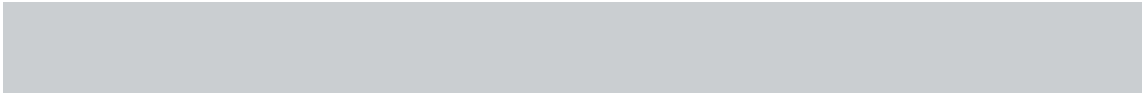


# **Goods & Services Contract (Low Value) v1.1**





**UK Research  
and Innovation**

**KPMG LLP**

1 St Peters Square,  
Manchester,  
M2 3AE

Attn [REDACTED]

By email to: [REDACTED]

Date: Friday, 3<sup>rd</sup> November 2023  
Our ref: PS23328

Dear Sirs,

**Award of contract for the supply of PS23328 - Italian tax and social security advice – HR overseas project**

Following your tender/ proposal for the supply of Belgian tax and social security advice – HR overseas project to UKRI, we are pleased to award this contract to you.

This letter (Award Letter) and its Schedule(s) set out the terms of the Contract between:

- (1) **United Kingdom Research and Innovation**, a statutory corporation whose registered office is at Polaris House, North Star Avenue, Swindon, England, SN2 1FL ("**UKRI**"); and
- (2) **KPMG LLP** a company incorporated and registered in the United Kingdom with company number OC301540 and registered VAT number GB 791 788859 whose registered office is at 15 Canada Square, London, E14 5GL (the "**Supplier**").

Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in **Error! Reference source not found.** to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by UKRI and may delay conclusion of the Contract.

For the purposes of the Contract, UKRI and the Supplier agree as follows:

**Term**

- 1 Commencement Date: Monday, 6<sup>th</sup> November 2023
- 2 Expiry Date: Friday, 29<sup>th</sup> March 2024
- 3 UKRI may extend this Contract for a period of up to 3 months by giving not less than 10 working days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of this Contract shall apply throughout any such extended period.

### Description of Goods and/or Services

- 4 The Specification of the Services to be delivered is as set out in the Supplier's quotation within Schedule 4.
- 5 The Services shall be performed at *the Supplier's premises*.

### Charges & Payment

- 6 The Charges for the Goods and/or Services shall be as set out in the Supplier's quotation within Schedule 3.
- 7 All invoices should be sent, quoting a valid purchase order number (PO Number) provided by UKRI, to: [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk).
- 8 To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your UKRI contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

### Supplier's Limit of Liability

- 9 The Limit of Liability of the Supplier under this Contract shall be: 125% of the total Charges paid and payable to the Supplier under this Contract.

### Notices

- 10 The address for notices of the Parties are:

#### Buyer - UKRI

Polaris House, North Star Avenue,  
Swindon, England, SN2 1FL

Attention: [REDACTED]

Email: [REDACTED]

#### Supplier - KPMG

1 St Peter's Square, Manchester, M23AE

Attention: [REDACTED]

Email: [REDACTED]

### Liaison

- 11 For general liaison your contact will continue to be [REDACTED] or, in their absence, [REDACTED]

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to xxxxx at xxxxxx. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

[REDACTED]  
Procurement Manager – Professional Services  
UK Shared Business Services Ltd

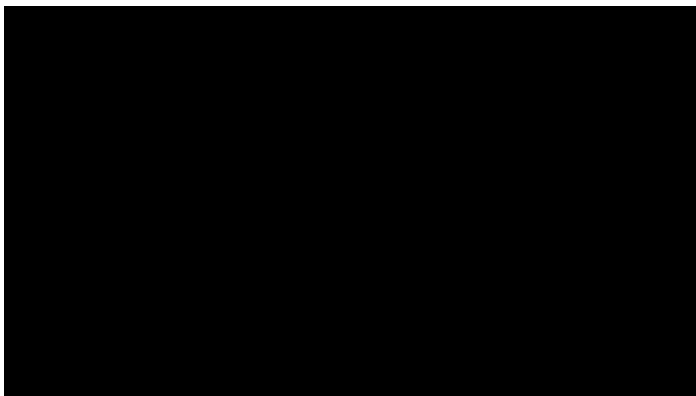
Signed for and on behalf of **United Kingdom Research and Innovation**

Signature:

Name:

Position:

Date:



We accept the terms set out in this Award Letter and the Schedule(s).

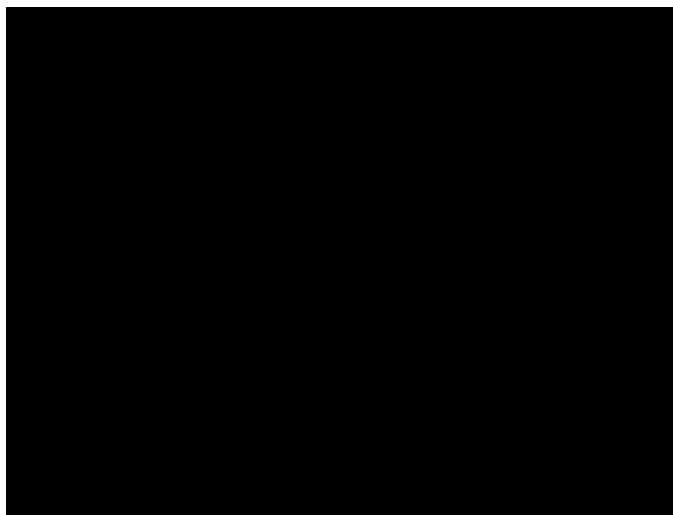
Signed for and on behalf of **KPMG LLP**

Signature:

Name:

Position:

Date:



Schedule 1Terms and Conditions of Contract for Goods and/or Services**1 INTERPRETATION****1.1** In these terms and conditions:

- "Award Letter" means the letter from UKRI to the Supplier printed above these terms and conditions;
- "Central Government Body" means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:
- (a) Government Department;
  - (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
  - (c) Non-Ministerial Department; or
  - (d) Executive Agency;
- "Charges" means the charges for the Goods and/or Services as specified in the Award Letter;
- "Commencement Date" means the date for the start of the Contract as set out in the Award Letter;
- "Confidential Information" means:
- (a) all confidential information and data which is acquired from or made available (directly or indirectly) by the Disclosing Party or the Disclosing Party's representatives however conveyed or presented, including but not limited to any information or document relating to the Disclosing Party's business, affairs, operations, budgets, policies, processes, initiatives, plans, product information, pricing information, technical or commercial know-how, trade secrets, specifications, strategies, inventions, designs, software, market opportunities, personnel, customers or suppliers (whether relating to this Contract or otherwise) either orally, in writing, or in whatever form obtained or maintained;
  - (b) any information or analysis derived from the Confidential Information;
  - (c) anything marked as confidential and any other information notified by or on behalf of the Disclosing Party to the Receiving Party as being confidential;
  - (d) the existence and terms of this Contract and of any subsequent agreement entered into in relation to this Contract;
  - (e) the fact that discussions and negotiations are taking place concerning this Contract and the status of those discussions and negotiations; and
  - (f) any copy of any of the information described in (a), (b), (c), (d) or (e) above, which shall be deemed to become Confidential Information when it is made. For the purposes of this definition, a copy shall include, without limitation, any notes or recordings of the information described in (a), (b), (c), (d) or (e) above (howsoever made);

