



ORDER

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| ORDER NO: SER/ 0760 | Date of Order: 27 March 2018 |
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(To be quoted on all correspondence relating to this Order)

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| <p>FROM (Customer):</p> <p>Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B5 4UA</p> <p>Customer's representative: Kate Say</p> <p>E: kate.say@ofwat.gsi.gov.uk Tel: 0121 644 7696</p> | <p>TO (Contractor):</p> <p>Dods Group PLC 11th Floor, The Shard 32 London Bridge Street London SE1 9SG</p> <p>Contractor's Representative: [REDACTED]</p> <p>[REDACTED]</p> |
| <p>SERVICES TO BE DELIVERED TO:</p> <p>Ofwat London Office Bloomsbury House 21 Bloomsbury Street London WC1B 3HF</p> <p>Centre City Tower 7 Hill Street Birmingham B5 4UA</p> | <p>INVOICE ADDRESS:</p> <p>finance@ofwat.gsi.gov.uk</p> <p>or</p> <p>Finance Team Water Services Regulation Authority Centre City Tower 7 Hill Street Birmingham B4 5UA</p> |
| <p>Any Contract arising from this Order shall be governed by the contents of this Order the Customer's Invitation to Tender (ITT) for Parliamentary Monitoring Services (ref: PROC.03.0138) issued on the mytenders website on 12 March 2018 and your bid titled: RESPONSE TO INVITATION TO TENDER (ITT) For Provision of a Political Monitoring Service 2018-2021.</p> | |

Title of Services Requirement:

Parliamentary Monitoring Services (ref: PROC.03.0138)

Contract Period

The Commencement Date shall be 1 April 2018.

The expiry date is 31 March 2021 unless extended or terminated earlier in accordance with the Contract.

Charges

The Capped Price for the project, is **£22,950**, being the maximum amount payable to the Contractor for completion of the project, the Capped Price will only be exceeded by agreement between the Customer and the Contractor. Such agreement will only be given by the Customer, where initiated by the Contractor, where cost overruns have arisen as a result of the work involved being over and above that reasonably anticipated prior to the Customer's approval to commence work on the project.

The scope of services is as described in the Invitation to Tender Document and the Tender submission by the Contractor titled: RESPONSE TO INVITATION TO TENDER (ITT) For Provision of a Political Monitoring Service 2018-2021.

Where the resource costs incurred by the Contractor in performing the Services falls below the Capped Price, the Contractor shall invoice the Customer for the actual value of the Services provided according to the charge rates described in the Order Form.

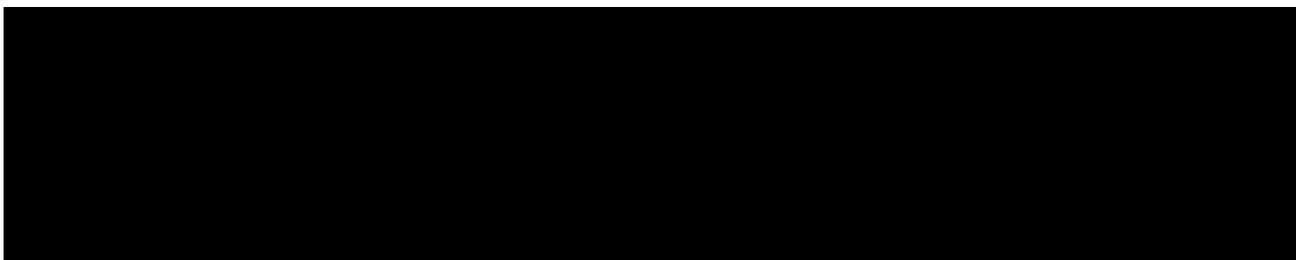
The Services/deliverables which satisfactorily address any points raised by the Customer and their acceptance by the Customer will signify successful completion of this element of project.

The charge rates are all inclusive with the sole exceptions of:

- Disbursement for travel and subsistence expenses;
- Value Added Tax.

Travel Rates shall be paid with the agreement of the Customer's Representative and in accordance with Appendix A.

Charges



giving the price as £22,950.

The Customer will not pay for:

1. Any items which it regards as part of the Contractor's overheads (for example; word-processing, secretarial time, cost of faxes and telephone charges);
2. Any expenses not authorised in advance by the Customer's representative;

3. Travelling time unless the Customer's representative has authorised in advance the payment of travelling time.

Key Responsibilities

In order to meet the business objectives, the project will involve the Contractor performing the following tasks which are classified according to the scheme described below and appear as an individually numbered paragraph for ease of reference.

- Where a requirement is marked as 'Mandatory' or 'M', the supplier must be able to meet the requirement. If the supplier cannot meet a mandatory requirement, then they may be excluded from the procurement.
- Where a requirement is marked as 'Desirable' or 'D', it is not essential the supplier meet the requirement. However, requirements so marked represent significant additional benefit to the Customer and will be evaluated as such.

