

**Dated 29<sup>th</sup> October 2015**

**(1) Care Quality Commission**

**-and-**

**(2) OPM Group**

**AGREEMENT**

**Reference CQC PSO 061  
Analysis for Consultation**

Contract for Services

This Agreement is made on 29<sup>th</sup> October 2015

**PARTIES**

CARE QUALITY COMMISSION of 151 Buckingham Palace Road, London, SW1W 9SZ  
("the Client").

and

OPM GROUP (COMPRISED OF OPM AND DIALOGUE BY DESIGN)  
("the Contractor") with company number OPM 2343617 whose registered office is at  
252B Gray's Inn Road, London, WC1X 8XG

## Contract for Services

### BACKGROUND

- (A) The Client sought proposals for the Analysis for Consultation
- (B) The Client has, through a competitive process, selected the Contractor to provide the Services and the Contractor is willing and able to provide the Services in accordance with the terms and conditions of this agreement.

# Contract for Services

<b>Contents</b>	<b>Page</b>
<b>A. <u>General Provisions</u></b>	
A1 Definitions and Interpretation	7
A2 Initial Contract Period	15
A3 Contractor's Status	15
A4 Client's Obligations	15
A5 Notices	16
A6 Mistakes in Information	17
A7 Conflicts of Interest	17
<b>B. <u>Supply of Services</u></b>	
B1 The Services	18
B2 Provision and Removal of Equipment	19
B3 Manner of Carrying Out the Services	20
B4 Key Personnel	20
B5 Contractor's Staff	21
B6 Inspection of Premises	22
B7 Licence to Occupy Premises	22
B8 Property	24
B9 Offers of Employment	25
<b>C. <u>Payment and Contract Price</u></b>	
C1 Contract Price	25
C2 Payment and VAT	25
C3 Recovery of Sums Due	26
C4 Price Adjustment on Extension of Initial Contract Period	27
C5 Euro	28

## Contract for Services

### **D. Statutory Obligations and Regulations**

D1	Prevention of Corruption	28
D2	Prevention of Fraud	29
D3	Discrimination	30
D4	The Contracts (Rights of Third Parties) Act 1999	30
D5	Environmental Requirements	31
D6	Health and Safety	31

### **E. Protection of Information**

E1	Data Protection Act	32
E2	Official Secrets Acts 1911, 1989, S182 of the Finance Act 1989	34
E3	Confidential Information	35
E4	Freedom of Information	36
E5	Publicity, Media and Official Enquiries	37
E6	Security	38
E7	Intellectual Property Rights	38
E8	Audit	42

### **F. Control of the Contract**

F1	Transfer and Sub-Contracting	42
F2	Waiver	45
F3	Variation	45
F4	Severability	46
F5	Remedies in the Event of Inadequate Performance	46
F6	Remedies Cumulative	48
F7	Monitoring of Contract Performance	48
F8	Extension of Initial Contract Period	49
F9	Entire Agreement	49
F10	Counterparts	50

## Contract for Services

### **G. Liabilities**

G1	Liability, Indemnity and Insurance	50
G2	Professional Indemnity	53
G3	Warranties and Representations	53

### **H. Default, Disruption and Termination**

H1	Termination on Insolvency and Change of Control	55
H2	Termination on Default	57
H3	Break	58
H4	Consequences of Expiry or Termination	58
H5	Disruption	60
H6	Recovery upon Termination	61
H7	Force Majeure	62

### **I. Disputes and Law**

I1	Governing Law and Jurisdiction	63
I2	Dispute Resolution	63

## **SCHEDULES**

Specification Schedule	68
Proposal Submission	79
Pricing Schedule	81
Monitoring Schedule	74
Commercially Sensitive Information Schedule	75

**A. GENERAL PROVISIONS**

**A1 Definitions and Interpretation**

A1.1 In this Contract unless the context otherwise requires the following provisions shall have the meanings given to them below:

“Approval” means the written consent of the Client.

“Client” means Care Quality Commission and all associated Advisory Bodies eg Healthwatch England.

“Commencement Date” means the date of the Contract.

“Commercially Sensitive Information” means the information (i) listed in the Commercially Sensitive Information Schedule; or (ii) notified to the Client in writing (prior to the commencement of this Agreement) which has been clearly marked as Commercially Sensitive Information comprised of information:

(a) which is provided by the Contractor to the Authority in confidence for the period set out in that Schedule or notification; and/or

(b) that constitutes a trade secret.

“Confidential Information” means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party and all personal data and sensitive personal data within the meaning of the DPA. Confidential Information shall not include information which:

- (i) was public knowledge at the time of disclosure (otherwise than by breach of clause E3 (Confidential Information));

## Contract for Services

- (ii) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;
- (iii) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or
- (iv) is independently developed without access to the Confidential Information.

“Contract” means this written agreement between the Client and the Contractor consisting of these clauses and any attached Schedules.

“Contracting Authority” means any contracting authority as defined in Regulation 3 of the Public Contracts Regulations 2006.

“Contractor” means the person, firm or company with whom the Client enters into the Contract.

“Contract Period” means the period from the Commencement Date to:

- (a) the date of expiry set out in clause A2 (Initial Contract Period), or
- (b) following an extension pursuant to clause F8 (Extension of Initial Contract Period), the date of expiry of the extended period,

or such earlier date of termination or partial termination of the agreement in accordance with the Law or the provisions of the Contract.

“Contract Price” means the price (exclusive of any applicable VAT), payable to the Contractor by the Client under the Contract, as set out in the Pricing Schedule, for the full and proper performance by the Contractor of

its obligations under the Contract but before taking into account the effect of any adjustment of price in accordance with clause C4 (Price Adjustment on Extension of Initial Contract Period).

“Crown” means the government of the United Kingdom (including the Northern Ireland Executive Committee and Northern Ireland Departments, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers, government departments, government and particular bodies and government agencies.

“Default” means any breach of the obligations of the relevant Party (including but not limited to fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or negligent statement of the relevant Party or the Staff in connection with or in relation to the subject-matter of the Contract and in respect of which such Party is liable to the other.