"Contract"	means the contract between (i) UKRI and (ii) the Supplier constituted by the Supplier's countersignature of the Award Letter and includes the Award Letter and Schedules;
"Data Protection Legislation"	means, for the periods for which they are in force, all laws giving effect or purporting to give effect to the GDPR, the Data Protection Act 2018, or otherwise relating to data protection, including the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive (2002/58/EC), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003) and all applicable laws and regulations relating to the processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner, in each case as amended or substituted from time to time;
"Data Subject"	shall have the same meaning as in the Data Protection Legislation;
"Date of Delivery"	means that date by which the Goods must be Delivered to UKRI, as specified in the Award Letter.
"Deliver"	means hand over the Goods to UKRI at the address and on the date specified in the Award Letter, which shall include unloading and any other specific arrangements agreed in accordance with Clause 6. Delivered and Delivery shall be construed accordingly.
"Disclosing Party"	means a Party that makes a disclosure of Confidential Information to another Party;
"EIR"	means the Environmental Information Regulations 2004 (or if applicable the Environmental Information Regulations (Scotland) 2004);
"Expiry Date"	means the date for expiry of the Contract as set out in the Award Letter;
"FOIA"	means the Freedom of Information Act 2000 (or if applicable the Freedom of Information (Scotland) Act 2002);
"GDPR"	means: <ul style="list-style-type: none"> <li>(g) the General Data Protection Regulations (Regulation (EU) 2016/679); or</li> <li>(h) any equivalent legislation amending or replacing the General Data Protection Regulations (Regulation (EU) 2016/679);</li> </ul>
"Good Industry Practice"	means all relevant practices and professional standards that would be expected of a well-managed, expert service provider performing services substantially similar to the Services or substantially similar to the Goods provided to customers of a substantially similar size and nature as UKRI;
"Goods"	means the goods to be supplied by the Supplier to UKRI under the Contract;
"Information"	has the meaning given under section 84 of the FOIA;
"Intellectual Property Rights"	means: <ul style="list-style-type: none"> <li>(i) copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in Internet domain names and website addresses and other rights in trade names, designs, know-how, trade secrets and other rights in Confidential Information;</li> </ul>

- (j) applications for registration, and the right to apply for registration, for any of the rights listed at (i) that are capable of being registered in any country or jurisdiction; and
  - (k) all other rights having equivalent or similar effect in any country or jurisdiction;
- "Limit of Liability" means the limit of liability identified in the Award Letter;
- "Party" the Supplier or UKRI (as appropriate) and "Parties" shall mean both of them;
- "Personal Data" means the personal data (as defined in the Data Protection Legislation) which relates to or originates from UKRI, or any of UKRI's employees, contractors or customers and which is processed by or on behalf of the Supplier under this Contract;
- "Personal Data Breach" shall have the meaning given in the Data Protection Legislation;
- "Purchase Order Number" means UKRI's unique number relating to the order for Goods and/or Services to be supplied by the Supplier to UKRI in accordance with the terms of the Contract;
- "Receiving Party" means a Party to which a disclosure of Confidential Information is made by another Party;
- "Request for Information" has the meaning set out in the FOIA or the EIR as relevant (where the meaning set out for the term "request" shall apply);
- "Services" means the services to be supplied by the Supplier to UKRI under the Contract;
- "Specification" means the specification for the Goods and/or Services to be supplied by the Supplier to UKRI (including as to quantity, description and quality) as specified in the Award Letter;
- "Staff" means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract;
- "Staff Vetting Procedures" means vetting procedures that accord with good industry practice or, where requested by UKRI, UKRI's procedures for the vetting of personnel as provided to the Supplier from time to time;
- "Term" means the period from the Commencement Date to the Expiry Date as such period may be extended or terminated in accordance with the terms and conditions of the Contract;
- "TUPE" means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended or replaced from time to time;
- "VAT" means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and
- "Working Day" means a day (other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 and 31 December) when banks in London are open for business.

1.2 In these terms and conditions, unless the context otherwise requires:

- (a) references to numbered clauses are references to the relevant clause in these terms and conditions;
- (b) any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;

- (c) the headings to the clauses of these terms and conditions are for information only and do not affect the interpretation of the Contract;
- (d) any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
- (e) the word 'including' shall be understood as meaning 'including without limitation'.

## 2 **BASIS OF CONTRACT**

- 2.1 The Award Letter constitutes an offer by UKRI to purchase the Goods and/or Services subject to and in accordance with the terms and conditions of the Contract.
- 2.2 The offer comprised in the Award Letter shall be deemed to be accepted by the Supplier on receipt by UKRI of a copy of the Award Letter countersigned by the Supplier.

## 3 **SUPPLY OF GOODS AND SERVICES**

- 3.1 In consideration of UKRI's agreement to pay the Charges, the Supplier shall supply the Goods and/or Services to UKRI subject to and in accordance with the terms and conditions of the Contract.
- 3.2 In supplying the Goods and/or Services, the Supplier shall:
  - (a) co-operate with UKRI in all matters relating to the supply of Goods and/or Services and comply with all UKRI's reasonable instructions; and
  - (b) comply with all applicable laws.
- 3.3 The Supplier shall take instructions and authorisations for Services only from UKRI. The parties acknowledge that the Supplier shall work with and exchange information from UKRI's provider MCR in connection with instructions and authorised Services.
- 3.4 N/A
- 3.5 In supplying the Services, the Supplier shall:
  - (a) perform the Services with all reasonable care, skill and diligence in accordance with good industry practice in the Supplier's industry, profession or trade;
  - (b) use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with the Contract;
  - (c) ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
  - (d) not do or allow anything to be done that would, or would be likely to, bring UKRI into disrepute or adversely affect its reputation in any way; and
  - (e) provide all equipment, tools and vehicles and other items as are required to provide the Services.

## 4 **TERM**

- 4.1 The Contract shall take effect on the date specified in the Award Letter and shall expire on the Expiry Date, unless it is otherwise extended in accordance with the provisions of



the Award Letter or terminated early in accordance with the terms and conditions of the Contract.

## **5 CHARGES, PAYMENT AND RECOVERY OF SUMS DUE**

- 5.1 The Charges for the Goods and/or Services shall be as set out in the Award Letter and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Goods and/or Services. Unless otherwise agreed in writing by UKRI, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the supply of the Goods and/or performance of the Service.
- 5.2 All amounts stated are exclusive of VAT which shall be charged at the prevailing rate. UKRI shall, following the receipt of a valid VAT invoice, pay to the Supplier a sum equal to the VAT chargeable in respect of the Goods and/or Services.
- 5.3 The Supplier shall invoice UKRI as specified in the Contract. Each invoice shall include such supporting information required by UKRI to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Goods and/or Services supplied in the invoice period.
- 5.4 In consideration of the supply of the Goods and/or Services by the Supplier, UKRI shall pay the Supplier the invoiced amounts no later than 30 days after verifying that the invoice is valid and undisputed and includes a valid Purchase Order Number. UKRI may, without prejudice to any other rights and remedies under the Contract, withhold or reduce payments in the event of unsatisfactory performance.
- 5.5 If UKRI fails to consider and verify an invoice in a timely fashion the invoice shall be regarded as valid and undisputed for the purpose of clause 5.4 after a reasonable time has passed (which shall be no less than 14 calendar days).
- 5.6 If there is a dispute between the Parties as to the amount invoiced, UKRI may reject the invoice in its entirety. The Supplier shall not suspend the supply of the Goods and/or Services unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 18.5. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 21.
- 5.7 Where the Supplier enters into a sub-contract, the Supplier shall include in that sub-contract:
  - (a) provisions having the same effects as clauses 5.3 to 5.6 (inclusive) of this Contract; and
  - (b) a provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effects as clauses 5.3 to 5.7 (inclusive) of this Contract.
  - (c) In this clause 5.7, "sub-contract" means a contract between two or more suppliers, at any stage of remoteness from UKRI in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract.
- 5.8 If any sum of money is recoverable from or payable by the Supplier under the Contract (including any sum which the Supplier is liable to pay to UKRI in respect of any breach of the Contract), that sum may be deducted unilaterally by UKRI from any sum then due, or which may come due, to the Supplier under the Contract or under any other agreement or contract with UKRI. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against UKRI in order to justify withholding payment of any such amount in whole or in part.

