

## Schedule 1

### The Services

#### 1 General

The following additional documents shall be deemed to be incorporated into this Contract:

Document	Dated
Specification	As issued 14/2/2019 (Version 2.0)
Contractors Tender including Part 2 Appendix 1 – Organisational Chart Part 2 Appendix 2 – Subcontractors Part 2 Appendix 3 – Subcontractor Declarations Part 2 Appendix 4 – Delivery Locations Part 2 Appendix 5 – Participant Journey Part 2 Appendix 6 – Implementation Plan Part 2 Appendix 7 – NEA Phase 2 Questions	As submitted 04/03/2019, subject to the following bid clarifications as of 02/04/2019.
Bid Clarification	02/04/2019
Provider Guidance	<a href="https://www.gov.uk/government/publications/new-enterprise-allowance-phase-2-provider-guidance/">https://www.gov.uk/government/publications/new-enterprise-allowance-phase-2-provider-guidance/</a>
Delivery Plan	As submitted 04/03/2019
Final Q&A Log	As issued 26/02/2019

#### 2 Plan to Set Up and Mobilise Operations

In order to commence full operations the Contractor must complete the following activities by the required dates:

Activity	Date
Implementation Commencement Date	14/03/2019
Go Live Date	01/05/2019

### 3 Working Hours

- 3.1 The Services shall be carried out as a minimum at the following times: 9am to 5pm
- 3.2 The Contractor shall not provide the Services on the following bank /public holidays or the stipulated ad-hoc Government holiday:

New Year's Day	<a href="#">August Bank Holiday (England and Wales only)</a>
<a href="#">Hogmanay (Scotland only)</a>	<a href="#">September Bank Holiday Friday and Monday (Scotland only)</a>
Good Friday	<a href="#">St Andrew's Day (Scotland only – where given)</a>
Easter Monday	Christmas Day
May Day	Boxing Day
<a href="#">Spring Bank Holiday (England and Wales only)</a>	
The Friday or the Tuesday immediately preceding or succeeding the Spring Bank Holiday	A day other than a Saturday or Sunday which falls within the Christmas holiday period

### 4 Recruitment Through Jobcentre Plus

- 4.1 One of the key objectives of the Authority is to move people from welfare into employment. The Authority has a Great Britain-wide network of Jobcentre Plus offices that provide job broking services for unemployed people. The Contractor is therefore required to notify Jobcentre Plus when recruiting staff for any entry-level job vacancies located within Great Britain, which may arise from the delivery of their contract to the Authority.
- 4.2 The Contractor is also encouraged to notify Jobcentre Plus of any other vacancies that may arise. The Contractor may in addition use other recruitment methods.