“DPA” means the Data Protection Act 1998 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

“Environmental Information Regulations” means the Environmental Information Regulations 2004 and any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

“Equipment” means the Contractor’s equipment, plant, materials and such other items supplied and used by the Contractor in the performance of its obligations under the Contract.

“Fees Regulations” means the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

## Contract for Services

“FOIA” means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

“Force Majeure” means any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventative action by that Party, including fire; flood; violent storm; pestilence; explosion; malicious damage; armed conflict; acts of terrorism; nuclear, biological or chemical warfare; or any other disaster, natural or man-made, but excluding:

- (a) any industrial action occurring within the Contractor’s or any sub-contractor’s organisation; or
- (b) the failure by any sub-contractor to perform its obligations under any sub-contract.

“Fraud” means any offence under Laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud the Crown.

“Good Industry Practice” means standards, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances.

“Information” has the meaning given under section 84 of the FOIA.

## Contract for Services

“Initial Contract Period” means the period from the Commencement Date to the date of expiry set out in clause A2 (Initial Contract Period), or such earlier date of termination of the Contract in accordance with the Law or the provisions of the Contract.

“Intellectual Property Rights” means patents, inventions, trade marks, service marks, logos, design rights (whether registerable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off.

“Key Personnel” means those persons named in the Specification as being key personnel.

“Law” means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements or any Regulatory Body of which the Contractor is bound to comply.

“Monitoring Schedule” means the Schedule containing details of the monitoring arrangements.

“Month” means calendar month.

“Party” means a party to the Contract.

“Premises” means the location where the Services are to be supplied, as set out in the Specification.

## Contract for Services

“Pricing Schedule” means the Schedule containing details of the Contract Price.

“Property” means the property, other than real property, issued or made available to the Contractor by the Client in connection with the Contract.

“Quality Standards” means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardization or other reputable or equivalent body, (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Contractor would reasonably and ordinarily be expected to comply with, and as may be further detailed in the Specification Schedule.

“Receipt” means the physical or electronic arrival of the invoice at the address of the Client detailed at clause A5.3 or at any other address given by the Client to the Contractor for the submission of invoices.

“Regulatory Bodies” means those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the Client and “Regulatory Body” shall be construed accordingly.

“Replacement Contractor” means any third party service provider appointed by the Client to supply any services which are substantially similar to any of the Services and which the Client receives in substitution for any of the Services following the expiry, termination or partial termination of the Contract.

## Contract for Services

“Request for Information” shall have the meaning set out in FOIA or the Environmental Information Regulations as relevant (where the meaning set out for the term “request” shall apply).

"Relevant Convictions" means a conviction that is relevant to the nature of the Services [or as listed by the Client and/or relevant to the work of the Client]

“Schedule” means a schedule attached to, and forming part of, the Contract.

“Services” means the services to be supplied as specified in the Specification.

“Specification” means the description of the Services to be supplied under the Contract as set out in the Specification Schedule including, where appropriate, the Key Personnel, the Premises and the Quality Standards.

“Specification Schedule” means the Schedule containing details of the Specification.

“Staff” means all persons employed by the Contractor to perform its obligations under the Contract together with the Contractor’s servants, agents, suppliers and sub-contractors used in the performance of its obligations under the Contract.

“Staff Vetting Procedure” means the Client’s procedures for the vetting of personnel and as advised to the Contractor by the Client.

“Tender” means the document(s) submitted by the Contractor to the Client in response to the Client’s invitation to suppliers for formal offers to supply it with the Services.

## Contract for Services

“Variation” has the meaning given to it in clause F3.1 (Variation).

“VAT” means value added tax in accordance with the provisions of the Value Added Tax Act 1994.

“Working Day” means a day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.

A1.2 The interpretation and construction of this Contract shall be subject to the following provisions:

- (a) words importing the singular meaning include where the context so admits the plural meaning and vice versa;
- (b) words importing the masculine include the feminine and the neuter;
- (c) reference to a clause is a reference to the whole of that clause unless stated otherwise;
- (d) reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
- (e) reference to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- (f) the words “include”, “includes” and “including” are to be construed as if they were immediately followed by the words “without limitation”; and

- (g) headings are included in the Contract for ease of reference only and shall not affect the interpretation or construction of the Contract.

**A2 Initial Contract Period**

The Contract shall take effect on the Commencement Date and shall expire automatically on 31<sup>st</sup> March 2016 unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated, or extended under clause F8 (Extension of Initial Contract Period) for one month.

**A3 Contractor's Status**

At all times during the Contract Period the Contractor shall be an independent contractor and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and accordingly neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract.

**A4 Client's Obligations**

Save as otherwise expressly provided, the obligations of the Client under the Contract are obligations of the Client in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation upon, or in any other way fetter or constrain the Client in any other capacity, nor shall the exercise by the Client of its duties and powers in any other capacity lead to any liability under the Contract (howsoever arising) on the part of the Client to the Contractor.

Contract for Services

**A5 Notices**

A5.1 Except as otherwise expressly provided within the Contract, no notice or other communication from one Party to the other shall have any validity under the Contract unless made in writing by or on behalf of the Party concerned.

A5.2 Any notice or other communication which is to be given by either Party to the other shall be given by letter (sent by hand, first class post, recorded delivery or special delivery), or by facsimile transmission or electronic mail (confirmed in either case by letter). Such letters shall be addressed to the other Party in the manner referred to in clause A5.3. Provided the relevant communication is not returned as undelivered, the notice or communication shall be deemed to have been given 5 Working Days after the day on which the letter was posted, or 24 hours, in the case of electronic mail or facsimile transmission or sooner where the other Party acknowledges receipt of such letters, facsimile transmission or item of electronic mail.