## 6 DELIVERY

- 6.1 The Supplier shall Deliver the Goods to UKRI on or by the Date of Delivery. Unless otherwise agreed in writing by UKRI, Delivery shall be on the date and to the address specified in the Award Letter. Delivery of the Goods shall be completed once the completion of unloading the Goods from the transporting vehicle at the Delivery address has taken place and UKRI has signed for the Delivery.
- 6.2 Any access to UKRI's premises and any labour and equipment that may be provided by UKRI in connection with Delivery of the Goods shall be provided without acceptance by UKRI of any liability in respect of any actions, claims, costs and expenses incurred by third parties for any loss of damages to the extent that such loss or damage is not attributable to the negligence or other wrongful act of UKRI or its servant or agent. The Supplier shall indemnify UKRI in respect of any actions, suits, claims, demands, losses, charges, costs and expenses, which UKRI may suffer or incur as a result of or in connection with any damage or injury (whether fatal or otherwise) occurring in the course of Delivery or installation to the extent that any such damage or injury is attributable to any act or omission of the Supplier or any of his sub-Suppliers.
- 6.3 Delivery of the Goods shall be accompanied by a delivery note which shows the Purchase Order Number and the type and quantity of the Goods and, in the case of part Delivery, the outstanding balance remaining to be Delivered.
- 6.4 Unless otherwise stipulated by UKRI in the Award Letter, Deliveries shall only be accepted by UKRI on Working Days and during normal business hours.
- 6.5 Where (i) the Supplier fails to Deliver the Goods or part of the Goods or (ii) the Goods or part of the Goods do not comply with the provisions of clause 3, then without limiting any of its other rights or remedies implied by statute or common law, UKRI shall be entitled:
- (a) to terminate the Contract;
  - (b) to require the Supplier, free of charge, to deliver substitute Goods within the timescales specified by UKRI;
  - (c) to require the Supplier, free of charge, to repair or replace the rejected Goods, or to provide a full refund of the Charges of the rejected Goods (if paid);
  - (d) to reject the Goods (in whole or part) and return them to the Supplier at the Supplier's own risk and expense and UKRI shall be entitled to a full refund on those Goods or part of Goods duly returned;
  - (e) to buy the same or similar Goods from another supplier; and
  - (f) to recover any expenses incurred in respect of buying the goods from another supplier which shall include but not be limited to administration costs, chargeable staff time and extra delivery costs.

## 7 PROPERTY AND GUARANTEE OF TITLE

- 7.1 Without prejudice to any other rights or remedies of UKRI, title and risk in the Goods shall pass to UKRI when Delivery of the Goods is complete (including off-loading and stacking).
- 7.2 The Supplier warrants that:
- (a) it has full clear and unencumbered title to all the Goods;
  - (b) at the date of Delivery of any of the Goods it shall have full and unrestricted right, power and authority to sell, transfer and deliver all of the Goods to UKRI; and

- (c) on Delivery UKRI shall acquire a valid and unencumbered title to the Goods.

## 8 STAFF

- 8.1 If UKRI reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Contract, it may, by giving written notice to the Supplier:

- (a) refuse admission to the relevant person(s) to UKRI's premises;
- (b) direct the Supplier to end the involvement in the provision of the Goods and/or Services of the relevant person(s); and/or
- (c) require that the Supplier replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by UKRI to the person removed is surrendered,

and the Supplier shall comply with any such notice.

- 8.2 The Supplier shall:

- (a) ensure that all Staff are vetted in accordance with the Staff Vetting Procedures and if requested, comply with UKRI's Staff Vetting Procedures as supplied from time to time;
- (b) ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of UKRI, or is of a type otherwise advised by UKRI (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, the Staff Vetting Procedures or otherwise) is employed or engaged in the provision of any part of the supply of the Goods and/or Services;
- (c) if requested, provide UKRI with a list of the names and addresses (and any other relevant information) of all persons who may require admission to UKRI's premises in connection with the Contract; and
- (d) procure that all Staff comply with any rules, regulations and requirements reasonably specified by UKRI.

## 9 TUPE

- 9.1 The Supplier warrants that the provision of the Goods and/or Services shall not give rise to a transfer of any employees of the Supplier or any third party to UKRI pursuant to TUPE.
- 9.2 UKRI warrants that the provision of the Goods and/or Services shall not give rise to a transfer of any employees of UKRI or any incumbent supplier to the Supplier.

## 10 ASSIGNMENT AND SUB-CONTRACTING

- 10.1 The Supplier shall not without the written consent of UKRI assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Contract or any part of the Contract. UKRI may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Supplier shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.

- 10.2 UKRI consents to the appointment of the following as subcontractors:

- (a) KPMG Global Services (Private) Limited

10.3 Supplier will utilise the services of such Supplier member firms as are required for the performance of the Services. Such personnel will work as members of the team assigned to this engagement by the Supplier.

10.4 UKRI may, with the Supplier's prior written consent, assign, novate, or otherwise dispose of its rights and obligations under the Contract provided that such assignment, novation or disposal shall not increase the burden of the Supplier's obligations under the Contract.

## **11 INTELLECTUAL PROPERTY AND INDEMNITY**

11.1 All Intellectual Property Rights in any materials provided by UKRI to the Supplier for the purposes of this Contract shall remain the property of UKRI but UKRI hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract.

11.2 The ownership of all Intellectual Property Rights in any materials created or developed by the Supplier pursuant to the Contract or arising as a result of the provision of the Goods and/or Services shall vest in UKRI. If, and to the extent, that the ownership of any Intellectual Property Rights in such materials vest in the Supplier by operation of law, the Supplier hereby assigns ownership of such Intellectual Property Rights to UKRI by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such Intellectual Property Rights all its Intellectual Property Rights in such materials (with full title guarantee and free from all third party rights).

11.3 UKRI hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use any Intellectual Property Rights in the materials created or developed by the Supplier pursuant to the Contract and any Intellectual Property Rights arising as a result of the provision of the Goods and/or Services as required until termination or expiry of this Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract

11.4 Without prejudice to clause 11.2, the Supplier hereby grants UKRI a royalty-free, irrevocable and non-exclusive licence to use any Intellectual Property Rights vested in or licensed to the Supplier on the date of the Contract or during the Term to the extent not falling within clause 11.2.

11.5 The Supplier shall indemnify, and keep indemnified, UKRI in full against all cost, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by UKRI as a result of or in connection with any claim made against UKRI for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Goods and/or Services, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff.

11.6 UKRI shall promptly notify the Supplier of any infringement claim made against it relating to any Goods and, subject to any statutory obligation requiring UKRI to respond, shall permit the Supplier to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. UKRI shall give the Supplier such assistance as it may reasonably require to dispose of the claim and shall not make any statement which might be prejudicial to the settlement or defence of the claim.

11.7 UKRI shall not alter any Supplier branded Deliverables or disclose the same to any third party (other than their advisor MCR) except to the extent required by law. UKRI shall ensure that MCR does not alter or disclose any such Deliverables, and does not seek to rely on or make any claim against the Supplier in respect of the same.

## 12 RECORDS

12.1 If required by UKRI, the Supplier shall:

- (a) attend progress meetings with UKRI as set out in the Specification and shall ensure that its representatives are suitably qualified to attend such meetings; and
- (b) submit progress reports to UKRI at the times and in the format set out in the Specification.

