's then the service credit regime shall apply.

2 Service Credits

The use of service credits is governed by the following principles:

- 2.1 Service credits sit within the wider service management approach being pursued by the Provider and the Contracting Body. Use of service credits does not preclude any other remedy for failure of performance available to the Customer under the terms and conditions of the Contract.
- 2.2 The service credit regime will be instigated on each occasion when there is a service failure (i.e. where a KPI is identified as having a 'Red status') within the performance monitoring period. Failure to meet a KPI may also give rise to a remediation plan.
- 2.3 Service credits will be applied as follows;

➤ Service Credit 1: KPI 1

Unless there is written clearance by the Authority, a score of "red" against KPIs 1 will result in a reduction in value of the subsequent invoice sent to the Authority that the score was awarded. The applicable deductions, resulting from performances in "red" in the KPI table, are:

- 5% of the total invoice value in that period defined in the Payment Schedule caused by a monthly report delay
- 10% of the total value for that period defined in the Payment Schedule caused by a quarterly report delay

- 20% of the total value in that period defined in the Payment Schedule caused by an annual report delay.

➤ **Service Credit 2: KPI 3**

Unless there is written clearance by the Authority, any “red” scores against KPI 3 will result in a reduction in value of the subsequent invoice sent to the Authority that the score was awarded. The applicable deductions, resulting from performances in “red” in the KPI table, are:

- 5% of the total value in that period defined in the Payment Schedule for a failure in KPI 3

➤ **Service Credit 3: KPI 2**

Unless there is written clearance by the Authority, any “red” scores against KPI2 will result in a reduction in value of the subsequent invoice sent to the Authority that the score was awarded. The applicable deduction, resulting from performances in “red” in the KPI table, is [20%] of the total agreed value of that specific Ad hoc task and the Authority withholding the remaining payment until the task has been completed to the satisfaction of the Authority.

If a score of “amber” is made against this KPI, the Authority will withhold payment of that Ad hoc task until that time it has been delivered to the satisfaction of the Authority

➤ **Service Credit 4: KPI 5, KPI 6, KPI 7**

Unless there is written clearance by the Authority any “red” scores against KPI 5, KPI6, KPI7 will result in a reduction in value of the subsequent invoice sent to the Authority that the score was awarded.

The applicable deductions, resulting from performances in “amber” and “red” in the KPI table are:

- An “amber” score in [three] consecutive reporting quarters shall result in a 10% reduction of the total value of the invoice received in that period
- A “red” score for KPI5, KPI 6, KPI7 shall result in a 20% reduction of the invoice for that period defined in the Payment Schedule.

- 2.4 The Supplier will provide the Customer with the information listed in the Specification and such other supporting information as the Customer may reasonably request in order to determine the proper application of any service credits due.
- 2.5 For services where the Supplier is paid by the Customer, service credits will be paid as a credit note on the next invoice.

- 2.6 For services where the Supplier recovers costs directly, service credits will be paid to individual users of the service as a credit note to their next invoice. The Supplier will propose how the service credit amounts will be applied to each user of the service.
- 2.7 The full, agreed service credit regime will operate from the initial service date until the end of the Contract Period. At the end of the first complete performance monitoring period, the Customer and the Supplier will enter into good faith discussions to review the KPIs and assess their effectiveness. The KPIs may be adjusted to ensure that they are appropriate and achievable.

3 Continuous Improvement

In conjunction with the Customer, the Supplier will develop, maintain and improve performance and service with a view to enhancing the overall delivery of service.

- 3.1 The Supplier shall provide a retrospective and planned summary of any continuous improvement undertaken in the quarterly report to the Authority.
- 3.2 The Supplier shall have an on-going obligation throughout the Contract Term to identify new and potential improvements to the Services which would include, but not be limited to:
- New and evolving relevant technologies which could improve the Service;
 - New or potential improvement to the Service including, but not limited to, the quality, responsiveness, procedures, methods and customer support services;
 - Changes in business processes and ways of working that would enable the Services to be delivered at lower costs and /or at greater benefits to the Authority.
- 3.3 The Supplier shall ensure that the information that it provides to the Customer shall be sufficient for the Customer to decide whether any improvements should be implemented. The Supplier shall provide any further information that the Customer requests.
- 3.4 The Supplier shall be obligated at all times to seek to improve its efficiency in providing Services to the Customer and to review the level of charges in light of possible efficiency gains. Where such improved efficiency is achieved the Supplier shall propose reinvestment of such reductions by agreement with the Customer.

- 3.5 The parties shall identify and report on the Continual Improvement Plan and any proposed improvements at each Quarterly Review Meeting. If the Customer wishes to incorporate any improvement, changes will be made by a Change Control (Schedule 1).

Table A

Metric	KPI	What is required to make this measurable	KPI Measurement	KPI Rating		
Contract Management	KPI 1 – Monthly and Quarterly reports and invoices Service Credit 1	Brief monthly reports to be produced within five (5) working days of the end of each month. Quarterly two-page reports and invoices to be produced within five (5) working days of the end of each quarter. Invoices and associated report should be clearly linked.	Invoices will quote the correct PO, contract number, the Authority Contact, and qualitative description of the work being done. Invoices must be clearly itemised. Associated reports should be clearly and explicitly linked to invoices to help financial tracking.	Reports and or invoices sent to the Authority which contains inaccuracies and/or greater than 5 (five) working days after the agreed deadline.	N/A	Meets expectations - All reports and invoices sent to the Authority on time and accurately reflect agreed work

Metric	KPI	What is required to make this measurable	KPI Measurement	KPI Rating		
Contract Management	KPI 2 – Prompt responses to Queries Service credit 3	Supplier must acknowledge All queries from the Authority within 1 working day, with follow up within 5 working days. Ad hoc work will be tracked in the quarterly invoice report.	All formal queries sent to the Supplier by the Authority, being recorded as Ad hoc tasks in monthly reports and summarised in quarterly reports and given a deadline for resolution by the Supplier in receipt of query unless amended in agreement with the Authority.	Response to query takes longer than 3 working days. Query is not resolved within timeframe proposed by the Supplier and required the Authority to send more than 1 reminder/chasing emails to the Supplier to illicit a satisfactory response.	Partially meets expectations– Queries take longer than one day but less than 3 working days or there is a slight but acceptable delay in finalising a satisfactory response to the Authority.	Meets expectations –Queries responded to within the time frame provided and resolved to the satisfaction of the Authority.