A5.3 For the purposes of clause A5.2, the address of each Party shall be:

- (a) OPM Group (comprising OPM and Dialogue by Design)
- (b) of 252B Gray's Inn Road, London, WC1X 8XG

For the attention of: [REDACTED]

Tel: [REDACTED]  
Email: [REDACTED]

- (c) For the Contractor: Care Quality Commission

151 Buckingham Palace Road  
London  
SW1W 9SZ

## Contract for Services

Administrative Office

151 Buckingham Palace Road  
London  
SW1W 9SZ

For the attention of: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

A5.4 Either Party may change its address for service by serving a notice in accordance with this clause.

### **A6 Mistakes in Information**

The Contractor shall be responsible for the accuracy of all drawings, documentation and information supplied to the Client by the Contractor in connection with the supply of the Services and shall pay the Client any extra costs occasioned by any discrepancies, errors or omissions therein.

### **A7 Conflicts of Interest**

A7.1 The Contractor shall take appropriate steps to ensure that neither the Contractor nor any Staff is placed in a position where, in the reasonable opinion of the Client, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor and the duties owed to the Client under the provisions of the Contract. The Contractor will disclose to the Client full particulars of any such conflict of interest which may arise.

A7.2 The Client reserves the right to terminate the Contract immediately by notice in writing and/or to take such other steps it deems necessary where, in the reasonable opinion of the Client, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor and the duties owed to the Client under the provisions of the

## Contract for Services

Contract. The actions of the Client pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Client.

### **B. SUPPLY OF SERVICES**

#### **B1 The Services**

B1.1 The Contractor shall supply the Services during the Contract Period in accordance with the Client's requirements as set out in the Specification and the provisions of the Contract in consideration of the payment of the Contract Price. The Client may inspect and examine the manner in which the Contractor supplies the Services at the Premises during normal business hours on reasonable notice.

B1.2 If the Client informs the Contractor in writing that the Client reasonably believes that any part of the Services does not meet the requirements of the Contract or differ in any way from those requirements, and this is other than as a result of a Default by the Client, the Contractor shall at its own expense re-schedule and carry out the Services in accordance with the requirements of the Contract within such reasonable time as may be specified by the Client.

B1.3 Subject to the Client providing written consent in accordance with clause B2.2 (Provision and Removal of Equipment), timely supply of the Services shall be of the essence of the Contract, including in relation to commencing the supply of the Services within the time agreed or on a specified date.

#### **B2 Provision and Removal of Equipment**

## Contract for Services

- B2.1 The Contractor shall provide all the Equipment necessary for the supply of the Services.
- B2.2 The Contractor shall not deliver any Equipment nor begin any work on the Premises without obtaining prior Approval.
- B2.3 All Equipment brought onto the Premises shall be at the Contractor's own risk and the Client shall have no liability for any loss of or damage to any Equipment unless the Contractor is able to demonstrate that such loss or damage was caused or contributed to by the Client's Default. The Contractor shall provide for the haulage or carriage thereof to the Premises and the removal of Equipment when no longer required at its sole cost. Unless otherwise agreed, Equipment brought onto the Premises will remain the property of the Contractor.
- B2.4 The Contractor shall maintain all items of Equipment within the Premises in a safe, serviceable and clean condition.
- B2.5 The Contractor shall, at the Client's written request, at its own expense and as soon as reasonably practicable:
- (a) remove from the Premises any Equipment which in the reasonable opinion of the Client is either hazardous, noxious or not in accordance with the Contract; and
  - (b) replace such item with a suitable substitute item of Equipment.
- B2.6 On completion of the Services the Contractor shall remove the Equipment together with any other materials used by the Contractor to supply the Services and shall leave the Premises in a clean, safe and tidy condition. The Contractor is solely responsible for making good any damage to the

## Contract for Services

Premises or any objects contained thereon, other than fair wear and tear, which is caused by the Contractor or any Staff.

### **B3 Manner of Carrying Out the Services**

B3.1 The Contractor shall at all times comply with the Quality Standards, and where applicable shall maintain accreditation with the relevant Quality Standards authorisation body. To the extent that the standard of Services has not been specified in the Contract, the Contractor shall agree the relevant standard of the Services with the Client prior to the supply of the Services and, in any event, the Contractor shall perform its obligations under the Contract in accordance with the Law and Good Industry Practice.

B3.2 The Contractor shall ensure that all Staff supplying the Services shall do so with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper supply of the Services.

### **B4 Key Personnel**

B4.1 The Contractor acknowledges that the Key Personnel are essential to the proper provision of the Services to the Client.

B4.2 The Key Personnel shall not be released from supplying the Services without the agreement of the Client, except by reason of long-term sickness, maternity leave, paternity leave or termination of employment and other extenuating circumstances.

B4.3 Any replacements to the Key Personnel shall be subject to the agreement of the Client. Such replacements shall be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.

## Contract for Services

B4.4 The Client shall not unreasonably withhold its agreement under clauses B4.2 or B4.3. Such agreement shall be conditional on appropriate arrangements being made by the Contractor to minimise any adverse impact on the Contract which could be caused by a change in Key Personnel.

### **B5 Contractor's Staff**

B5.1 The Client may, by written notice to the Contractor, refuse to admit onto, or withdraw permission to remain on, the Premises:

- (a) any member of the Staff; or
- (b) any person employed or engaged by any member of the Staff,

whose admission or continued presence would, in the reasonable opinion of the Client, be undesirable.

B5.2 At the Client's written request, the Contractor shall provide a list of the names and addresses of all persons who may require admission in connection with the Contract to the Premises, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Client may reasonably request.

B5.3 The Contractor's Staff, engaged within the boundaries of the Premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or outside the Premises.

B5.4 The Contractor shall comply with Staff Vetting Procedures in respect of all persons employed or engaged in the provision of the Services. The Contractor confirms that all persons employed or engaged by the Contractor were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedures.

**B5.5** The Client may require the Contractor to ensure that any person employed in the provision of the Services has undertaken a Criminal Records Bureau check as per the Staff Vetting Procedures. The Contractor shall ensure that no person who discloses that he/she has a Relevant Conviction, or is found by the Contractor to have a Relevant Conviction (whether as a result of a police check or through the Criminal Records Bureau check or otherwise) is employed or engaged in the provision of any part of the Services.