12.2 The Supplier shall keep and maintain until 6 years after the end of the Contract, or as long a period as may be agreed between the Parties, full and accurate records of the Contract including the Goods and/or Services supplied under it, and all payments made by UKRI. The Supplier shall on request afford UKRI or UKRI's representatives such access to those records as may be reasonably requested by UKRI in connection with the Contract.

## 13 CONFIDENTIALITY, TRANSPARENCY AND PUBLICITY

13.1 Subject to clause 13.2, each Party shall:

- (a) treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and
- (b) not use or exploit the Disclosing Party's Confidential Information in any way except for the purposes anticipated under the Contract.

13.2 Notwithstanding clause 13.1, a Party may disclose Confidential Information which it receives from the other Party:

- (a) where disclosure is required by applicable law or by a court of competent jurisdiction;
- (b) to its auditors or for the purposes of regulatory requirements;
- (c) on a confidential basis, to its professional advisers;
- (d) to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;
- (e) where the Receiving Party is the Supplier, to the Staff on a need to know basis to enable performance of the Supplier's obligations under the Contract provided that the Supplier shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause 13.2(e) shall observe the Supplier's confidentiality obligations under the Contract; and
- (f) where the Receiving Party is UKRI:
  - (i) on a confidential basis to the employees, agents, consultants and contractors of UKRI;
  - (ii) in accordance with clause 14.

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on UKRI under this clause 13.

- 13.3 The Parties acknowledge that, except for any Information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Contract is not Confidential Information and the Supplier hereby gives its consent for UKRI to publish the Contract in its entirety to the general public (but with any Information that is exempt from disclosure in accordance with the FOIA redacted) including any changes to the Contract agreed from time to time. UKRI may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA.
- 13.4 The Supplier shall not, and shall take reasonable steps to ensure that the Staff shall not, make any press announcement or publicise the Contract or any part of the Contract in any way, except with the prior written consent of UKRI.

#### **14 FREEDOM OF INFORMATION**

- 14.1 The Supplier acknowledges that UKRI is subject to the requirements of the FOIA and the EIR and shall:
- (a) provide all necessary assistance and cooperation as reasonably requested by UKRI to enable UKRI to comply with its obligations under the FOIA and the EIR;
  - (b) transfer to UKRI all Requests for Information relating to the Contract that it receives as soon as practicable and in any event within 2 Working Days of receipt;
  - (c) provide UKRI with a copy of all Information belonging to UKRI requested in the Request for Information which is in its possession or control in the form that UKRI requires within 5 Working Days (or such other period as UKRI may reasonably specify) of UKRI's request for such Information; and
  - (d) not respond directly to a Request for Information unless authorised in writing to do so by UKRI.
- 14.2 The Supplier acknowledges that UKRI may be required under the FOIA and the EIR to disclose Information concerning the Supplier or the Goods and/or Services (including commercially sensitive information) without consulting or obtaining consent from the Supplier.
- 14.3 Notwithstanding any other provision in the Contract, UKRI shall be responsible for determining in its absolute discretion whether any Information relating to the Supplier or the Goods is exempt from disclosure in accordance with the FOIA and/or the EIR.

#### **15 PROTECTION OF PERSONAL DATA AND SECURITY OF DATA**

- 15.1 In this Clause 15, the terms, "processes", "data controller" and "data processor" shall have the same meanings given to them under Data Protection Legislation.
- 15.2 The Parties acknowledge that for the purposes of Data Protection Legislation, the Parties are independent controllers of any Personal Data.
- 15.3 The Supplier shall and shall procure that its staff and sub-contractors shall comply with all Data Protection Legislation in relation to any Personal Data processed.
- 15.4 Supplier will take appropriate technical and organisational steps to protect against unauthorised or unlawful processing of Personal Data and accidental loss or destruction of, or damage to, Personal Data.
- 15.5 The Supplier shall process the Personal Data (i) to provide the Services; and (ii) to meet its legal and regulatory obligations. Supplier may share Personal Data with its

subcontractors and other parties who facilitate its business. Supplier will only disclose Personal Data where it is required in connection with such purposes and in compliance with Data Protection Legislation.

- 15.6 The Supplier shall, to the extent permitted by Data Protection Legislation, notify UKRI promptly: (i) upon receiving a request for Personal Data or other request from a data subject, or if it receives any claim, complaint or allegation relating to the processing of the Personal Data; (ii) upon becoming aware of any breach of security leading to the destruction, loss or unlawful disclosure of the Personal Data in the Supplier's possession or control.
- 15.7 Upon request, each Party shall provide the other with information relating to its processing of Personal Data as reasonably required for the other to satisfy its obligations under Data Protection Legislation.

## 16 LIABILITY

- 16.1 UKRI shall not be responsible for any injury, loss, damage, cost or expense suffered by the Supplier if and to the extent that it is caused by the negligence or wilful misconduct of the Supplier or the Staff or breach by the Supplier of its obligations under the Contract. The Supplier shall not be responsible for any injury, loss, damage, cost or expense suffered by UKRI if and to the extent that it is caused by the negligence or wilful misconduct of UKRI or by breach by UKRI of its obligations under the Contract.
- 16.2 Subject always to clause 16.5 and 16.6 in no event shall either Party be liable to the other Party for any:
- (a) loss of profits;
  - (b) loss of business;
  - (c) loss of revenue;
  - (d) loss of or damage to goodwill;
  - (e) loss of savings (whether anticipated or otherwise); and/or
  - (f) any indirect, special or consequential loss or damage.
- 16.3 Subject always to clause 16.5 and 16.6, the aggregate liability of the Supplier in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Contract, the supply or failure to supply of the Goods and/or perform the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed the Limit of Liability.
- 16.4 Subject to clause 16.5, excluding its liability to pay the Charges, the aggregate liability of UKRI in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Contract, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to the Charges.
- 16.5 Nothing in the Contract shall be construed to limit or exclude either Party's liability for:
- (a) death or personal injury caused by its negligence or that of its Staff;
  - (b) fraud or fraudulent misrepresentation by it or that of its Staff;
  - (c) breach of any obligation as to title implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or

(d) any other matter which, by law, may not be excluded or limited.

16.6 The Supplier's liability under the indemnities in clauses 11.5, and 20.3 shall be unlimited. The Supplier's liability arising under or in connection with clause 15 and Data Protection Legislation shall be limited to a sum equal to 500% of the Charges.

16.7 The Supplier shall effect and maintain an adequate level of insurance cover in respect of all risks that may be incurred by it in the performance of this Contract. On request from UKRI, the Supplier shall provide UKRI with copies of the insurance policy certificates and details of the cover provided.

## 17 **FORCE MAJEURE**

Neither Party shall have any liability under or be deemed to be in breach of the Contract for any delays or failures in performance of the Contract which result from circumstances beyond the reasonable control of the Party affected. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than 30 days, either Party may terminate the Contract by written notice to the other Party.

## 18 **TERMINATION**

18.1 UKRI may terminate the Contract in whole or in part at any time before the Goods and/or Services are provided with immediate effect by giving the Supplier written notice, whereupon the Supplier shall discontinue the provision of the Goods and/or Services (in whole or in part as applicable). UKRI shall pay to the Supplier:

- (a) such Charges or that part of the Charges for Goods which have been Delivered to UKRI or, on the deemed date of service of the notice of cancellation, are already in transit and the costs of materials which the Supplier has purchased to fulfil the order for the Goods and which cannot be used for other orders or be returned to the supplier of those materials for a refund; and/or
- (b) such Charges or that part of the Charges for Services provided and a fair and reasonable portion of the Charges for work-in-progress in performing the Services at the time of termination,

but UKRI shall not be liable for any loss of anticipated profits or any consequential loss and the Supplier shall have a duty to mitigate its costs and shall on request provide proof of work-in-progress claimed.