Contract Management	KPI 3 – Annual Risk Assessment Service credit 2	Provide annual risk assessment (Including staff availability risks) by 30th June each year. Supplier to maintain and flag risks and mitigation action where required. Risk Assessment should be reviewed monthly, and any changes highlighted on a monthly basis.	Detailed annual report to be clear and thorough, requiring minimal involvement from the Authority's Project Officer. Clarity is essential.	First draft of the Risk Assessment annual report delivered after 30 th June and or draft report requires significant comment revision after being reviewed by the Authority. Risks identified in monthly and quarterly reports not reflected in an updated risk register.	NA	Meets expectations – Risk Assessment Annual report delivered on time and to a quality that requires minimal comment from the Authority
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Metric	KPI	What is required to make this measurable	KPI Measurement	KPI Rating		
Delivery	KPI 5 – Data capture and data provision Service credit 4	Provisional data capture statistics, data Upload, ratification times and delivery as detailed in section 9	Data capture for provisional data will meet requirements stated in Contract and data will be reviewed and ratified and provided to the Authority by the end of each quarter (in arrears)	Data provision includes significant inaccuracies prior to ratification and or final versions fail to meet deadlines.	Partially meets expectations – Initial data includes some inaccuracies which are resolved, and data is published to timelines.	Meets expectations – Data is reported without significant amendments and to time
Delivery	KPI 6 – Audits and calibration Service credit 4	All audits and calibration activities as required in the Specification and undertaken to the Authority's required timetable.	Evidence is provided that all QA/QC audits have been undertaken and any issues identified have been resolved within an agreed timeframe	Down time has occurred at a site where the most recent previous scheduled audit has not occurred and or data is identified as being inaccurate as a result of equipment not being calibrated accurately.	Partially meets expectations– Audits and calibrations do not occur to submitted timeframe; however revised dates are agreed.	Meets expectations - All sites are audited and calibrated to the Suppliers proposed and agreed timeframe and no downtime has occurred

Metric	KPI	What is required to make this measurable	KPI Measurement	KPI Rating		
Quality	KPI 7 – Robust QA Procedures Service credit 4	<p>Quality of service meets the needs of the Authority and requires no correction of technical inaccuracies by the Authorities Project Officer.</p> <p>Robust QA/QC procedures are in place and are documented and followed by the project team, including any Sub-Contractors (where appropriate).</p> <p>There are no issues with quality that have to be escalated to Suppliers senior management</p>	<p>These issues are all highlighted in quarterly invoice linked reports Agreement on scales to be confirmed at the inception meeting.</p>	QAQC Measures have been escalated to the Supplier's Senior Management and or Authority	Partially meets expectations – The Supplier identifies that QA/QC procedures as identified in Schedule 10 have not been maintained or met or that cannot be evidenced as being met if requested by the Authority.	Meets expectations – There are no issues relating to QA/QC identified by the Supplier or escalated to the Authority

Continuous Improvement	KPI 8 – Continuous Improvement No Service Credit	<p>The Supplier shall submit ideas and or developed proposals for continuous improvement to be considered by the Authority.</p> <p>This KPI will begin being recorded from the first Quarterly Report sent to the Authority after twelve (12) months of Service have elapsed from the Service Commencement Date.</p>	<p>Supplier includes proposals for continuous improvement within Quarterly reports, demonstrating a proactive approach that seeks improvements to quality of data and cost savings</p>	<p>No continuous improvement measures have been proposed.</p>	<p>Partially meets expectations– Supplier has provided to the Authority undeveloped proposals for continuous improvement or has not sought to engage the Authority prior to proposals being submitted.</p>	<p>Meets expectations – Supplier has provided to the Authority, developed proposals for continuous improvement.</p>
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Schedule 1 – Change Control

Contract Change Note (“CCN”)

CCN Number	
Contract Reference Number & Title	
Variation Title	
Number of Pages	

WHEREAS the Contractor and the Authority entered into a Contract for the supply of [project name] dated [dd/mm/yyyy] (the "Original Contract") and now wish to amend the Original Contract

IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this Change Control Notice:

Change Requestor / Originator		
Summary of Change		
Reason for Change		
Revised Contract Price	Original Contract Value	£
	Previous Contract Changes	£
	Contract Change Note [x]	£
	New Contract Value	£
Revised Payment Schedule		
Revised Specification (See Annexe [x] for Details)		
Revised Contract Period		
Change in Contract Manager(s)		
Other Changes		

2. Save as amended all other terms of the Original Contract shall remain effective.
3. This CCN takes effect from the date on which both Parties communicate acceptance of its terms via DocuSign

Schedule 2 – Exit Management

1. EXIT PLAN

1.1 The Supplier shall, within six (6) Months after the Start Date, deliver to the Authority a plan which complies with the requirements set out in Paragraph 1.3 of this Schedule and is otherwise reasonably satisfactory to the Authority (the "**Exit Plan**").

1.2 The Parties shall use reasonable endeavours to agree the contents of the Exit Plan. If the Parties are unable to agree the contents of the Exit Plan within twenty (20) Working Days of the latest date for its submission pursuant to Paragraph 1.1, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.

1.3 The Exit Plan shall set out, as a minimum:

1.3.1 how the Exit Information is obtained;

1.3.2 a mechanism for dealing with partial termination on the assumption that the Supplier will continue to provide the remaining Deliverables under this Contract;

1.3.3 a detailed description of both the transfer and cessation processes, including a timetable;

1.3.4 how the Deliverables will transfer to the Replacement Supplier and/or the Authority;

1.3.5 the scope of Termination Assistance that may be required for the benefit of the Authority;

1.3.6 how Termination Assistance will be provided, including a timetable and critical issues for providing Termination Assistance;

1.3.7 any charges that would be payable for the provision of Termination Assistance (calculated in accordance with Paragraph 1.4 below) together with a capped estimate of such charges;

1.3.8 how the Supplier will ensure that there is no disruption to or degradation of the Deliverables during the Termination Assistance Period; and

1.3.9 any other information or assistance reasonably required by the Buyer or a Replacement Supplier.

1.4 Any charges payable as a result of the Supplier providing Termination Assistance shall be calculated and charged in accordance with Annex 4 (Charges). The Supplier shall be entitled to increase or vary the Charges only if it can demonstrate in the Exit Plan that the provision of Termination Assistance requires additional resources and, in any event, any change to the Charges resulting from the provisions of Termination Assistance will be strictly proportionate to the level of resources required for the provision of the Termination Assistance Services.

1.5 The Supplier shall:

1.5.1 maintain and update the Exit Plan (and risk management plan) no less frequently than:

- a) every six (6) months throughout the Contract Period;
- b) no later than twenty (20) Working Days after a request from the Buyer for an up-to-date copy of the Exit Plan;

1.5.2 jointly review and verify the Exit Plan if required by the Authority and promptly correct any identified failures.

1.6 Only if (by notification to the Supplier in writing) the Authority agrees with a draft Exit Plan provided by the Supplier under Paragraph 1.2 or 1.4 (as the context requires), shall that draft become the Exit Plan for this Contract.

1.7 A version of an Exit Plan agreed between the parties shall not be superseded by any draft submitted by the Supplier.

2 TERMINATION ASSISTANCE

2.1 The Authority shall be entitled to require the provision of Termination Assistance at any time during the Contract Period by giving written notice to the Supplier (a "Termination Assistance Notice") at least four (4) Months prior to the Expiry Date or as soon as reasonably practicable (but in any event, not later than three (3) Months) following the service by either Party of a Termination Notice. The Termination Assistance Notice shall specify:

2.1.1 the nature of the Termination Assistance required;

2.1.2 and the start date and period during which it is anticipated that Termination Assistance will be required, which shall continue no longer than three (3) Months after the End Date.

2.2 The Authority shall have the right to terminate its requirement for Termination Assistance by serving not less than (20) Working Days' written notice upon the Supplier.

2.3 In the event that Termination Assistance is required by the Authority but at the relevant time the parties are still agreeing an update to the Exit Plan pursuant to Paragraph 1, the Supplier will provide the Termination Assistance in good faith and in accordance with the principles in this Schedule and the last Authority approved version of the Exit Plan (insofar as it still applies).

