Ministry of Defence

Contract Number: 701478374

PROJECT SOCIETAS

SCHEDULE 7.5

VIRTUAL LIBRARY AND RECORDS

1 RECORDS

1.1 The Contractor shall retain and maintain all records (including superseded records) in accordance with DEFCON 609 (Contractor's Records).

2 PROJECT SOCIETAS VIRTUAL LIBRARY

2.1 The Contractor and Authority shall, no later than four (4) weeks prior to the Service Commencement Date agree the shared document repository arrangements, utilising the MOD Sharepoint system as a Project SOCIETAS Virtual Library (PSVL). The Parties shall work together to agree the Contractor's nominated representative(s) and ensure that they have access to the PSVL by the Service Commencement Date.

2.2 Following Authority initial set-up of the PSVL, the Contractor shall be responsible for its administration, and shall create a folder structure to align with required reporting obligations and deliverable plans and reports as set out in Contractor Deliverables at Appendix 2 to Schedule 2.1. Documentation uploaded by the Contractor is to meet the following requirements:

2.2.1 structured so that each document uploaded has a unique identifier;

2.2.2 created and based on open standards; and

2.2.3 backed up on the Contractor's secure off-site system (subject to any restrictions detailed in Schedule 2.3 (Security Management) the Security Aspects Letter at Appendix 1 to Schedule 2.3).

2.3 Upon any document being uploaded to the PSVL, the Contractor shall email on the same date as the upload, a copy of the document (or link to the document) to the Project Manager and Authority Commercial Branch. In the event that the PSVL is not operational, the Contractor shall e-mail the documentation to the nominated personnel and undertake upload to the PSVL on a retrospective basis as soon as is reasonably practical.

2.4 The Contractor shall ensure that the documentation uploaded to the PSVL retains in an accessible form all historic or superseded records. In order to maintain the integrity of the historic archive of information and documentation, and for the purposes of maintaining a clear audit trail, the Contractor shall not delete or overwrite any information that has been stored in the PSVL.

2.5 The Contractor warrants that the Contractor information uploaded to the PSVL is accurate, complete, up-to-date and in accordance with this Contract at the date of upload. Where the Contractor becomes aware that any of the information provided on the PSVL is materially inaccurate, incomplete or out of date (other than in respect of historic versions of documents) the Contractor shall provide an update to the information within fourteen (14) calendar days unless already due to be updated beforehand in accordance with any plan or reporting frequency specified.