18.2 UKRI may terminate the Contract at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Contract is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.

18.3 Without prejudice to any other right or remedy it might have, UKRI may terminate the Contract by written notice to the Supplier with immediate effect if the Supplier:

- (a) (without prejudice to clause 18.3(e)), is in material breach of any obligation under the Contract which is not capable of remedy;
- (b) repeatedly breaches any of the terms and conditions of the Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;



- (c) is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
  - (d) undergoes a change of control within the meaning of section 1124 of the Corporation Tax 2010, unless UKRI has given its prior written consent to the change of control or does not raise an objection within 6 months of the Supplier's written notice to UKRI that a change of control has occurred;
  - (e) breaches the provisions of clauses 8.2, 13, 14, 15 and 19;
  - (f) becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Supplier (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the Supplier's assets or business, or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 18.3) in consequence of debt in any jurisdiction; or
  - (g) fails to comply with legal obligations in the fields of environmental, social or labour law.
- 18.4 The Supplier shall notify UKRI as soon as practicable of any change of control as referred to in clause 18.3(d) or any potential such change of control.
- 18.5 In addition to the Supplier's statutory rights, the Supplier may terminate the Contract by written notice to UKRI if UKRI has not paid any undisputed invoice within 90 days of it falling due.
- 18.6 Termination or expiry of the Contract shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under clauses 2, 3.2, 3.3, 8, 11, 12.1, 13, 14, 15, 16, 18.7, 19.4, 20.3, 21 and 22.9 and any other term or condition of the Contract that either expressly or by implication has effect after termination.
- 18.7 Upon termination or expiry of the Contract, the Supplier shall:
- (a) give all reasonable assistance to UKRI and any incoming supplier of Goods and/or Services; and
  - (b) return all requested documents, information and data to UKRI as soon as reasonably practicable.
- 19 COMPLIANCE**
- 19.1 The Supplier shall promptly notify UKRI of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. UKRI shall promptly notify the Supplier of any health and safety hazards which may exist or arise at UKRI's premises and which may affect the Supplier in the performance of its obligations under the Contract.
- 19.2 The Supplier shall:
- (a) comply with the reasonable requirements of UKRI's security arrangements;
  - (b) comply with all UKRI's health and safety measures;
  - (c) notify UKRI immediately in the event of any incident occurring in the performance of its obligations under the Contract on UKRI's premises where that incident

causes any personal injury or damage to property which could give rise to personal injury;

- (d) perform its obligations under the Contract in accordance with all applicable equality law and UKRI's equality and diversity policy as provided to the Supplier from time to time;
- (e) take all reasonable steps to secure the observance of clause 19.2(d) by all Staff; and
- (f) supply the Goods and any packaging in accordance with UKRI's environmental policy as provided from time to time.

19.3 The Goods shall be packed and marked in a proper manner and in accordance with any instructions specified in the Award Letter, any statutory requirements and any requirements of the carriers. All packaging materials shall be considered non-returnable. The Supplier shall indemnify UKRI against all actions, suits, claims, demands, losses, charges, costs and expenses which UKRI may suffer or incur as a result of, or in connection with, any breach of this clause 19.3.

19.4 If notified by UKRI, the Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:

- (a) the Official Secrets Acts 1911 to 1989; and
- (b) section 182 of the Finance Act 1989.

## 20 **PREVENTION OF FRAUD AND CORRUPTION**

20.1 The Supplier shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or for showing or refraining from showing favour or disfavour to any person in relation to the Contract.

20.2 The Supplier shall take all reasonable steps, in accordance with Good Industry Practice, to prevent fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify UKRI immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

20.3 If the Supplier or the Staff engages in conduct prohibited by clause 20.1 or commits fraud in relation to the Contract or any other contract with the Crown (including UKRI) UKRI may:

- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by UKRI resulting from the termination, including the cost reasonably incurred by UKRI of making other arrangements for the supply of the Goods and/or Services and any additional expenditure incurred by UKRI throughout the remainder of the Contract; or
- (b) recover in full from the Supplier any other loss sustained by UKRI in consequence of any breach of this clause.

## 21 **DISPUTE RESOLUTION**

21.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.

- 21.2 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 21.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the "**Mediator**") chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 21.3 If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

## 22 **GENERAL**

- 22.1 Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Contract, and that the Contract is executed by its duly authorised representative.
- 22.2 The Supplier warrants and represents that during the Term it shall not accept work from other sources that will in any way impair or affect its ability to provide the Goods and/or Services and comply with the terms of this Contract.
- 22.3 The Supplier must make sure that neither it nor any of its Staff or sub-contractors are placed in a position where there is or may be an actual conflict, or a potential conflict, between their interests or the interests of its Staff or sub-contractors and the Supplier's obligations under this Contract. You must disclose to us the particulars of any conflict of interest that arises.
- 22.4 A person who is not a party to the Contract shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him or her, without the prior written agreement of the Parties.
- 22.5 The Contract cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 22.6 The Contract contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into the Contract on the basis of any representation that is not expressly incorporated into the Contract. Nothing in this clause 22.6 shall exclude liability for fraud or fraudulent misrepresentation.
- 22.7 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Contract shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Contract.
- 22.8 The Contract shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Contract. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 22.9 Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract (whether under the Contract, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 22.10 If any provision of the Contract is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the

Contract and rendered ineffective as far as possible without modifying the remaining provisions of the Contract, and shall not in any way affect any other circumstances of or the validity or enforcement of the Contract.

**23 NOTICES**

- 23.1 Any notice to be given under the Contract shall be in writing and may be served by personal delivery, first class recorded or, subject to clause 23.3, e-mail to the address of the relevant Party set out in the Award Letter, or such other address as that Party may from time to time notify to the other Party in accordance with this clause.
- 23.2 Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.
- 23.3 Notices under clauses 17 and 18 may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in clause 23.1.

**24 GOVERNING LAW AND JURISDICTION**

- 24.1 The validity, construction and performance of the Contract, and all contractual and non-contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

**25 ADDITIONAL TERMS**

- 25.1 The Parties agree that the additional terms set out at Annex 1.

## Annex 1 – Additional Terms

### Annex 1 Part 1: Tax Services Additional Terms

Where the Services include assisting you with tax matters, the following terms below apply. In performing the Services we shall comply with the Professional Conduct in Relation to Taxation guidelines of the ICAEW in conjunction with the Chartered Institute of Taxation (“Professional Guidance”).

“Tax Authority” means the relevant tax authority/authorities for the Services provided under this Agreement. As KPMG LLP is a multi-disciplinary practice regulated by the Solicitors Regulation Authority we can, if requested by you and when appropriate to do so, try to ensure that any tax advice provided under the Agreement benefits from legal advice privilege. If you want us to put these arrangements in place you must tell us in writing before we deliver any Services to you under this Agreement, so that appropriate terms applicable to legal services can also be applied.

#### Compliance work

1. If the Services include our preparation and submission on your behalf of returns to a Tax Authority:

1.1 You shall promptly supply all relevant information and documentation. We shall present returns to you to verify before we send them to the Tax Authority. You shall sign to confirm that it is correct and complete to the best of your knowledge and belief and to approve submission to the Tax Authority by us. You retain responsibility for the correctness and completeness of returns and for the payment of any tax liability.