3 TERMINATION ASSISTANCE PERIOD

3.1 Throughout the Termination Assistance Period the Supplier shall:

- 3.1.1 continue to provide the Deliverables (as applicable) and otherwise perform its obligations under this Contract and, if required by the Authority, provide the Termination Assistance;
- 3.1.2 provide to the Authority and/or its Replacement Supplier any reasonable assistance and/or access requested by the Authority and/or its Replacement Supplier including assistance and/or access to facilitate the orderly transfer of responsibility for and conduct of the Deliverables to the Authority and/or its Replacement Supplier;
- 3.1.3 subject to Paragraph **Error! Reference source not found.**, provide the Deliverables and the Termination Assistance at no detriment to the Service Levels, the provision of the Management Information or any other reports nor to any other of the Supplier's obligations under this Contract;
- 3.1.4 If the Supplier demonstrates to the Buyer's reasonable satisfaction that the provision of the Termination Assistance will have a material, unavoidable adverse effect on the Supplier's ability to meet one or more particular Service Levels, the Parties shall vary the relevant Service Levels and/or the applicable Service Credits accordingly

4 SCOPE OF TERMINATION ASSISTANCE

4.1 The Buyer may specify that any of the following services will be provided by the Supplier as part of its Termination Assistance:

- 4.1.1 notifying the Subcontractors of procedures to be followed during the Termination Assistance Period and providing management to ensure these procedures are followed;
- 4.1.2 providing details of work volumes and staffing requirements over the 12 Months immediately prior to the commencement of Termination Assistance;
- 4.1.3 agreeing with the Buyer a handover plan for all of the Supplier's responsibilities as set out in the Security Management Plan

Short Form Terms

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

"Authority"	means the authority identified in paragraph 3 of the Order Form;
"Authority Data"	a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Authority's confidential information, and which, are supplied to the Supplier by or on behalf of the Authority; or b) any Personal Data for which the Authority is the Data Controller;
"Authority Cause"	any breach of the obligations of the Authority or any other default, act, omission, negligence or statement of the Authority, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Authority is liable to the Supplier;
"Authority Existing IPR"	means any and all IPR that are owned by or licensed to the Authority, and where the Authority is a Central Government Body, any Crown IPR, and which are or have been developed independently of the Contract (whether prior to the Start Date or otherwise)
"Central Government Body"	for the purposes of this Contract this means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: <ul style="list-style-type: none">• Government Department;• Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);• Non-Ministerial Department; or• Executive Agency;
"Charges"	means the charges for the Deliverables as specified in the Order Form and Annex 4;
"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is agreed by the Parties to be confidential;

"Contract"	means this contract between (i) the Authority and (ii) the Supplier which is created by the Supplier signing the Order Form and returning it to the Authority.
"Controller"	has the meaning given to it in the "UK GDPR";
"Crown Body"	means any department, office or agency of the Crown, including any and all Local Authority bodies;
"Crown IPR"	means any IPR which is owned by or licensed to the Crown, and which are or have been developed independently of the Contract (whether prior to the Start Date or otherwise);
"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Legislation"	(i) the UK GDPR and any applicable national implementing Laws as amended from time to time; (ii) the Data Protection Act 2018 to the extent that it relates to Processing of personal data and privacy; (iii) all applicable Law about the Processing of personal data and privacy;
"Data Protection Officer"	has the meaning given to it in the GDPR;
"Data Subject"	has the meaning given to it in the GDPR;
"Data Subject Access Request"	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
"Date of Delivery"	means that date by which the Deliverables must be delivered to the Authority, as specified in the Order Form;
"Deliver"	means handing over the Deliverables to the Authority at the address and on the date specified in the Order Form, which shall include unloading and any other specific arrangements agreed in accordance with Clause 4. Delivered and Delivery shall be construed accordingly;
"Deliverables"	Goods and/or Services that may be ordered under the Contract including the Documentation;

"Documentation"	<p>descriptions of the Services, technical specifications, user manuals, training manuals, operating manuals, process definitions and procedures, system environment descriptions and all such other documentation (whether in hardcopy or electronic form) that is required to be supplied by the Supplier to the Authority under the Contract as:</p> <p>a) would reasonably be required by a competent third party capable of Good Industry Practice contracted by the Authority to develop, configure, build, deploy, run, maintain, upgrade and test the individual systems that provide the Deliverables</p> <p>b) is required by the Supplier in order to provide the Deliverables; and/or</p> <p>c) has been or shall be generated for the purpose of providing the Deliverables;</p>
"Existing IPR"	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise);
"Exit Information"	information as the Authority shall reasonably require in order to facilitate the preparation by the Authority of any invitation to tender and/or to facilitate any potential Replacement Suppliers undertaking due diligence
"Expiry Date"	means the date for expiry of the Contract as set out in the Order Form;
"Extension Period"	such period or periods beyond which the Initial Term may be extended, specified in the Order Form;
"FOIA"	means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
"Force Majeure Event"	<p>any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract including but not limited to:</p> <p>(i) epidemic or pandemic; and</p> <p>(ii) any law or any action taken by a government or public authority, including without limitation the closure of livestock markets;</p> <p>but excluding:</p> <p>i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the subcontractor's supply chain;</p> <p>ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and</p> <p>iii) any failure of delay caused by a lack of funds;</p>

"Goods"	means the goods to be supplied by the Supplier to the Authority under the Contract;
"Good Industry Practice"	standards, practices, methods and procedures conforming to the law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;
"Indexation"	means the adjustment of an amount or sum in accordance with Annex 4 Charges;
"Information"	has the meaning given under section 84 of the FOIA;
"Information Commissioner"	the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;
"Initial Term"	means the initial term of the Contract specified in the Order Form;
"Insolvency Event"	occurs in respect of a legal person (for example an individual, company or organisation): i) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; or iv) if the person makes any arrangement with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction whether under the Insolvency Act 1986 or otherwise;
"Insignificant Statistic"	means data classed as an outlier. A value that is more than 3 Standard Deviations away from the mean, or outside 99.7% of values in a normal distribution, where no other simple reason can be deduced for its value.
"Intellectual Property Rights"	means patents, utility models, inventions, trademarks, service marks, logos, design rights (whether registrable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, plant variety rights, Know-How, trade or business names, moral rights and other similar rights or obligations whether registrable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off
"IP Completion Day"	has the meaning given to it in the European Union (Withdrawal) Act 2018;
"Key Personnel"	means any persons specified as such in the Order Form or otherwise notified as such by the Authority to the Supplier in writing;

"Law"	means any law, statute, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, right within the meaning of Section 4(1) EU Withdrawal Act 2018 as amended by EU (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Parties are bound to comply;
"New IPR"	<p>(a) IPR in items created by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of the Contract and updates and amendments of these items including database schema; and/or</p> <p>(b) IPR in or arising as a result of the performance of the Supplier's obligations under the Contract and all updates and amendments to the same; but shall not include the Supplier's Existing IPR;</p>
"New IPR Item"	means a deliverable, document, product or other item within which New IPR subsists
"Order Form"	means the letter from the Authority to the Supplier printed above these terms and conditions;
"Party"	the Supplier or the Authority (as appropriate) and "Parties" shall mean both of them;
"Personal Data"	has the meaning given to it in the UK GDPR;
"Personal Data Breach"	has the meaning given to it in the UK GDPR;
"Processing"	has the mean given to it in the UK GDPR;
"Processor"	has the meaning given to it in the UK GDPR;
"Purchase Order Number"	means the Authority's unique number relating to the order for Deliverables to be supplied by the Supplier to the Authority in accordance with the terms of the Contract;
"Regulations"	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
"Replacement Service"	any services which are substantially similar to any of the Services and which the Authority receives in substitution for any of the Services following the End Date, whether those services are provided by the Authority internally and/or by any third party
"Replacement Supplier"	any third party provider of Replacement Deliverables appointed by or at the direction of the Authority from time to time or where the Authority is providing Replacement Deliverables for its own account, shall also include the Authority
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);

