

Call-Off Schedule 1 (Transparency Reports)

- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>)). 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, within three (3) Months of the Start Date 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.
- 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.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

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Annex A: List of Transparency Reports

Title	Content	Format	Frequency
Overall Contract Performance and performance against agreed SOWs	Performance against overarching and SOW KPIs	Excel (other formats may be acceptable, subject to Buyer approval)	Quarterly, no later than the 5 th working of the month
Call-Off Contract Charges	Accumulative report of all charges under this contract	Excel (other formats may be acceptable, subject to Buyer approval)	Quarterly, no later than the 5 th working of the month
Key Subcontractors	Organisation detail and key personnel details	Excel (other formats may be acceptable, subject to Buyer approval)	Only required if there are changes to Key Subcontractors
Social Value	Performance against social value commitments as per the Supplier's tender response	Excel (other formats may be acceptable, subject to Buyer approval)	Quarterly, no later than the 5 th working of the month

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