**B5.6** If the Contractor fails to comply with clause B5.2 within [2] Months of the date of the request and in the reasonable opinion of the Client, such failure may be prejudicial to the interests of the Crown, then the Client may terminate the Contract, provided always that such termination shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Client.

**B5.7** The decision of the Client as to whether any person is to be refused access to the Premises and as to whether the Contractor has failed to comply with clause B5.2 shall be final and conclusive.

**B6 Inspection of Premises**

Save as the Client may otherwise direct, the Contractor is deemed to have inspected the Premises before submitting its Tender and to have made appropriate enquiries so as to be satisfied in relation to all matters connected with the performance of its obligations under the Contract.

**B7 Licence to occupy Premises**

**B7.1** Any land or Premises made available from time to time to the Contractor by the Client in connection with the Contract, shall be made available to the Contractor on a non-exclusive licence basis free of charge and shall be used by the Contractor solely for the purpose of performing its obligations under

## Contract for Services

the Contract. The Contractor shall have the use of such land or Premises as licensee and shall vacate the same on completion, termination or abandonment of the Contract.

- B7.2 The Contractor shall limit access to the land or Premises to such Staff as is necessary to enable it to perform its obligations under the Contract and the Contractor shall co-operate (and ensure that its Staff co-operate) with such other persons working concurrently on such land or Premises as the Client may reasonably request.
- B7.3 Should the Contractor require modifications to the Premises, such modifications shall be subject to prior Approval and shall be carried out by the Client at the Contractor's expense. The Client shall undertake approved modification work without undue delay. Ownership of such modifications shall rest with the Client.
- B7.4 The Contractor shall (and shall ensure that its Staff shall) observe and comply with such rules and regulations as may be in force at any time for the use of such Premises as determined by the Client, and the Contractor shall pay for the cost of making good any damage caused by the Contractor or its Staff other than fair wear and tear. For the avoidance of doubt, damage includes damage to the fabric of the buildings, plant, fixed equipment or fittings therein.
- B7.5 The Parties agree that there is no intention on the part of the Client to create a tenancy of any nature whatsoever in favour of the Contractor or its Staff and that no such tenancy has or shall come into being and, notwithstanding any rights granted pursuant to the Contract, the Client retains the right at any time to use any premises owned or occupied by it in any manner it sees fit.

**B8 Property**

- B8.1 Where the Client issues Property free of charge to the Contractor such Property shall be and remain the property of the Client and the Contractor irrevocably licences the Client and its agents to enter upon any premises of the Contractor during normal business hours on reasonable notice to recover any such Property. The Contractor shall not in any circumstances have a lien or any other interest on the Property and the Contractor shall at all times possess the Property as fiduciary agent and bailee of the Client. The Contractor shall take all reasonable steps to ensure that the title of the Client to the Property and the exclusion of any such lien or other interest are brought to the notice of all sub-contractors and other appropriate persons and shall, at the Client's request, store the Property separately and ensure that it is clearly identifiable as belonging to the Client.
- B8.2 The Property shall be deemed to be in good condition when received by or on behalf of the Contractor unless the Contractor notifies the Client otherwise within 5 Working Days of receipt.
- B8.3 The Contractor shall maintain the Property in good order and condition (excluding fair wear and tear), and shall use the Property solely in connection with the Contract and for no other purpose without prior Approval.
- B8.4 The Contractor shall ensure the security of all the Property whilst in its possession, either on the Premises or elsewhere during the supply of the Services, in accordance with the Client's reasonable security requirements as required from time to time.
- B8.5 The Contractor shall be liable for all loss of, or damage to, the Property (excluding fair wear and tear), unless such loss or damage was caused by the Client's Default. The Contractor shall inform the Client within [2]

## Contract for Services

Working Days of becoming aware of any defects appearing in, or losses or damage occurring to, the Property.

### **B9 Offers of Employment**

For the duration of the Contract and for a period of 12 months thereafter neither the Client nor the Contractor shall employ or offer employment to any of the other Party's staff who have been associated with the procurement and/or the contract management of the Services without that other Party's prior written consent.

## **C PAYMENT AND CONTRACT PRICE**

### **C1 Contract Price**

C1.1 In consideration of the Contractor's performance of its obligations under the Contract, the Client shall pay the Contract Price in accordance with clause C2 (Payment and VAT).

C1.2 The Client shall, in addition to the Contract Price and following Receipt of a valid VAT invoice, pay the Contractor a sum equal to the VAT chargeable on the value of the Services supplied in accordance with the Contract.

### **C2 Payment and VAT**

C2.1 The Client shall pay all sums due to the Contractor within 30 days of Receipt of a valid invoice, submitted monthly in arrears.

C2.2 The Contractor shall ensure that each invoice contains all appropriate references and a detailed breakdown of the Services supplied and that it is supported by any other documentation reasonably required by the Client to substantiate the invoice.

## Contract for Services

- C2.3 Where the Contractor enters into a sub-contract with a supplier or contractor for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in such a sub-contract which requires payment to be made of all sums due by the Contractor to the sub-contractor within a specified period not exceeding 30 days from the receipt of a valid invoice.
- C2.4 The Contractor shall add VAT to the Contract Price at the prevailing rate as applicable.
- C2.5 The Contractor shall indemnify the Client on a continuing basis against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on the Client at any time in respect of the Contractor's failure to account for or to pay any VAT relating to payments made to the Contractor under the Contract. Any amounts due under this clause C2.5 shall be paid by the Contractor to the Client not less than 5 Working Days before the date upon which the tax or other liability is payable by the Client.
- C2.6 The Contractor shall not suspend the supply of the Services unless the Contractor is entitled to terminate the Contract under clause H2.3 (Termination on Default) for failure to pay undisputed sums of money. Interest shall be payable by the Client on the late payment of any undisputed sums of money properly invoiced in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

### **C3 Recovery of Sums Due**

- C3.1 Wherever under the Contract any sum of money is recoverable from or payable by the Contractor (including any sum which the Contractor is liable to pay to the Client in respect of any breach of the Contract), the Client may unilaterally deduct that sum from any sum then due, or which at any

## Contract for Services

later time may become due to the Contractor under the Contract or under any other agreement or contract with the Client.