1.2. We may send returns, claims, elections, applications or forms (“Submissions”) to a Tax Authority electronically. If a failure in or interruption in the Tax Authority’s online services affects our ability to send Submissions, we shall use reasonable endeavours to make the submission by other means, but, to the fullest extent permitted by law, we shall not be liable for the consequences of any resulting delay or failure in arrival of Submissions at the Tax Authority.

#### Commissions

2. Where commissions or other benefits (“Commissions”) become payable to us in respect of the Services, we shall inform you of the amount and terms of payment. We shall be entitled to retain Commissions and reduce our Charges proportionately.

#### Provision of Services to Trusts and Trustees

3. Where the Services are delivered to the Trustees of a Trust in connection with tax matters concerning the Trust or concerning the Trustees in their capacity as such: (i) we may treat any one of the Trustees as a person authorised to communicate with us; and (ii) unless you inform us in writing that we may not rely on communications from such a person, we may assume that any such person deals with us with the authority of all the Trustees.

#### Provision of Services relating to individuals

4. Where you are an individual, you shall notify us of all employments and directorships held by you, your spouse, your spousal equivalent and any dependants, including a general description of the role performed. You shall promptly notify us of any changes to this information.

#### Global Mobility Services

5. The Services may include preparation and submission of returns to Tax Authorities on behalf of one or more of your employees (the “Employee”). To enable us to prepare returns on the Employee’s behalf, you shall use best endeavours to procure that the Employee promptly supplies all relevant information and documentation (including the information and notifications referred to in clause 4 above, as if that clause were addressed to the Employee). We shall present returns to the Employee for verification before sending them the relevant Tax Authorities. We may need to obtain the Employee’s consent to disclose any information to you that you may require to determine the Employee’s tax position (e.g. regarding confidential financial matters beyond employment income). You shall explain the arrangements outlined in this clause 5 to the Employee and answer any questions arising. You shall inform the Employee that they are responsible for the correctness and completeness of returns prepared on their behalf and for the payment of any tax liabilities.

#### Disclosure of certain arrangements to the tax authorities

6. In certain circumstances, we may have to disclose details of our advice to a Tax Authority. To the fullest extent permitted by law, we are not liable to you for any consequences that may result from or be connected with such disclosure.

#### US Tax Advice

7. If the Services include “US Tax Advice”, which is advice on a transaction or event, the consequences of which may be reflected on a US tax return required to be submitted by you or any person or entity (whether or not associated with you), US federal and state tax regulations may require taxpayers to disclose to the Internal Revenue Service (“IRS”) and applicable US state tax authorities, their participation in any reportable transaction(s). You shall inform us if you determine that any matter covered by the Services is required to be disclosed to the IRS or US state authorities as a reportable transaction.

8. Notwithstanding any other terms of the Agreement, if the Services include US Tax Advice, US federal and state tax regulations may require us to disclose information on reportable transactions to the IRS and any applicable state tax authority, and to retain certain details with respect to the transactions.

#### No confidentiality in certain circumstances

9. Where:

- whether now, in the future, you are, or you are an affiliate of, an entity that is registered with the United States Securities and Exchange Commission (“SEC”) and you are (or such affiliate is) audited by a KPMG Person (you are an “SEC Registered Audit Client”); or

- the Services involve the delivery of US Tax Advice;

then your obligations of confidentiality under the Agreement shall not apply to the product of our Services relating to tax matters (“Tax Deliverable”) (although other products of our Services remain subject to those obligations) and no provision in this Agreement is or is to be construed as a condition of confidentiality in relation to such Tax Deliverable. In particular, you (and your employees, representatives or agents) may disclose to any and all persons, without limitation of any kind, the tax treatment and tax structure of any transaction within the scope of the Services and all related materials (including opinions and tax analyses) provided to you. In this clause the term “affiliate” is interpreted as that term is used by the SEC with reference to auditor independence standards.

10. If you are an SEC Registered Audit Client or the Services involve the delivery of US Tax Advice and we are providing a Tax Deliverable, you shall promptly inform us of any conditions of confidentiality imposed at any time by other advisers with respect to any transaction on which our advice is requested that will be relevant to a product of tax services.

11. Where clause 9 above applies, any Tax Deliverable released to you is supplied by us on the basis it is for your benefit and use only. If you refer to or disclose any Tax Deliverable in whole or part to any third party you must (where legally permissible to do so) inform the recipient in writing and obtain the recipient’s written acknowledgement that (i) the recipient will place no reliance upon the Tax Deliverable and (ii) the recipient will not hold us liable for any liability arising in connection with the Services. No acknowledgement is required for your affiliates.

**Annex 1 Part 2: LINK Additional Terms**

<b>Definitions</b>	
<b>Authorised Users</b>	Your individual employees who have been issued with user credentials in accordance with the following procedure:  KPMG will, at your direction, set up user accounts for those of your employees that you wish to be able to access the Portal (each individual then being an “Authorised User”).
<b>Client Content</b>	The data uploaded to the Portal by an Authorised User.
<b>Data Location</b>	The USA.
<b>Hosting Provider</b>	KPMG, or other such hosting provider as notified to you from time to time.
<b>KPMG Content</b>	The data uploaded to the Portal by or on behalf of KPMG.
<b>Portal</b>	KPMG Link Work Force  KPMG may update or upgrade the Portal at KPMG’s sole discretion.
<b>Portal Terms</b>	These terms which are supplementary to, and part of, the Agreement.
<b>Technical Requirements</b>	Current version of supported web browser (Microsoft Edge), or other requirements as notified to you from time to time.

**1. Licence**

KPMG grants to you a non-exclusive, non-transferable license to permit Authorised Users to use the Portal and to access the KPMG Content in accordance with these Portal Terms. This licence shall only extend to use of the Portal that is both for your internal business purpose and for the purpose of facilitating the provision and receipt of the Services.

**2. Proprietary Rights**

- 2.1 The IPRs in the Portal are our property or that of our third-party licensors. Except for the license granted to you in clause 1, you acquire no other right or interest of any kind in or to the Portal.
- 2.2 Except as stated elsewhere in the Agreement, the IPRs in the KPMG Content are our property or that of our third-party licensors. Except for the license granted to you in clause 1, you acquire no other right or interest of any kind in or to the KPMG Content.
- 2.3 You retain ownership of any IPRs in the Client Content. You grant to us a non-exclusive, non-transferable, worldwide licence to access and use the Client Content to the extent necessary to comply with our obligations under this Agreement (including, where applicable, any of our obligations which continue after termination of this Agreement). We may sub-license the rights granted under this clause to any KPMG Person or to third parties who facilitate the administration of our business or support our infrastructure

(including, where relevant, the Hosting Provider and third parties who assist with the provision of any support services).

- 2.4 KPMG will host the Portal in the Data Location through the Hosting Provider. KPMG may change the Data Location and/or Hosting Provider from time to time and will notify you of any such change.