"Services"	means the services to be supplied by the Supplier to the Authority under the Contract;
"Specification"	means the specification for the Deliverables to be supplied by the Supplier to the Authority (including as to quantity, description and quality) as specified in Annex 2;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where applicable, the Authority's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Start Date"	Means the start date of the Contract set out in the Order Form;
"Subprocessor"	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;
"Supplier Staff"	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any subcontractor engaged in the performance of the Supplier's obligations under the Contract;
"Supplier"	means the person named as Supplier in the Order Form;
"Sustainability Requirements"	means any relevant social or environmental strategies, policies, commitments, targets, plans or requirements that apply to and are set out in the Annex 5;
"Termination Assistance Period"	the period specified in a Termination Assistance Notice for which the Supplier is required to provide the Termination Assistance
Tender Submission	means the Supplier's response to the invitation to the bidder pack (including, for the avoidance of doubt, any clarification provided by the Supplier).
"Term"	means the period from the Start Date to the Expiry Date as such period may be extended in accordance with the Order Form or terminated in accordance with Clause 11;
"UK GDPR"	means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) (United Kingdom General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (and see section 205(4);
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;

"Workers"	any one of the Supplier Staff which the Authority, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (https://www.gov.uk/government/publications/procurement-policynote-0815-tax-arrangements-of-appointees) applies in respect of the Deliverables;
"Working Day"	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

2.1 references to numbered clauses are references to the relevant clause in these terms and conditions and references to numbered paragraphs are references to the paragraph in the relevant Annex;

2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;

2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;

2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;

2.5 the singular includes the plural and vice versa;

2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law;

2.7 any reference in this Contract which immediately before the IP Completion Day (or such later date when relevant EU law ceases to have effect pursuant to Section 1A of the European Union (Withdrawal) Act 2018) is a reference to (as it has effect from time to time):

- i. any EU regulation, EU decision, EU tertiary legislation or provision of the European Economic Area ("**EEA**") agreement ("EU References") which is to form part of domestic law by application of Section 3 of the European Union (Withdrawal) Act 2018 and which shall be read on and after IP Completion Day as a reference to the EU References as they form part of domestic law by virtue of Section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and
- ii. any EU institution or EU authority or other such EU body shall be read on and after the date of exit from the EU as a reference to the UK institution, authority or body to which its functions were transferred.

2.8 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation";

2.9 a person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);

2.10 any Annexes form part of this Contract and shall have effect as if set out in full in the body of this Contract. Any reference to this Contract includes the Annexes; and

2.11 all undefined words and expressions are to be given their normal English meaning within the context of this Contract. Any dispute as to the interpretation of such undefined words and expressions shall be settled by reference to the definition in the Shorter Oxford English Dictionary.

3. How the Contract works

3.1 The Order Form is an offer by the Authority to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.

3.2 The Supplier is deemed to accept the offer in the Order Form when the Authority receives a copy of the Order Form signed by the Supplier.

3.3 The Supplier warrants and represents that its Tender Submission and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

4. What needs to be delivered

4.1 All Deliverables

(a) The Supplier must provide Deliverables: (i) in accordance with the Specification and Tender Submission; (ii) to a professional standard; (iii) using all reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) in accordance with such policies and procedures of the Authority (as amended from time to time) that may be specified in the Contract (vii) on the dates agreed; and (viii) in compliance with all applicable Law.

(b) Without prejudice to the Specification the Supplier must provide Deliverables with a warranty of at least 90 days (or longer where the Supplier offers a longer warranty period to the Authority) from Delivery against all obvious damage or defects.

4.2 Goods clauses – NOT USED

4.3 Services clauses

- (a) Late delivery of the Services will be a breach of the Contract.
- (b) The Supplier must co-operate with the Authority and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.
- (c) The Authority must provide the Supplier Staff with reasonable access to its premises at such reasonable times agreed with the Authority for the purpose of supplying the Services.
- (d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Authority to the Supplier for supplying the Services remains the property of the Authority and is to be returned to the Authority on expiry or termination of the Contract.
- (e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.
- (f) The Supplier must take all reasonable care to ensure performance does not disrupt the Authority's operations, employees or other contractors.
- (g) On completion of the Services, the Supplier is responsible for leaving the Authority's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Authority's premises or property, other than fair wear and tear and any pre-existing cleanliness, safety or tidiness issue at the Authority's premises that existed before the commencement of the Term.
- (h) The Supplier must ensure all Services, and anything used to deliver the Services, are of the required quality and free from damage or defects.
- (i) The Authority is entitled to withhold payment for partially or undelivered Services or for Services which are not delivered in accordance with the Contract but doing so does not stop it from using its other rights under the Contract.

5. Pricing and payments

5.1 In exchange for the Deliverables delivered, the Supplier shall be entitled to invoice the Authority for the charges in Annex 4. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.

5.2 All Charges:

- (a) exclude VAT, which is payable on provision of a valid VAT invoice and charged at the prevailing rate;
- (b) include all costs connected with the supply of Deliverables.

5.3 Payment shall be made retrospectively for each quarter commencing 10th April 2023. The Authority must pay the Supplier the charges within 30 days of receipt by the Authority of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.

5.4 A Supplier invoice is only valid if it:

- (a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Authority as set out in Annex 4; and
- (b) includes a detailed breakdown of Deliverables which have been delivered (if any).

Details of the Authority's requirements for a valid invoice at the Start Date are set out in Annex 4

5.5 If there is a dispute between the Parties as to the amount invoiced, the Authority shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 35.

5.6 If any sum of money is recoverable from or payable by the Supplier under the Contract (including any sum which the Supplier is liable to pay to the Authority in respect of any breach of the Contract), that sum may be deducted unilaterally by the Authority from any sum then due, or which may become due, to the Supplier under the Contract or under any other agreement or contract with the Authority. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Authority in order to justify withholding payment of any such amount in whole or in part.

5.7 The Supplier must ensure that its subcontractors and supply chain are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this doesn't happen, the Authority can publish the details of the late payment or non-payment.

6. The Authority's obligations to the Supplier

6.1 If the Supplier fails to comply with the Contract as a result of an Authority Cause:

- (a) the Authority cannot terminate the Contract under clause 11 on account of the failure to comply, provided this will not prejudice the Authority's right to terminate for another cause that may exist at the same time;
- (b) the Supplier will be relieved from liability for the performance of its obligations under the Contract to the extent that it is prevented from performing them by the Authority Cause and will be entitled to such reasonable and proven additional expenses that arise as a direct result of the Authority Cause;
- (c) the Supplier is entitled to any additional time needed to deliver the Deliverables as a direct result of the Authority's Cause;
- (d) the Supplier cannot suspend the ongoing supply of Deliverables.

6.2 Clause 6.1 only applies if the Supplier:

- (a) gives notice to the Authority within 10 Working Days of becoming aware of an Authority Cause, such notice setting out in detail with supporting evidence the known reasons for the Authority Cause;
- (b) demonstrates that the failure only happened because of the Authority Cause;
- (c) has used all reasonable endeavours to mitigate the impact of the Authority Cause.

7. Record keeping and reporting

7.1 The Supplier must ensure that suitably qualified (and authorised) representatives attend progress meetings with the Authority and provide progress reports when specified in Annex 2.