C3.2 Any overpayment by either Party, whether of the Contract Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.

C3.3 The Contractor shall make all payments due to the Client without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Contractor has a valid court order requiring an amount equal to such deduction to be paid by the Client to the Contractor.

C3.4 All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

### **C4 Price adjustment on extension of the Initial Contract Period**

C4.1 The Contract Price shall apply for the Initial Contract Period. In the event that the Client agrees to extend the Initial Contract Period pursuant to clause F8 (Extension of Initial Contract Period) the Client shall, in the 6 month period prior to the expiry of the Initial Contract Period, enter into good faith negotiations with the Contractor (for a period of not more than 30 Working Days) to agree a variation in the Contract Price.

C4.2 If the Parties are unable to agree a variation in the Contract Price in accordance with clause C4.1, the Contract shall terminate at the end of the Initial Contract Period.

C4.3 If a variation in the Contract Price is agreed between the Client and the Contractor, the revised Contract Price will take effect from the first day of any period of extension and shall apply during such period of extension.

## Contract for Services

C4.4 Any increase in the Contract Price pursuant to clause C4.1 shall not exceed the percentage change in the Office of National Statistics' Consumer Prices Index (CPI) (or another such index specified in the Pricing Schedule) between the Commencement Date and the date 6 Months before the end of the Initial Contract Period.

### **C5 Euro**

C5.1 Any requirement of Law to account for the Services in Euro, (or to prepare for such accounting) instead of and/or in addition to sterling, shall be implemented by the Contractor free of charge to the Client.

C5.2 The Client shall provide all reasonable assistance to facilitate compliance with clause C5.1 by the Contractor.

## **D. STATUTORY OBLIGATIONS AND REGULATIONS**

### **D1 Prevention of Corruption**

D1.1 The Contractor shall not offer or give, or agree to give, to the Client or any other public body or any person employed by or on behalf of the Client or any other public body any gift or consideration of any kind as 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 any other contract with the Client or any other public body, or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any such contract.

D1.2 The Contractor warrants that it has not paid commission or agreed to pay commission to the Client or any other public body or any person employed by or on behalf of the Client or any other public body in connection with the Contract.

## Contract for Services

- D1.3 If the Contractor, its Staff or anyone acting on the Contractor's behalf, engages in conduct prohibited by clauses D1.1 or D1.2, the Client may:
- (a) terminate the Contract and recover from the Contractor the amount of any loss suffered by the Client resulting from the termination, including the cost reasonably incurred by the Client of making other arrangements for the supply of the Services and any additional expenditure incurred by the Client throughout the remainder of the Contract Period; or
  - (b) recover in full from the Contractor any other loss sustained by the Client in consequence of any breach of those clauses.

## **D2 Prevention of Fraud**

- D2.1 The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client.
- D2.2 The Contractor shall notify the Client immediately if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.
- D2.3 If the Contractor or its Staff commits Fraud in relation to this or any other contract with the Crown (including the Client) the Client may:
- (a) terminate the Contract and recover from the Contractor the amount of any loss suffered by the Client resulting from the termination, including the cost reasonably incurred by the Client of making other arrangements for the supply of the Services and any additional expenditure incurred by the Client throughout the remainder of the Contract Period; or

- (b) recover in full from the Contractor any other loss sustained by the Client in consequence of any breach of this clause.

**D3 Discrimination**

D3.1 The Contractor shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age and without prejudice to the generality of the foregoing the Contractor shall not unlawfully discriminate within the meaning and scope of the Sex Discrimination Act 1975, the Race Relations Act 1976, the Equal Pay Act 1970, the Disability Discrimination Act 1995, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Age) Regulations 2006, the Equality Act 2006, the Human Rights Act 1998 or other relevant or equivalent legislation, or any statutory modification or re-enactment thereof.

D3.2 The Contractor shall take all reasonable steps to secure the observance of clause D3.1 by all Staff.

**D4 The Contracts (Rights of Third Parties) Act 1999**

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, without the prior written agreement of both Parties. This clause does not affect any right or remedy of any person which exists or is available apart from the Contracts (Rights of Third Parties) Act 1999 and does not apply to the Crown.

**D5 Environmental Requirements**

The Contractor shall, when working on the Premises, perform its obligations under the Contract in accordance with the Client's environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

**D6 Health and Safety**

D6.1 The Contractor shall promptly notify the Client of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. The Client shall promptly notify the Contractor of any health and safety hazards which may exist or arise at the Premises and which may affect the Contractor in the performance of its obligations under the Contract, this will include a provision of the clients health and safety policy and associated documents were appropriate.

D6.2 While on the Premises, the Contractor shall comply with any health and safety measures implemented by the Client in respect of Staff and other persons working there.

D6.3 The Contractor shall notify the Client immediately in the event of any incident occurring in the performance of its obligations under the Contract on the Premises where that incident causes any personal injury or damage to property which could give rise to personal injury.

D6.4 The Contractor shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Staff and other persons working on the Premises in the performance of its obligations under the Contract. This will include the provision of appropriate risk

assessments, safe systems of work, permits to work, evidence of competence were appropriate.

- D6.5 The Contractor shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) and any associated documents are made available to the Client on request.

## **E PROTECTION OF INFORMATION**

### **E1 Data Protection Act**

E1.1 For the purposes of this Clause E1, the terms "Data Controller", "Data Processor", "Data Subject", "Personal Data", "Process" and "Processing" shall have the meaning prescribed under the DPA.

E1.2 The Contractor shall (and shall ensure that all of its Staff) comply with any notification requirements under the DPA and both Parties will duly observe all their obligations under the DPA which arise in connection with the Contract.