### 3. **Your obligations**

- 3.1 You shall not access, use, sub-license or allow any third party to use or access the Portal except as expressly permitted by this Agreement.
- 3.2 You will ensure that all Client Content complies with all applicable laws, regulations and authority, is not defamatory or indecent, and will not infringe the IPRs of any third party.
- 3.3 You will not include any personal data in the Client Content without KPMG's consent.
- 3.4 You must comply with the current acceptable use policy of the Hosting Provider, as provided to you and as may be updated from time to time.
- 3.5 You must put in place and maintain adequate security measures to safeguard the Portal from unauthorised access. You must not allow anyone other than the Authorised Users to access the Portal, and you must inform us if any Authorised User is no longer employed or engaged by you. You must notify us promptly of any potential or actual misuse of any user accounts or authentication credentials and any other security incident related to, or that may affect, the Portal.
- 3.6 You must comply with any security, technology and risk management policies, rules and guidelines relating to the use of the Portal that KPMG has made available to you via the Portal. If you do not agree to any new or changed policies, then you must immediately advise KPMG and KPMG may, in its sole discretion, terminate your use of the Portal.
- 3.7 You must retain your own copies of Client Content. KPMG will not be liable for any loss or corruption of Client Content.
- 3.8 You must not export the Portal to any jurisdiction to which, or to any party to whom, the export of the Portal is restricted by law or regulation.
- 3.9 You must not:
- 3.9.1 license, sub-license, sell, resell, make available to third parties, profit from or commercially exploit, or make available for the benefit of any third party, all or any part of the Portal;
  - 3.9.2 except as permitted by law, alter, modify, adapt, disassemble, reverse engineer, decompile, make derivative works of or based on the Portal;
  - 3.9.3 copy any features, functions or graphics of the Portal;
  - 3.9.4 attempt to access areas of any portal or systems or network on which the Portal are hosted or via which the Portal is accessed, to which you have not been given access;
  - 3.9.5 modify, disable, or compromise the integrity or performance of the Portal or any related systems, networks or data, including but not limited to probing, scanning or testing the vulnerability of any system or network that hosts the Portal;
  - 3.9.6 overwhelm or attempt to overwhelm any infrastructure over which the Portal is provided; or
  - 3.9.7 infringe any IPRs owned or licensed by us or our third-party licensors.

### 4. **Authorised Users**



- 4.1 You are responsible for ensuring that the Authorised Users comply with these Portal Terms and will be responsible for any acts/omissions of the Authorised Users when using the Portal. Authorised Users must keep their access credentials secure and must not disclose them to another person.
- 4.2 KPMG may rely on any instruction, requests or information supplied by any person whom we reasonably believe to be authorised by you for such purpose.
- 4.3 You must inform us if you require any changes to the access levels of any Authorised Users or if you require any Authorised User account to be disabled.

5. **Affiliates**

KPMG may post KPMG Content on the Portal that relates to any of your Affiliates. You shall procure that each Affiliate consents to such KPMG Content being posted on the Portal in accordance with the terms of this Agreement.

6. **Termination and Suspension**

- 6.1 Termination of this Agreement will simultaneously terminate your rights to access the Portal and KPMG will deactivate or delete the Authorised User accounts, unless KPMG is required by applicable law or professional standards to maintain such accounts.
- 6.2 KPMG may terminate or suspend your access to the Portal for any reason without notice, including without limitation in the event KPMG becomes aware of any unauthorised use of the Portal by you or your Authorised Users or breach by you or your Authorised Users of these Portal Terms.

7. **Warranty and Liability**

- 7.1 KPMG will use reasonable skill and care to maintain appropriate security in the Portal, but KPMG is not otherwise liable for any breach of security of the Portal or loss or corruption of data or confidentiality arising from any use of the Portal.
- 7.2 We do not warrant that operation of the Portal will be uninterrupted or error free, or that the Portal will be available or accessible to you at all times. We do not warrant that any Authorised User that does not meet the Technical Requirements will be able to access the Portal.

## **Annex 2 – GDPR (Processing Personal Data)**

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

- 1.1 The contact details of the Relevant Authority's Data Protection Officer are:  
UK Research & Innovation, Polaris House, North Star Avenue, Swindon, SN2 1FF - [dataprotection@ukri.org](mailto:dataprotection@ukri.org)
- 1.2 The contact details of the Supplier's Data Protection Officer are: [dataprivacy@kmpg.com](mailto:dataprivacy@kmpg.com)
- 1.3 The Processor shall comply with any further written instructions with respect to Processing by the Controller.
- 1.4 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p><b>The Relevant Authority is Controller, and the Supplier is Processor</b> The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> <li>• <i>The evaluation will require the processing of a range of personal data is likely to include, but is not limited to:</i> <ul style="list-style-type: none"> <li>○ Identity Data including first name, last name, and title.</li> <li>○ Contact Data including business address(s), email address, and telephone numbers.</li> </ul> </li> </ul> <p><b>The Parties are Independent Controllers of Personal Data</b> <i>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</i></p> <ul style="list-style-type: none"> <li>○ Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</li> </ul>
Duration of the Processing	<p>Processing of personal data by the Supplier will take place from September 2023 until the completion of the contract.</p> <p>The Supplier will securely delete, or where it feeds into research outputs, transfer the data back to UKRI at the end of the contract period.</p>
Nature and purposes of the Processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, alignment or combination, restriction, erasure, or destruction of data. The project will likely involve the processing of the following information from a range of stakeholders (e.g., delivery partners; funders in government; beneficiary organisations; and innovation facilities). Such data could include, but is not wholly limited to:</p> <ul style="list-style-type: none"> <li>• Identity Data including first name, last name, and title.</li> <li>• Contact Data including business address(s), email address and telephone numbers.</li> </ul> <p>No participants will be identified in reports. UKRI will work with the supplier to agree an appropriate and UK GDPR consistent approach for reporting.</p>

	<p>For the duration of the project where UKRI data is stored on the supplier's systems, the data owned and controlled by UKRI when joined with the supplier's own data may qualify as personal data. The supplier will take appropriate steps to process this UKRI data in line with UK GDPR. This includes clear privacy notices to individuals what data will be collected, how it will be used, and how it will be stored. The privacy notice will indicate which data is being collected for UKRI and which is being collected for the supplier and any differences in privacy policy that apply due to possible different usages. The supplier will also ensure safe storage and appropriate access controls.</p> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Supplier as necessary to deliver the services and to undertake contract and performance management. The contract itself will include the names and business contact details of staff of both the Authority and the Supplier involved in managing the contract.</p>
Type of Personal Data	<p>The evaluation will require the processing of a range of personal data is likely to include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Identity Data including first name, last name, and title.</li> <li>• Contact Data including business address(s), email address and telephone numbers.</li> </ul> <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake contract and performance management. The contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the contract.</p>
Categories of Data Subject	<p>Data subjects are likely to belong to the following categories:</p> <ul style="list-style-type: none"> <li>• Staff at UKRI,</li> <li>• Staff from delivery partners,</li> <li>• Individuals from applicant organisations,</li> <li>• Representatives from industry bodies.</li> </ul> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the contract itself or involved within contract management.</p>
Plan for return and destruction of the data once the Processing is complete. UNLESS requirement under Union or Member State law to preserve that type of data	<p>The Personal Data will be retained by the Supplier until the expiry of the contract, following which the Supplier will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Supplier after the expiry of the Contract.</p> <p>The Supplier will certify to the Contracting Authority that it has completed such deletion.</p> <p>Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice.</p>