7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.

7.3 The Supplier must allow any auditor appointed by the Authority access to their premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the audit.

7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.

7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:

- (a) tell the Authority and give reasons;
- (b) propose corrective action;
- (c) agree a deadline with the Authority for completing the corrective action.

7.6 If the Authority, acting reasonably, is concerned either:

- (a) as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract; or
- (b) as to the sustainability or health and safety conduct of the Supplier, subcontractors and supply chain in the performance of the Contract;

then the Authority may:

- (i) require that the Supplier provide to the Authority (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract (in the case of (a)) or improve its sustainability conduct or performance (in the case of (b)) and the Supplier will make changes to such plan as reasonably required by the Authority and once it is agreed then the Supplier shall act in accordance with such plan and report to the Authority on demand

(ii) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Authority or materially fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Authority notifies).

8. Supplier staff

8.1 The Supplier Staff involved in the performance of the Contract must:

- a) be appropriately trained and qualified;
- b) be vetted using Good Industry Practice and in accordance with the instructions issued by the Authority in the Order Form;
- c) comply with the Authority's conduct requirements when on the Authority's premises including, without limitation, those Sustainability Requirements relating to Equality, Diversity & Inclusion (EDI) contained in Annex 4; and
- d) be informed about those specific requirements referred to in Clause 13.2.

8.2 Where an Authority decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.

8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.

8.4 The Supplier must provide a list of Supplier Staff needing to access the Authority's premises and say why access is required.

8.5 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) arising from claims brought against it by any Supplier Staff caused by an act or omission of the Supplier or any other Supplier Staff.

8.6 The Supplier shall use those persons nominated in the Order Form (if any) to provide the Deliverables and shall not remove or replace any of them unless:

- (a) requested to do so by the Authority;
- (b) the person concerned resigns, retires or dies or is on maternity, adoption, shared parental leave or long-term sick leave; or
- (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated.

9. Rights and protection

9.1 The Supplier warrants and represents that:

- (a) it has full capacity and authority to enter into and to perform the Contract;
- (b) the Contract is executed by its authorised representative;

(c) it is a legally valid and existing organisation incorporated in the place it was formed;

(d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;

(e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;

(f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and

(g) it is not impacted by an Insolvency Event.

9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.

9.3 The Supplier indemnifies the Authority against each of the following:

(a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;

(b) non-payment by the Supplier of any tax or National Insurance.

9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Authority.

9.5 All third party warranties and indemnities covering the Deliverables must be assigned for the Authority's benefit by the Supplier.

10. Intellectual Property Rights (IPRs)

10.1 Each Party keeps ownership of its own Existing IPR. Neither Party has the right to use the other Party's IPR, including any use of the other Party's names, logos or trademarks, except as expressly granted elsewhere under the Contract or otherwise agreed in writing.

10.2 Except as expressly granted elsewhere under the Contract, neither Party acquires any right, title or interest in or to the IPR owned by the other Party or any third party.

10.3. Licences granted by the Supplier: Supplier Existing IPR

10.3.1. Where the Authority orders Deliverables which contain or rely upon Supplier Existing IPR, the Supplier hereby grants the Authority a Supplier Existing IPR Licence on the terms set out in Paragraph 10.3.2.

10.3.2. The Supplier Existing IPR Licence granted by the Supplier to the Authority is a non-exclusive, perpetual, royalty-free, irrevocable, non-transferable, licence to use any Supplier Existing IPR which is reasonably required by the Authority to enable it use the New

IPR and New IPR Items in accordance with the provisions of Annex 3 - Data Usage Permission.

10.4 The Authority shall not manipulate, adapt or aggregate the livestock sales data unless permitted to do so under Annex 3 or where permitted to do so in writing by the Supplier.

10.5 Where the Authority manipulates, adapts or aggregates the livestock sales data (the "Manipulated Data"), the Authority assigns to the Supplier, and shall assign to it, with full title guarantee all Intellectual Property Rights in the Manipulated Data, by way of future assignment. The Authority shall, and shall use all reasonable endeavours to procure that any necessary third party shall, promptly execute such documents and perform such acts as may reasonably be required for the purpose of giving full effect to this clause 10.5.

10.6 The Intellectual Property Rights assigned to the Supplier under clause 10.5 shall, where the relevant Manipulated Data was produced in accordance with the provisions of this Contract, be deemed to be included in the licence set out in clause 10.2 from the date when such rights arise.

10.7. Licences granted by the Authority and New IPR

10.7.1. Any New IPR created under the Contract is owned by the Supplier. The Authority gives the Supplier a licence to use any Authority Existing IPR for the purpose of fulfilling its obligations during the Contract Period.

10.7.2. Where a Party acquires ownership of IPR incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.

10.7.3. The Supplier hereby grants the Authority a licence to the New IPR on the terms set out in Paragraph 10.7.4.

10.7.4. The licence granted by the Supplier to the Authority is a non-transferable, non-exclusive licence to use for non-commercial purposes the livestock sales data and monthly and annual reports embodying such livestock sales data strictly in accordance with the provisions of Annex 3 - Data Usage Permission. Where such data is permitted to be published by Defra on GOV.UK, it shall be accompanied by with due acknowledgement of the Supplier as the source of such data.

10.8. Third Party IPR

10.8.1. The Supplier shall ensure that it is entitled to use any third party Intellectual Property Rights that are or which may be used to perform the Contract and that such rights do not constrain the Authority's ability to use the data as set out in Annex 3, subject to the Authority having any relevant commercial software licences.

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10.9 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.

10.10 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.

10.11 If any claim is made against the Authority for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "IPR Claim"), then the Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.

10.12 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Authority's sole option, either:

- (a) obtain for the Authority the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;
- (b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.

10.13. Termination of licences

10.13.1. The Supplier Existing IPR Licence granted pursuant to Paragraph 10.3 and the Third Party IPR Licence granted pursuant to Paragraph 10.5 shall survive the Expiry Date and termination of this Contract.

10.13.2. The Supplier shall, if requested by the Authority in accordance with Schedule 2 (Exit Management) and to the extent reasonably necessary to ensure continuity of service during exit and transition to any Replacement Supplier, grant (or procure the grant) to the Replacement Supplier a licence to use any Supplier Existing IPR or Third Party IPR on terms equivalent to the Supplier Existing IPR Licence or Third Party IPR Licence (as applicable) subject to the Replacement Supplier entering into reasonable confidentiality undertakings with the Supplier.

10.13.3. Any licence granted to the Supplier pursuant to Paragraph 10.4 (Licence granted by the Authority) shall terminate automatically on the Expiry Date and the Supplier shall immediately cease all use of the Authority Existing IPR (including the Authority Data within which the Authority Existing IPR may subsist);

11. Ending the contract

11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.

11.2 The Authority can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

Ending the Contract without a reason

11.3 (a) Neither party has the right to terminate the Contract during the Initial Term of the contract without reason or liability.

11.3 (b) During the Extension Period only, the Authority has the right to terminate the Contract at any time without reason or liability by giving the Supplier not less than 90 days' written notice and if the Contract is terminated, clause 11.5(b) to 11.5(g) applies.