E1.3 Notwithstanding the general obligation in clause E1.2, where the Contractor is processing Personal Data (as defined by the DPA) as a Data Processor for the Client the Contractor shall:

- (a) Process the Personnel Data only in accordance with instructions from the Client (which may be specific instructions or instructions of a general nature) as set out in this Contract or as otherwise notified by the Contracting Authority;

- (b) comply with all applicable laws;
- (c) Process the Personal Data only to the extent; and in such manner as is necessary for the provision of the Provider's obligations under this Contract or as is required by Law or any Regulatory Body;
- (d) implement appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;
- (e) take reasonable steps to ensure the reliability of its staff and agents who may have access to the Personal Data;
- (f) obtain prior written consent from the Contracting Authority in order to transfer the Personal Data to any sub-contractor for the provision of the Services;
- (g) not cause or permit the Personal Data to be transferred outside of the European Economic Area without the prior consent of the Client;
- (h) ensure that all staff and agents required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this clause E1;

## Contract for Services

- (i) ensure that none of the staff and agents publish disclose or divulge any of the Personal Data to any third parties unless directed in writing to do so by the Client

not disclose Personnel Data to any third parties in any circumstances other than with the written consent of the Client or in compliance with a legal obligation imposed upon the Client; and

E1.4 notify the Client (within 5 Working Days) if it receives:

- (a) a request from a Data Subject to have access to that person's Personal Data; or
- (b) a complaint or request relating to the Client's obligations under the DPA;

E1.5 The provision of this Clause E1 shall apply during the Contract Period and indefinitely after its expiry.

## **E2 Official Secrets Acts 1911 to 1989, S182 of the Finance Act 1989**

E2.1 The Contractor shall comply with, and shall ensure that its Staff comply with, the provisions of:

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

E2.2 In the event that the Contractor or its Staff fail to comply with this clause, the Client reserves the right to terminate the Contract by giving notice in writing to the Contractor.

**E3 Confidential Information**

E3A The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Contract is not Confidential Information. The Client shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA. Notwithstanding any other term of this Contract, the Contractor hereby gives his consent for the Client to publish the Contract in its entirety, (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted) including from time to time agreed changes to the Agreement, to the general public.

E3B

- (i) The Client may consult with the Contractor to inform its decision regarding any redactions but the Client shall have the final decision in its absolute discretion.
- (ii) The Contractor shall assist and cooperate with the Client to enable the Client to publish this Contract.

E3C

The Parties shall use of all reasonable endeavours to procure that their employees, agents and sub-contractors keep confidential and do not make any disclosure of Confidential Information to any third Party and only use such Confidential Information in connection with the performance of the Contract and in accordance with the provision of the Non-Disclosure Agreement appended hereto this Agreement.

**E4 Freedom of Information**

E4.1 The Contractor acknowledges that the Client is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Client to enable the Client to comply with its Information disclosure obligations.

E4.2 The Contractor shall and shall procure that any sub-contractors shall transfer to the Client all Requests for Information that it receives as soon as practicable and in any event within [two] Working Days of receiving a Request for Information;

(a) provide the Client with a copy of all Information in its possession, or power in the form that the Client requires within [five] Working Days (or such other period as the Client may specify) of the Client's request; and

(b) provide all necessary assistance as reasonably requested by the Client to enable the Client to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or Regulation 5 of the Environmental Information Regulations.

E4.3 The Client shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations

E4.4 In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Client.

E4.5 The Contractor acknowledges that (notwithstanding the provisions of Clause E4) the Client may, acting in accordance with the Secretary of State

## Contract for Services

for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 (“**the Code**”), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Contractor or the Services in certain circumstances:

- (a) without consulting the Contractor; or
- (b) following consultation with the Contractor and having taken their views into account;

provided always that where E4.5(a) applies the Client shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Contractor advanced notice, or failing that, to draw the disclosure to the Contractor’s attention after any such disclosure.

E4.6 The Contractor shall ensure that all Information is retained for disclosure and shall permit the Client to inspect such records as requested from time to time.

E4.7 The Contractor acknowledges that the Commercially Sensitive Information listed in the Commercially Sensitive Information Schedule is of indicative value only and that the Client may be obliged to disclose it in accordance with this clause E4.

## **E5 Publicity, Media and Official Enquiries**

E5.1 Without prejudice to the Client’s obligations under the FOIA, neither Party shall make any press announcement or publicise the Contract or any part thereof in any way, except with the written consent of the other Party.

## Contract for Services

E5.2 Both Parties shall take reasonable steps to ensure that their servants, employees, agents, sub-contractors, suppliers, professional advisors and consultants comply with clause E5.1.

### **E6 Security**

E6.1 The Client shall be responsible for maintaining the security of the Premises in accordance with its standard security requirements. The Contractor shall comply with all security requirements of the Client while on the Premises, and shall ensure that all Staff comply with such requirements.

### **E7 Intellectual Property Rights**

E7.1 All Intellectual Property Rights in any guidance, specifications, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models, designs or other material (the "**IP Materials**"):

- (a) furnished to or made available to the Contractor by or on behalf of the Client shall remain the property of the Client; and
- (b) prepared by or for the Contractor on behalf of the Client for use, or intended use, in relation to the performance by the Contractor of its obligations under the Contract shall belong to the Client;

and the Contractor shall not, and shall ensure that the Staff shall not, (except when necessary for the performance of the Contract) without prior Approval, use or disclose any Intellectual Property Rights in the IP Materials.

E7.2 The Contractor hereby assigns to the Client, with full title guarantee, all Intellectual Property Rights which may subsist in the IP Materials prepared in accordance with clause E7.1(b). This assignment shall take effect on the

## Contract for Services

date of the Contract or as a present assignment of future rights that will take effect immediately on the coming into existence of the Intellectual Property Rights produced by the Contractor. The Contractor shall execute all documentation necessary to execute this assignment.

E7.3 The Contractor shall waive or procure a waiver of any moral rights subsisting in copyright produced by the Contract or the performance of the Contract.

