

## Industry Standard Partnership Agreement (ISPA) - Sub Provider Review Questionnaire

**Region:** Choose an item.

**Prime Contractor:** Choose an item.

**Sub-Contractor:** Click or tap here to enter text.

**Date of Review:** Click or tap to enter a date.

Section	Review Questions	Sub Provider Comments	Commercial Contract Manager Comments / actions required
ORG	Please describe the type of relationship you have with the Prime provider: Partnership/Prime-Sub-contractor/ Transactional?		
GOVERNANCE	Do you have a core set of agreed principles between yourself and your prime organisation to support subcontractor involvement and consultation within CFO delivery?		

Section	Review Questions	Sub Provider Comments	Commercial Contract Manager Comments / actions required
CONTRACT	Are there clearly defined performance expectations which are reasonably achievable without incurring a disproportionate cost or investment?		
CONTRACT	Is there a clearly defined change process in place?		
CONTRACT	Has the Prime issued any contract changes? If so, as a subcontractor were you happy to accept the changes? Was rationale given explaining the reason for such change?		
CONTRACT	Is there a clear escalation process for the resolution of disputes?  Is the Prime open to challenges brought through an agreed dispute resolution process?		
RISK	Are you satisfied that the risk allocated under this Agreement is proportionate to the services		

Section	Review Questions	Sub Provider Comments	Commercial Contract Manager Comments / actions required
	<p>provided and the payment you will receive for those services;</p> <p>Considering your risk register, are there any risks that if they were to materialise, would have a material adverse effect on your business or financial stability and which it would not be reasonably able to control to a material degree?</p>		
COMMUNICATION	<p>How often do you meet with your Prime face-to-face / remotely?</p> <p>Are there regular and scheduled meetings? Are key decisions recorded? Please provide minutes and actions plans as evidence <b>during ISPA meeting.</b></p>		
COMMS	<p>Have the parties implemented a practitioner forum or any other method of sharing and publicising good practice?</p>		
COMMS	<p>Do you participate in workshops with the Prime so your feedback is incorporated to support operational delivery?</p>		

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COMMS	Please describe and provide examples of any strategies or agreements in place between the Prime and your organisation to support and develop your staff		
COMMS	Are communications delivered in a timely manner and the appropriate legislative and policy information cascaded?		
DEVELOP	What support, if any, does the Prime provider give to help you hit your targets / contract requirements?		
DEVELOP	What support, if any, is given to evolve, build capacity of your organisation to remain a viable and sustainable organisation?		
DEVELOP	Is management information showing performance information shared? (CATS+ or internal systems)		
DEVELOP	Is there a prepared and agreed process for end of relationship with subcontractor? (End of contract or withdrawal?)		

Section	Review Questions	Sub Provider Comments	Commercial Contract Manager Comments / actions required
COMPLIANCE	How do you ensure the quality of all outcomes claimed and the information uploaded to CATS+?		
COMPLIANCE	Can you as the Sub contractor confirm that you are aware that you are unable to further subcontract any delivery under this agreement?		
COMPLIANCE	Can you confirm you understand your statutory obligations under the Agreement, including your obligations to put in place adequate technical and organisational measures to ensure compliance with GDPR.		
COMPLIANCE	How does your organisation ensure compliance with Corporate Social Responsibility including the Modern Slavery act 2015?		

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PAYMENT/VOLUMENS	<p>Have both parties read and understood the Market Stewardship Principles and confirmed that this Agreement is compliant with these principles taking into account :</p> <ul style="list-style-type: none"> <li>• Meaningful volume of work allocation</li> <li>• Systems for allocation of work to the supplier</li> <li>• Volume Fluctuations</li> </ul>		
PAYMENT	What are your payment terms?		
PAYMENT	Are payments made in an accurately and timely manner?		
PAYMENT	<p>What is the estimated annual value of the contract between your organisation and the Prime Contractor?</p> <p>Please describe and evidence how your organisation's services add value to the prime for the benefit of participants.</p>		

Section	Review Questions	Sub Provider Comments	Commercial Contract Manager Comments / actions required
PAYMENT	Can you describe the processes your organisation has in place to identify activity and expenditure specific to the CFO Programme to ensure that there is no double counting against other funding streams.		
	Any other issues raised:		

<b>SIGNED</b> by ( )MoJ Contract Manager on (date)	
<b>SIGNED</b> by ( ) for and on behalf of ( <b>SUB CONTRACTOR</b> ) on (date)	
<b>Comments and actions</b> – generalised themes will be discussed with Prime providers but all feedback will remain anonymous.	