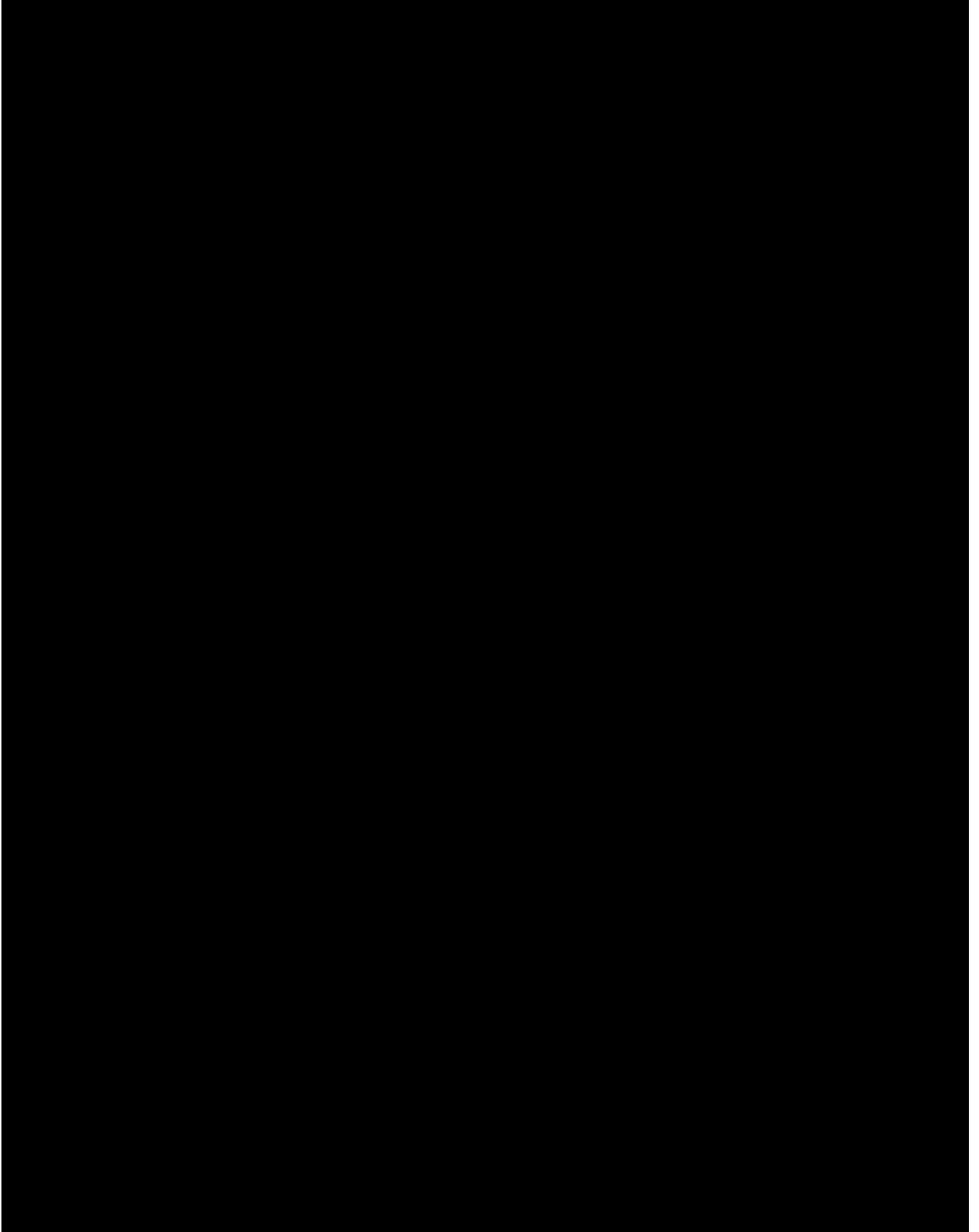
The nature of the service will require the Supplier to collect personal data directly from data subjects. The Supplier will use the agreed Contracting Authority privacy notice as instructed by the Contracting Authority.

At times, the Contracting Authority may be relying on consent as the relevant legal basis of processing. The Supplier will ensure that all communications requesting the provision on personal data allow for the data subject to provide clear, affirmative, informed, freely given and unambiguous consent, which requires a positive 'opt-in.' the Supplier will have mechanisms in place to ensure that consent is recorded and shown through an audit trail.

Schedule 2

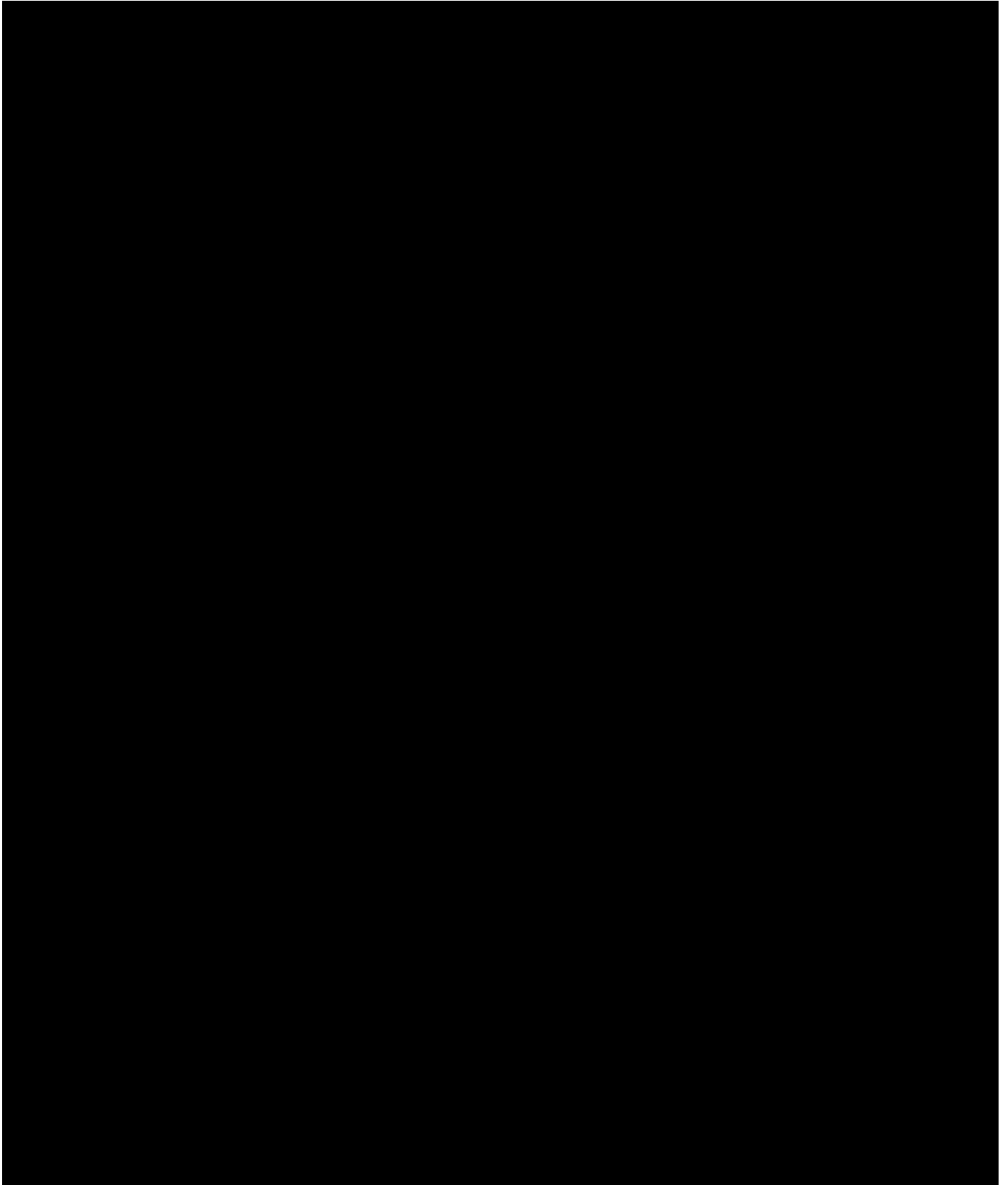
Specification

- 1 The Suppliers shall provide the Services in accordance with this Schedule 2.



Schedule 3

- 1 The Charges for the Goods and/or Services shall be as set out in this Schedule 3.
- 2 The Charges for the Services are set out in the Appendix to this Schedule 3.



Schedule 4