E7.4 The Contractor shall ensure that the third party owner of any Intellectual Property Rights that are or which may be used to perform the Contract grants to the Client a non-exclusive licence or, if itself a licensee of those rights, shall grant to the Client an authorised sub-licence, to use, reproduce, modify, develop and maintain the Intellectual Property Rights in the same. Such licence or sub-licence shall be non-exclusive, perpetual, royalty free and irrevocable and shall include the right for the Client to sub-license, transfer, novate or assign to other Contracting Authorities, the Replacement Contractor or to any other third party supplying services to the Client.

E7.5 The Contractor shall not infringe any Intellectual Property Rights of any third party in supplying the Services and the Contractor shall, during and after the Contract Period, indemnify and keep indemnified and hold the Client and the Crown harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Client or the Crown may suffer or incur as a result of or in connection with any breach of this clause, except where any such claim arises from:

- (a) items or materials based upon designs supplied by the Client; or
- (b) the use of data supplied by the Client which is not required to be verified by the Contractor under any provision of the Contract.

## Contract for Services

- E7.6 The Client shall notify the Contractor in writing of any claim or demand brought against the Client for infringement or alleged infringement of any Intellectual Property Right in materials supplied or licensed by the Contractor.
- E7.7 The Contractor shall at its own expense conduct all negotiations and any litigation arising in connection with any claim for breach of Intellectual Property Rights in materials supplied or licensed by the Contractor, provided always that the Contractor:
- (a) shall consult the Client on all substantive issues which arise during the conduct of such litigation and negotiations;
  - (b) shall take due and proper account of the interests of the Client; and
  - (c) shall not settle or compromise any claim without the Client's prior written consent (not to be unreasonably withheld or delayed).
- E7.8 The Client shall at the request of the Contractor afford to the Contractor all reasonable assistance for the purpose of contesting any claim or demand made or action brought against the Client or the Contractor by a third party for infringement or alleged infringement of any third party Intellectual Property Rights in connection with the performance of the Contractor's obligations under the Contract and the Contractor shall indemnify the Client for all costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so. The Contractor shall not, however, be required to indemnify the Client in relation to any costs and expenses incurred in relation to or arising out of a claim, demand or action which relates to the matters in clause E7.5(a) or (b).
- E7.9 The Client shall not make any admissions which may be prejudicial to the defence or settlement of any claim, demand or action for infringement or alleged infringement of any Intellectual Property Right by the Client or the

## Contract for Services

Contractor in connection with the performance of its obligations under the Contract.

E7.10 If a claim, demand or action for infringement or alleged infringement of any Intellectual Property Right is made in connection with the Contract or in the reasonable opinion of the Contractor is likely to be made, the Contractor shall notify the Client and, at its own expense and subject to the consent of the Client (not to be unreasonably withheld or delayed), use its best endeavours to:

- (a) modify any or all of the Services without reducing the performance or functionality of the same, or substitute alternative Services of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement, provided that the provisions herein shall apply mutates mutandis to such modified Services or to the substitute Services; or
- (b) procure a licence to use and supply the Services, which are the subject of the alleged infringement, on terms which are acceptable to the Client,

and in the event that the Contractor is unable to comply with clauses E7.7(a) or (b) within 20 Working Days of receipt of the Contractor's notification the Client may terminate the Contract with immediate effect by notice in writing.

E7.11 The Contractor grants to the Client a royalty-free, irrevocable and non-exclusive licence (with a right to sub-licence) to use any Intellectual Property Rights that the Contractor owned or developed prior to the Commencement Date and which the Client reasonably requires in order to exercise its rights and take the benefit of this Contract including the Services provided.

**E8            Audit**

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

**F.            CONTROL OF THE CONTRACT**

**F1            Transfer and Sub-Contracting**

F1.1            Except where F1.4 and 5 applies, the Contractor shall not assign, sub-contract or in any other way dispose of the Contract or any part of it without prior Approval. Sub-contracting any part of the Contract shall not relieve the Contractor of any of its obligations or duties under the Contract.

F1.2            The Contractor shall be responsible for the acts and omissions of its sub-contractors as though they are its own.

F1.3            Where the Client has consented to the placing of sub-contracts, copies of each sub-contract shall, at the request of the Client, be sent by the Contractor to the Client as soon as reasonably practicable.

F1.4            Notwithstanding clause F1.1, the Contractor may assign to a third party ("the Assignee") the right to receive payment of the Contract Price or any part thereof due to the Contractor under this Contract (including any interest which the Client incurs under clause C2.6). Any assignment under this clause F1.4 shall be subject to:

## Contract for Services

- (a) reduction of any sums in respect of which the Client exercises its right of recovery under clause C3 (Recovery of Sums Due);
- (b) all related rights of the Client under the contract in relation to the recovery of sums due but unpaid; and
- (c) the Client receiving notification under both clauses F1.5 and F1.6.

F1.5 In the event that the Contractor assigns the right to receive the Contract price under clause F1.4, the Contractor or the Assignee shall notify the Client in writing of the assignment and the date upon which the assignment becomes effective.

F1.6 The Contractor shall ensure that the Assignee notifies the Client of the Assignee's contact information and bank account details to which the Client shall make payment.

F1.7 The provisions of clause C2 (Payment and VAT) shall continue to apply in all other respects after the assignment and shall not be amended without the Approval of the Client.

F1.8 Subject to clause F1.10, the Client may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:

- (a) any Contracting Authority; or
- (b) any other body established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Client; or
- (c) any private sector body which substantially performs the functions of the Client,

## Contract for Services

provided that any such assignment, novation or other disposal shall not increase the burden of the Contractor's obligations under the Contract.

F1.9 Any change in the legal status of the Client such that it ceases to be a Contracting Authority shall not, subject to clause F1.8, affect the validity of the Contract. In such circumstances, the Contract shall bind and inure to the benefit of any successor body to the Client.

