**Joint Schedule 12 (Supply Chain Visibility)**

1. **Definitions**

1.1In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

|  |  |
| --- | --- |
|  |  |
| **"SME"** | an enterprise falling within the category of micro, small and medium sized enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium sized enterprises;  |
| **“Supply Chain Information Report Template”** | the document at Annex 1 of this Schedule 12; and |
| **"VCSE"** | a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives. |
|  |  |

1. **Advertising Supply Chain opportunities**

## Where the Call off Contract value is estimated to exceed £5,000,000 (five million pounds) the Supplier shall:

#### subject to paragraph 2.3, advertise on Contracts Finder all sub-contract opportunities arising from or in connection with the provision of the Deliverables in relation to that Call-Off Contract above a minimum threshold of £25,000 that arise during the Term;

* + 1. within 90 days of awarding a sub-contract to a Subcontractor in relation to that Call-Off Contract, update the notice on Contract Finder with details of the successful Subcontractor;

## monitor the number, type and value of the sub-contract opportunities placed on Contracts Finder advertised and awarded in its supply chain during the Term of, and in relation to, that Call-Off Contract;

## provide reports on the information at paragraph 2.3 to UKEF in the format and frequency as reasonably specified by UKEF; and

## promote Contracts Finder to its suppliers and encourage those organisations to register on Contracts Finder.

## Each advert referred to at paragraph 2.1.1 shall provide a full and detailed description of the Sub-contract opportunity with each of the mandatory fields being completed on Contracts Finder by the Supplier.

## The obligation on the Supplier set out at paragraph 2.1 shall only apply in respect of Sub-contract opportunities arising after the relevant Call-Off Contract has been signed by both Parties.

## Notwithstanding paragraph 2.1, UKEF may agree that a Sub-contract opportunity is not required to be advertised by the Supplier on Contracts Finder.

## Where the Sub-contract is to be delivered outside of the UK by in-country partners and/or there are local laws, customs, or security issues that mean Subcontracts cannot be advertised paragraph 2.1 to 2.4 shall not apply.

1. **Visibility of Supply Chain Spend**
	1. In addition to any other management information requirements set out in the Contract, the Supplier agrees and acknowledges that where the Call off Contract value is estimated to exceed £5,000,000 (five million pounds) the Supplier shall, at no charge, provide timely, full, accurate and complete SME management information reports (the “SME Management Information Reports”) to UKEF which incorporates the data described in the Supply Chain Information Report Template which is:
2. the total contract revenue received directly on the Contract;
3. the total value of sub-contracted revenues under the Contract (including revenues for non-SMEs/non-VCSEs); and
4. the total value of sub-contracted revenues to SMEs and VCSEs.
	1. The SME Management Information Reports shall be provided by the Supplier in the correct format as required by the Supply Chain Information Report Template and any guidance issued by UKEF from time to time. The Supplier agrees that it shall use the Supply Chain Information Report Template to provide the information detailed at Paragraph 2.1(a) –(c) and acknowledges that the template may be changed from time to time (including the data required and/or format) by UKEF issuing a replacement version. UKEF agrees to give at least thirty (30) days’ notice in writing of any such change and shall specify the date from which it must be used.
	2. The Supplier further agrees and acknowledges that it may not make any amendment to the Supply Chain Information Report Template without the prior Approval of UKEF.

**Annex 1**

**Supply Chain Information Report template**