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| 1 | M | A daily diary is required by email by 9:00 am (no later than 10:00 am) each Working Day. The diary should list activities taking place at Westminster, the Welsh Assembly and, where relevant, the London Assembly on that day. |
| 2 | M | The Customer also requires notification of Government announcements and statements to the House, parliamentary questions, debates, Early Day Motions, committee hearings, press conferences, and speeches to be given by Ministers outside Parliament, party conference monitoring and key Government reports that are relevant to the Customer, as they arise. |
| 3 | M | Parliamentary monitoring information as outlined in the subject brief should be delivered as and when news breaks throughout the Working Day. Any information breaking at the weekend should be delivered, where possible, that day or on the next Working Day. |
| 4 | M | The facility to track specific legislation through Parliament including supporting papers such as debates reports and timetable of amendments and future stages. |
| 5 | D | A weekly overview on the status of bills going through Parliament. |
| 6 | M | A weekly summary of events happening at Westminster, including Commons, Lords and select committees. |
| 7 | M | Key Government announcements due to be made that week. |
| 8 | M | A list of parliamentary and select committee events for that week. |
| 9 | M | Notification of main policy developments. |
| 10 | D | Advice on the workings of Westminster and the Welsh Assembly, Whitehall or the devolved institutions. |
| 11 | M | Provision of archive database which will store information sent to the Customer in the current and previous parliamentary sessions. |

OFFICIAL: COMMERCIAL - SENSITIVE

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| 12 | D | Provision of an end of day email report summarising full lists, links and summaries of all items sent to the Customer during the course of the day. |
| 13 | M | Parliamentary Monitoring information is required daily via email (or other agreed method) with a breakdown of the subject in the title of the email. |
| 14 | M | We must be alerted immediately to priority information. This should be delivered electronically. |
| 15 | M | Priority information is defined as anything pertaining to Ofwat/regulation of the Water Industry; and all Water only and Water and Sewerage Companies in England and Wales. |

We may from time to time request additional ad-hoc services as part of the Contractor's contract. Such services may include, but not necessarily be limited to:

- The Contractor may be requested to attend select committee hearings or party conferences and provide the Customer with a note of the meeting/proceeding;
- A call-on advice facility for example information on a particular Parliamentary procedure;
- The supply of publications such as select committee reports, ad-hoc requests for information, membership of committees, etc.

Invoicing and Payment

Invoices shall be submitted for work carried out in the previous month.

All invoices shall contain the following information:

- the Order number (as stated above);
- a summary of the Services; and
- the line value; total value excluding Value Added Tax (VAT), the VAT percentage and total value including VAT.

The Customer shall pay the Contractor within thirty (30) calendar days of receipt of a valid invoice, submitted in accordance with the payment profile set out above and the provisions of this Contract.

Invoices must not contain the Contractor's terms and conditions, nor can reference be made to the Contractor's terms and conditions. Invoices with the Contractor's terms and conditions printed on them or referred to therein will not be accepted by the Customer.

Contractor's Key Personnel



Variation to Contract

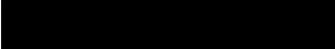
Any amendments to the Contract must be agreed by both parties and be in writing.

Formation of Contract

BY SIGNING AND RETURNING THIS ORDER FORM THE CONTRACTOR AGREES to enter into a legally binding contract with the Customer.

The Parties hereby acknowledge and agree that they have read the Order and by signing below agree to be bound by this Contract including the Order, the Customer's Invitation to Tender (ITT) for Parliamentary Monitoring Services (ref: PROC.03.0138) issued on the mytenders website on 12 March 2018 and your bid titled: RESPONSE TO INVITATION TO TENDER (ITT) For Provision of a Political Monitoring Service 2018-2021.

For and on behalf of the Contractor:

| | |
|-----------|---|
| Name |  |
| Position |  |
| Signature |  |
| Date | 27.03.2018 |

For and on behalf of the Customer:

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| Name | Kate Say |
| Position | Senior Associate |
| Signature |  |
| Date | 27.03.2018 |

Appendix A - Travel Rates

Receipts must be submitted with all claims and must be in accordance with these rates

Accommodation:

Paid on actual expenditure within the following prescribed ceilings:

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|-------------------|------|
| London | £165 |
| Elsewhere | £115 |
| Private residence | £25 |

These rates cover a 24 hour period for accommodation only, inclusive of VAT, receipts must be submitted.

Mileage Rates:

25p per mile

A mileage log must be submitted (to/from, mileage/date, to see/purpose)

Rail Travel

The actual cost of public transport (normally rail) may be reimbursed. Economy Class (second class) rail tickets should be purchased.