11.3 (c) During the Extension Period only, the Supplier has the right to terminate the Contract at any time without reason or liability by giving the Authority not less than 90 days' written notice

When the Authority can end the Contract

11.4 (a) If any of the following events happen, the Authority has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:

(i) there is a Supplier Insolvency Event;

(ii) if the Supplier repeatedly breaches the Contract in a way to reasonably justify in the Authority's opinion that the Supplier's conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;

(iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied. Where a material breach is not capable of remedy, the Authority has the right to immediately terminate the Contract;

(iv) there is a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Authority in writing;

(v) if the Authority discovers that the Supplier was in one of the situations in 57(1) or 57(2) of the Regulations at the time the Contract was awarded;

(vi) the Supplier or its affiliates embarrass or bring the Authority into disrepute or diminish the public trust in them;

(vii) where a right to terminate described in clause 27 occurs;

(viii) the Supplier is in breach of any of its health, safety and well-being obligations under clause 28.1(a); and

(ix) where, in accordance with clause 33.3, there is or may be an actual or potential conflict of interest.

(b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Authority has the right to immediately terminate the Contract and clause 11.5(a) to 11.5(g) applies.

11.5 What happens if the Contract ends

Where the Authority terminates the Contract under clause 11.4 all of the following apply:

- (a) the Supplier is responsible for the Authority's reasonable costs of procuring replacement deliverables for the rest of the Term ;
- (b) the Authority's payment obligations under the terminated Contract stop immediately once the Authority has paid all outstanding invoices raised by the Supplier up until the date of termination of contract;
- (c) accumulated rights of the Parties are not affected;
- (d) the Supplier must promptly delete or return the Authority Data except where required to retain copies by law;
- (e) the Supplier must promptly return any of the Authority's property provided under the Contract;
- (f) the Supplier must, at no cost to the Authority, give all reasonable assistance to the Authority and any incoming supplier and co-operate fully in the handover and re-procurement;
- (g) the following clauses survive the termination of the Contract: 3.3, 7.2, 7.3, 7.4, 9, 10, 12, 13.3, 14, 15, 16, 17, 18, 19, 20, 32, 35, 36 and any clauses or provisions within the Order Form or the Annexes which are expressly or by implication intended to continue.

11.6 When the Supplier can end the Contract

- (a) The Supplier can issue a reminder notice if the Authority does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Authority fails to pay an undisputed invoiced sum due and worth over 10% of the total Contract value or £1,000, whichever is the lower, within 30 days of the date of the reminder notice.
- (b) If a Supplier terminates the Contract under clause 11.6(a):
 - (i) the Authority must promptly pay all outstanding charges incurred to the Supplier;
 - (ii) the Authority must pay the Supplier reasonable committed and unavoidable losses as long as the Supplier provides a fully itemised and costed schedule with satisfactory evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated;
 - (iii) clauses 11.5(d) to 11.5(g) apply.

11.7 Partially ending and suspending the Contract

(a) Where the Authority has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Authority suspends the Contract it can provide the Deliverables itself or buy them from a third party.

(b) The Authority can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.

(c) The Parties must agree (in accordance with clause 25) any necessary variation required by clause 11.7, but the Supplier may neither:

(i) reject the variation; nor

(ii) increase the Charges, except where the right to partial termination is under clause 11.3.

(d) The Authority can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.7.

12. How much you can be held responsible for

12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than the value of the Charges or £5,000,000 (five million pounds) [whichever is higher] unless specified in the Order Form.

12.2 No Party is liable to the other for:

(a) any indirect losses;

(b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

12.3 In spite of clause 12.1, neither Party limits nor excludes any of the following:

(a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;

(b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;

(c) any liability that cannot be excluded or limited by law.

12.4 In spite of clause 12.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 4.2(j), 4.2(m), 8.5, 9.3, 10.5, 13.3, 15.28(e) or 31.2(b).

12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including where the loss or damage is covered by any indemnity.

12.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

13. Obeying the law

13.1 The Supplier must, in connection with provision of the Deliverables:

- (a) comply with all applicable Law;
- (b) comply with the Sustainability Requirements
- (c) use reasonable endeavours to comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf

13.2 The Sustainability Requirements and the requirements set out in Clause 27, 28 and 30 must be explained to the Supplier's Staff, subcontractors and suppliers who are involved in the performance of the Supplier's obligations under the Contract and where it is relevant to their role and equivalent obligations must be included in any contract with any suppliers or subcontractor that is connected to the Contract.

13.3 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) resulting from any default by the Supplier relating to any applicable Law to do with the Contract.

13.4 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with the Law and its obligations under the Contract.

13.5 "Compliance Officer" the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal and other obligations under the Contract.

13.6 The Supplier will provide such evidence of compliance with its obligations under this Clause 13 as the Authority reasonably requests.

14. Insurance

14.1 The Supplier must, at its own cost, obtain and maintain the required insurances as set out in the Order Form.

14.2 The Supplier will provide evidence of the required insurances on request from the Authority.

15. Data protection

15.1 The Authority is the Controller and the Supplier is the Processor for the purposes of the Data Protection Legislation.

15.2 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with this Contract.

15.3 The Supplier shall take all reasonable measures relating to the security of processing which are required pursuant to Article 32 of the UK GDPR including, without limitation, those security measures specified in this clause 15.

15.4 The Supplier must not remove any ownership or security notices in or relating to the Authority Data.

15.5 The Supplier must make accessible back-ups of all Authority Data, stored in an agreed off-site location and send the Authority copies every six Months.

15.6 The Supplier must ensure that any Supplier system holding any Authority Data, including back-up data, is a secure system that complies with the security requirements specified in writing by the Authority.

15.7 If at any time the Supplier suspects or has reason to believe that the Authority Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Authority and immediately suggest remedial action.

15.8 If the Authority Data is corrupted, lost or sufficiently degraded so as to be unusable the Authority may either or both:

- (a) tell the Supplier to restore or get restored Authority Data as soon as practical but no later than five Working Days from the date that the Authority receives notice, or the Supplier finds out about the issue, whichever is earlier;

- (b) restore the Authority Data itself or using a third party.

15.9 The Supplier must pay each Party's reasonable costs of complying with clause 15.8 unless the Authority is at fault.

15.10 Only the Authority can decide what processing of Personal Data a Supplier can do under the Contract and must specify it for the Contract using the template in Annex 1 of the Order Form (*Authorised Processing*).

15.11 The Supplier must only process Personal Data if authorised to do so in the Annex to the Order Form (*Authorised Processing*) by the Authority. Any further written instructions relating to the processing of Personal Data are incorporated into Annex 1 of the Order Form.

15.12 The Supplier must give all reasonable assistance to the Authority in the preparation of any Data Protection Impact Assessment before starting any processing, including:

- (a) a systematic description of the expected processing and its purpose;

- (b) the necessity and proportionality of the processing operations;

- (c) the risks to the rights and freedoms of Data Subjects;

- (d) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.

15.13 The Supplier must notify the Authority immediately if it thinks the Authority's instructions breach the Data Protection Legislation.

15.14 The Supplier must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Authority.

15.15 If lawful to notify the Authority, the Supplier must notify it if the Supplier is required to process Personal Data by Law promptly and before processing it.

15.16 The Supplier must take all reasonable steps to ensure the reliability and integrity of any Supplier Staff who have access to the Personal Data and ensure that they:

- (a) are aware of and comply with the Supplier's duties under this clause 15;
- (b) are subject to appropriate confidentiality undertakings with the Supplier or any Subprocessor;
- (c) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third party unless directed in writing to do so by the Authority or as otherwise allowed by the Contract;
- (d) have undergone adequate training in the use, care, protection and handling of Personal Data.

