



Defence  
Infrastructure  
Organisation

## **Call-Off Schedule 1**

### **Transparency Reports**

### **National Accommodation Management Services (NAMS)**

REF: RM6089 LOT 2A

## **CALL-OFF SCHEDULE 1**

### **TRANSPARENCY REPORTS**

#### **1. TRANSPARENCY REPORTS**

- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17<sup>1</sup> (Updates to transparency principles v1.1). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule, prior to the Contract Start Date.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute. Where requested by the Buyer acting reasonably, the Supplier shall implement any changes to the content, requirements and format of a Transparency Report which the Buyer may require over time.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer no more often than the frequency referred to in the Annex of this Schedule.

#### **2. FINANCIAL MANAGEMENT**

- 2.1 The Supplier shall provide an Annual Report to the Head of Accommodation to support each Annual Budget Cycle as requested by the Buyer. The Supplier shall support the Buyer in constructing an affordability analysis when the assumptions and control totals for each of the Buyer's Annual Budget Cycles (ABC) are issued together with impact statements, risk analysis and estimates for any alternative assumptions (also known as options) that are included in the ABC.

#### **3. ADDITIONAL DATA**

- 3.1 Where requested by the Buyer, the Supplier shall provide the Buyer with access to raw data and interface with or use Buyer systems to store raw data in a mutually accessible repository. The details of this will be defined by the Buyer at the time of the Buyer's request.

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<sup>1</sup> <https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>

**ANNEX: LIST OF TRANSPARENCY REPORTS**

**[REPORTS PROPOSED AT TENDER DETAILED BELOW. TO BE FINALISED AND  
AGREED WITH THE SUPPLIER DURING MOBILISATION]**

<b>Title</b>	<b>Content</b>	<b>Format</b>	<b>Frequency</b>
<b>Redacted – Commercially Sensitive Information</b>			