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.

Annex: List of Transparency Reports

Title	Content	Format	Frequency
Management Information Reports	As detailed in the para 7.7 of Call-Off Schedule 20 (Call-Off Specification	Excel	Monthly, within 7 working days of the end of the month.
Performance Monitoring Reports (The Buyer will publish the top 3 KPI's for this Contract in accordance with Cabinet Office guidelines)	Supplier performance (with analysis and trends) against the Contractual SLA's & KPIs detailed in Call-Off Schedule 14 Service Levels.	Excel	Monthly & Quarterly Summary, within 12 working day of the end of the month.
Supply Chain Information Report	As detailed within Joint Schedule 12	Excel	As required by the Authority
BPSS Contractors Declaration	As detailed within the Call-Off Order Form	Word document	Within 4 weeks of the start of the contract and then annually within one month of the end of each calendar year.
Life Chances Monitoring Template	As detailed in para 10.12 of Call-Off Schedule 20 (Call-Off Specification)	Word document	Six months after the service commencement date and then annually thereafter.
Sustainable Development Policy Statement and Sustainable Development Plan	As detailed in para 10.5 of Call-Off Schedule 20 (Call-Off Specification)	Word Document	Six months after the service commencement date and then annually thereafter.
Diversity and Equality Delivery Plan	As detailed in para 10.11 of Call-Off	Word Document	Six months after the service

	Schedule 20 (Call-Off Specification)		commencement date and then annually thereafter.
Information Security Questionnaire	As detailed in Special Term 2 within the Call-Off order Form	ISQ Template	At least annually, or at the request of the Buyer.
Business Continuity and Disaster recovery Plan	As detailed in Call-off Schedule 8 Business Continuity and Disaster recovery		As detailed in Call-Off Schedule 8 Business Continuity and Disaster Recovery
Exit Plan	As detailed in Call-off Schedule 10 Business Continuity Exit Management		Within 3 Months after the Start Date, and then update every 6 months.

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