15.17 The Supplier must not transfer Personal Data outside of the EU unless all of the following are true:

- (a) it has obtained prior written consent of the Authority;
- (b) the Authority has decided that there are appropriate safeguards (in accordance with Article 46 of the UK GDPR);
- (c) the Data Subject has enforceable rights and effective legal remedies when transferred;
- (d) the Supplier meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;
- (e) where the Supplier is not bound by Data Protection Legislation it must use its best endeavours to help the Authority meet its own obligations under Data Protection Legislation; and
- (f) the Supplier complies with the Authority's reasonable prior instructions about the processing of the Personal Data.

15.18 The Supplier must notify the Authority immediately if it:

- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
- (b) receives a request to rectify, block or erase any Personal Data;

- (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
- (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
- (e) receives a request from any third party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law;
- (f) becomes aware of a Data Loss Event.

15.19 Any requirement to notify under clause 15.17 includes the provision of further information to the Authority in stages as details become available.

15.20 The Supplier must promptly provide the Authority with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 15.17. This includes giving the Authority:

- (a) full details and copies of the complaint, communication or request;
- (b) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;
- (c) any Personal Data it holds in relation to a Data Subject on request;
- (d) assistance that it requests following any Data Loss Event;
- (e) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office.

15.21 The Supplier must maintain full, accurate records and information to show it complies with this clause 15. This requirement does not apply where the Supplier employs fewer than 250 staff, unless either the Authority determines that the processing:

- (a) is not occasional;
- (b) includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR;
- (c) is likely to result in a risk to the rights and freedoms of Data Subjects.

15.22 The Supplier will make available to the Authority all information necessary to demonstrate compliance with clause 15 and allow for and contribute to audits, including inspections, conducted by the Authority or another auditor appointed by the Authority.

15.23 The Supplier must appoint a Data Protection Officer responsible for observing its obligations in this Contract and give the Authority their contact details.

15.24 Before allowing any Subprocessor to process any Personal Data, the Supplier must:

- (a) notify the Authority in writing of the intended Subprocessor and processing;
- (b) obtain the written consent of the Authority;
- (c) enter into a written contract with the Subprocessor so that this clause 15 applies to the Subprocessor;
- (d) provide the Authority with any information about the Subprocessor that the Authority reasonably requires.

15.25 The Supplier remains fully liable for all acts or omissions of any Subprocessor.

15.26 At any time the Authority can, with 30 Working Days' notice to the Supplier, change this clause 15 to:

- (a) replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme under UK GDPR Article 42;
- (b) ensure it complies with guidance issued by the Information Commissioner's Office.

15.27 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office.

15.28 The Supplier:

- (a) must provide the Authority with all Authority Data in an agreed open format within 10 Working Days of a written request;
- (b) must have documented processes to guarantee prompt availability of Authority Data if the Supplier stops trading;
- (c) must securely destroy all storage media that has held Authority Data at the end of life of that media using Good Industry Practice;
- (d) must securely erase or return all Authority Data and any copies it holds when asked to do so by the Authority unless required by Law to retain it;
- (e) indemnifies the Authority against any and all losses, damages, costs or expenses (including professional fees and fines) incurred if the Supplier breaches clause 15 and any Data Protection Legislation.

16. What you must keep confidential

16.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;

(b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;

(c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

16.2 In spite of clause 16.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

(a) where disclosure is required by applicable law, permitted in respect of an audit pursuant to clause 7.3, or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;

(b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;

(c) if the information was given to it by a third party without obligation of confidentiality;

(d) if the information was in the public domain at the time of the disclosure;

(e) if the information was independently developed without access to the disclosing Party's Confidential Information;

(f) to its auditors or for the purposes of regulatory requirements;

(g) on a confidential basis, to its professional advisers on a need-to-know basis;

(h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

16.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Authority at its request.

16.4 The Authority may disclose Confidential Information in any of the following cases:

(a) on a confidential basis to the employees, agents, consultants and contractors of the Authority;

(b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any organisation that the Authority transfers or proposes to transfer all or any part of its business to;

(c) if the Authority (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;

(d) where requested by Parliament; and/or

(e) under clauses 5.7 and 17.

16.5 For the purposes of clauses 16.2 to 16.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 16.

16.6 Information which is exempt from disclosure by clause 17 is not Confidential Information.

16.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Authority and must take all reasonable steps to ensure that Supplier Staff do not either.

16.8 Where essential to comply with or carry out their statutory functions the Authority may disclose Confidential Information.

17. When you can share information

17.1 The Supplier must tell the Authority within 48 hours if it receives a Request For Information.

17.2 Within the required timescales the Supplier must give the Authority full co-operation and information needed so the Authority can:

(a) comply with any Freedom of Information Act (FOIA) request;

(b) comply with any Environmental Information Regulations (EIR) request.

17.3 The Authority may talk to the Supplier to help it decide whether to publish information under clause 17. However, the extent, content and format of the disclosure is the Authority's decision, which does not need to be reasonable.

18. Invalid parts of the contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

19. No other terms apply

The provisions expressly incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

20. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act 1999 (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

21. Circumstances beyond your control

21.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:

- (a) provides written notice to the other Party;
- (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

21.2 Either party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event and the impact of such event lasts for 90 days continuously (or, in the case of a Force Majeure Event which involves the closure of livestock markets, where the impact of such event lasts for 180 days continuously).

21.3 Where a Party terminates under clause 21.2:

- (a) each party must cover its own losses;
- (b) clause 11.5(b) to 11.5(g) applies.

22. Relationships created by the contract

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

23. Giving up contract rights

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

24. Transferring responsibilities

24.1 The Supplier cannot assign the Contract, or any rights under it, without the Authority's written consent.

24.2 The Authority can assign, novate or transfer its Contract or any part of it to any Crown Body, any contracting authority within the meaning of the Regulations or any private sector body which performs the functions of the Authority.

24.3 When the Authority uses its rights under clause 24.2 the Supplier must enter into a novation agreement in the form that the Authority specifies.

24.4 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

24.5 If the Authority asks the Supplier for details about its subcontractors and/or supply chain, the Supplier must provide such details as the Authority reasonably requests including, without limitation:

- (a) their name;
- (b) the scope of their appointment; and
- (c) the duration of their appointment.

25. Changing the contract

25.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. No oral modifications to the Contract shall be effective. The Authority is not required to accept a variation request made by the Supplier.

26. How to communicate about the contract

26.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.

26.2 Notices to the Authority or Supplier must be sent to their address in the Order Form.

26.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

27. Preventing fraud, bribery and corruption

27.1 The Supplier shall not:

- (a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);
- (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Authority or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.

27.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 27.1 and any fraud by the Supplier, Supplier Staff (including its shareholders, members and directors), any subcontractor and the Supplier's supply chain in connection with the Contract. The Supplier shall notify the Authority immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.

27.3 If the Supplier or the Supplier Staff engages in conduct prohibited by clause 27.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Authority) the Authority may:

- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Authority resulting from the termination, including the cost reasonably incurred by the Authority of making other arrangements for the supply of the

Deliverables and any additional expenditure incurred by the Authority throughout the remainder of the Contract; or

(b) recover in full from the Supplier any other loss sustained by the Authority in consequence of any breach of this clause.

28. Health, safety and wellbeing

28.1 The Supplier must perform its obligations meeting the requirements of:

- (a) all applicable Law regarding health and safety;
- (b) the Authority's current health and safety policy and procedures while at the Authority's premises, as provided to the Supplier.
- (c) the Authority's current wellbeing policy or requirements while at the Authority's premises as provided to the Supplier.

28.2 The Supplier and the Authority must as soon as possible notify the other of any health and safety incidents, near misses or material hazards they're aware of at the Authority premises that relate to the performance of the Contract.

28.3 Where the Services are to be performed on the Authority's premises, the Authority and Supplier will undertake a joint risk assessment with any actions being appropriate, recorded and monitored.

28.4 The Supplier must ensure their health and safety policy statement and management arrangements are kept up to date and made available to the Authority on request.

28.5 The Supplier shall not assign any role to the Authority under the Construction (Design and Management) Regulations 2015 (as amended) (the 'CDM Regulations') without the Authority's prior express written consent (which may be granted or withheld at the Authority's absolute discretion). For the avoidance of doubt so far as the Authority may fall within the role of client as defined by the CDM Regulations in accordance with CDM Regulation 4(8) the parties agree that the Supplier will be the client.

29. Business Continuity

29.1 The Supplier will have a current business continuity plan, which has assessed the risks to its business site/s and activities both directly and with regards to reliance on the supply chain and will set out the contingency measures in place to mitigate them and adapt. As part of this assessment, the Supplier will take into account the business continuity plans of the supply chain. The Supplier's business continuity plan must include (where relevant), an assessment of impacts relating to extreme weather, a changing average climate and/or resource scarcity.

29.2 The Supplier's business continuity plan will be reviewed by the Supplier at regular intervals and after any disruption. The Supplier will make the plan available to the Authority on request and comply with reasonable requests by the Authority for information.

30. Whistleblowing

30.1 The Authority's whistleblowing helpline must be made available to the Supplier and Supplier Staff, subcontractors and key suppliers in the supply chain in order to report any concerns.

30.2. The Supplier agrees:

(a) to insert the following wording into their whistleblowing policy and communicate to all staff:

"If you feel unable to raise your concern internally and it relates to work being carried out for which the ultimate beneficiary (through a contractual chain or otherwise) is Defra group, please email Whistleblowing@Defra.gov.uk."

(b) to ensure that their Subcontractors have free access to the Authority's whistleblowing policy.

31. Tax

31.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Authority cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.

31.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under this Contract, the Supplier must both:

(a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;

(b) indemnify the Authority against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Term in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.

31.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:

(a) the Authority may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 31.2, or why those requirements do not apply, the Authority can specify the information the Worker must provide and the deadline for responding;

(b) the Worker's contract may be terminated at the Authority's request if the Worker fails to provide the information requested by the Authority within the time specified by the Authority;

(c) the Worker's contract may be terminated at the Authority's request if the Worker provides information which the Authority considers isn't good enough to demonstrate how it complies with clause 31.2 or confirms that the Worker is not complying with those requirements;

(d) the Authority may supply any information they receive from the Worker to HMRC for revenue collection and management.

32. Publicity

32.1 The Supplier and any subcontractor shall not make any press announcements or publicise this Contract or its contents in any way; without the prior written consent of the Authority.

32.2 Each Party acknowledges to the other that nothing in this Contract either expressly or by implication constitutes an endorsement of any products or services of the other Party and each Party agrees not to conduct itself in such a way as to imply or express any such approval or endorsement.

33. Conflict of interest

33.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Authority under the Contract, in the reasonable opinion of the Authority.

33.2 The Supplier must promptly notify and provide details to the Authority if a conflict of interest happens or is expected to happen.

33.3 The Authority can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

34. Reporting a breach of the contract

34.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Authority any actual or suspected breach of Law or breach of its obligations under the Contract.

34.2 Where an actual or suspected breach is notified to the Authority under clause 34.1, the Supplier will take such action to remedy any breach as the Authority may reasonably require. Where the breach is material, the Authority has the right to terminate under clause 11.4.

34.3 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 34.1.

35. Resolving disputes

35.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.

35.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 35.3 to 35.5.

35.3 Unless the Authority refers the dispute to arbitration using clause 35.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:

- (a) determine the dispute;
- (b) grant interim remedies;
- (c) grant any other provisional or protective relief.

35.4 The Supplier agrees that the Authority has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.

35.5 The Authority has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 35.3 unless the Authority has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 35.4.

35.6 The Supplier cannot suspend the performance of the Contract during any dispute.

35.7 The provisions of this clause 35 are without prejudice to the Authority's right to terminate or suspend the Contract under clause 11.

36. Which law applies

36.1 This Contract and any issues arising out of, or connected to it, are governed by English law.

36.2 The courts of England and Wales shall have jurisdiction to settle any dispute or claim (whether contractual or non-contractual) that arises out of or in connection with the Contract or its subject matter or formation.

37. Supply Chain

Appointing Subcontractors

37.1 The Supplier must exercise due skill and care when it selects and appoints Subcontractors to ensure that the Supplier is able to:

- a) manage Subcontractors in accordance with Good Industry Practice;

- b) comply with its obligations under this Contract; and
- c) assign, novate or transfer its rights and/or obligations under the Subcontract that relate exclusively to this Contract to the Authority or a Replacement Supplier.

Mandatory Provisions in Subcontracts

37.2 The Supplier will ensure that all Subcontracts in the Supplier's supply chain entered into after the Effective Date wholly or substantially for the purpose of performing or contributing to the performance of the whole or any part of this Contract contain provisions that;

- a) allow the Supplier to terminate the Subcontract if the Subcontractor fails to comply with its obligations in respect of environmental, social, equality or employment Law;
- b) require the Supplier to pay all Subcontractors in full, within 30 days of receiving a valid, undisputed invoice; and
- c) allow the Authority to publish the details of the late payment or non-payment if this 30-day limit is exceeded

37.3 The Supplier will take reasonable endeavours to ensure that all Subcontracts in the Supplier's supply chain entered into before the Effective Date but made wholly or substantially for the purpose of performing or contributing to the performance of the whole or any part of this Contract contain provisions that;

- a) allow the Supplier to terminate the Subcontract if the Subcontractor fails to comply with its obligations in respect of environmental, social, equality or employment Law;
- b) require the Supplier to pay all Subcontractors in full, within 30 days of receiving a valid, undisputed invoice; and
- c) allow the Authority to publish the details of the late payment or non-payment if this 30-day limit is exceeded.

When Subcontracts can be ended

37.4 At the Authority's request, the Supplier must terminate any Subcontracts in any of the following events:

- a) there is a Change of Control of a Subcontractor which isn't pre-approved by the Authority in writing;
- b) the acts or omissions of the Subcontractor have caused or materially contributed to a right of termination under Clause 11.4;
- c) a Subcontractor or its Affiliates embarrasses or brings into disrepute or diminishes the public trust in the Authority;
- d) the Subcontractor fails to comply with its obligations in respect of environmental, social, equality or employment Law; and/or

- e) the Authority has found grounds to exclude the Subcontractor in accordance with Regulation 57 of the Public Contracts Regulations 2015.

Competitive terms

37.5 If the Authority can get more favourable commercial terms for the supply at cost of any materials, goods or services used by the Supplier to provide the Deliverables and that cost is reimbursable by the Authority, then the Authority may require the Supplier to replace its existing commercial terms with the more favourable terms offered for the relevant items.

37.6 If the Authority uses Clause 37.5 then the Charges must be reduced by an agreed amount by using the Variation Procedure.

Ongoing responsibility of the Supplier

37.7 The Supplier is responsible for all acts and omissions of its Subcontractors and those employed or engaged by them as if they were its own