F1.10 If the rights and obligations under the Contract are assigned, novated or otherwise disposed of pursuant to clause F1.6 to a body which is not a Contracting Authority or if there is a change in the legal status of the Client such that it ceases to be a Contracting Authority (in the remainder of this clause both such bodies being referred to as the "Transferee"):

- (a) the rights of termination of the Client in clauses H1 (Termination on change of control and insolvency) and H2 (Termination on Default) shall be available to the Contractor in the event of respectively, the bankruptcy or insolvency, or Default of the Transferee; and
- (b) the Transferee shall only be able to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the prior consent in writing of the Contractor.

F1.11 The Client may disclose to any Transferee any Confidential Information of the Contractor which relates to the performance of the Contractor's obligations under the Contract. In such circumstances the Client shall authorise the Transferee to use such Confidential Information only for purposes relating to the performance of the Contractor's obligations under the Contract and for no other purpose and shall take all reasonable steps to ensure that the Transferee gives a confidentiality undertaking in relation to such Confidential Information.

## Contract for Services

F1.12 Each Party shall at its own cost and expense carry out, or use all reasonable endeavours to ensure the carrying out of, whatever further actions (including the execution of further documents) the other Party reasonably requires from time to time for the purpose of giving that other party the full benefit of the provisions of the Contract.

### **F2 Waiver**

F2.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.

F2.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with clause A6 (Notices).

F2.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

### **F3 Variation**

F3.1 Subject to the provisions of this clause F3, the Client may request a variation to the Specification provided that such variation does not amount to a material change to the Specification. Such a change is hereinafter called a "Variation".

F3.2 The Client may request a Variation by notifying the Contractor in writing of the "Variation" and giving the Contractor sufficient information to assess the extent of the Variation and and consider whether any change to the Contract Price is required in order to implement the Variation. The

## Contract for Services

Client shall specify a time limit within which the Contractor shall respond to the request for a Variation. Such time limits shall be reasonable having regard to the nature of the Variation. If the Contractor accepts the Variation it shall confirm the same in writing.

**F3.3** In the event that the Contractor is unable to accept the Variation to the Specification or where the Parties are unable to agree a change to the Contract Price, the Client may;

- (a) allow the Contractor to fulfil its obligations under the Contract without the variation to the Specification;
- (b) terminate the Contract with immediate effect, except where the Contractor has already delivered all or part of the Services or where the Contractor can show evidence of substantial work being carried out to fulfil the requirements of the Specification; and in such case the Parties shall attempt to agree upon a resolution to the matter. Where a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution procedure detailed at Clause 12.

## **F4 Severability**

If any provision of the Contract is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions of the Contract shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated.

## **F5 Remedies in the event of inadequate performance**

**F5.1** Where a complaint is received about the standard of Services or about the manner in which any Services have been supplied or work has been

## Contract for Services

performed or about the materials or procedures used or about any other matter connected with the performance of the Contractor's obligations under the Contract, then the Client shall notify the Contractor, and where considered appropriate by the Client, investigate the complaint. The Client may, in its sole discretion, uphold the complaint and take further action in accordance with clause H2 (Termination on Default) of the Contract.

F5.2 In the event that the Client is of the reasonable opinion that there has been a material breach of the Contract by the Contractor, then the Client may, without prejudice to its rights under clause H2 (Termination on Default), do any of the following:

- (a) without terminating the Contract, itself supply or procure the supply of all or part of the Services until such time as the Contractor shall have demonstrated to the reasonable satisfaction of the Client that the Contractor will once more be able to supply all or such part of the Services in accordance with the Contract;
- (b) without terminating the whole of the Contract, terminate the Contract in respect of part of the Services only (whereupon a corresponding reduction in the Contract Price shall be made) and thereafter itself supply or procure a third party to supply such part of the Services; and/or
- (c) terminate, in accordance with clause H2 (Termination on Default), the whole of the Contract.

F5.3 Without prejudice to its right under clause C3 (Recovery of Sums Due), the Client may charge the Contractor for any costs reasonably incurred and any reasonable administration costs in respect of the supply of any part of the Services by the Client or a third party to the extent that such costs exceed the payment which would otherwise have been payable to the Contractor for such part of the Services and provided that the Client uses its reasonable

## Contract for Services

endeavours to mitigate any additional expenditure in obtaining replacement Services.

**F5.4** If the Contractor fails to supply any of the Services in accordance with the provisions of the Contract and such failure is capable of remedy, then the Client shall instruct the Contractor to remedy the failure and the Contractor shall at its own cost and expense remedy such failure (and any damage resulting from such failure) within 10 Working Days or such other period of time as the Client may direct.

**F5.5** In the event that:

(a) the Contractor fails to comply with clause F5.4 above and the failure is materially adverse to the interests of the Client or prevents the Client from discharging a statutory duty; or

(b) the Contractor persistently fails to comply with clause F5.4 above,

the Client may terminate the Contract with immediate effect by notice in writing.

## **F6 Remedies Cumulative**

Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

## **F7 Monitoring of Contract Performance**

The Contractor shall comply with the monitoring arrangements set out in the Monitoring Schedule including, but not limited to, providing such data

and information as the Contractor may be required to produce under the Contract.

**F8                    Extension of Initial Contract Period**

Subject to clause C4. (Price adjustment on extension of the Initial Contract Period), the Client may, by giving written notice to the Contractor not less than One Month(s) prior to the last day of the Initial Contract Period, extend the Contract for a further period of up to xx Month(s). The provisions of the Contract will apply (subject to any Variation or adjustment to the Contract Price pursuant to clause C4 (Price adjustment on extension of the Initial Contract Period)) throughout any such extended period.

**F9                    Entire Agreement**

F9.1                The Contract constitutes the entire agreement between the Parties in respect of the matters dealt with therein. The Contract supersedes all prior negotiations between the Parties and all representations and undertakings made by one Party to the other, whether written or oral, except that this clause shall not exclude liability in respect of any Fraud or fraudulent misrepresentation.

F9.2                In the event of, and only to the extent of, any conflict between the clauses of the Contract, any document referred to in those clauses and the Schedules, the conflict shall be resolved in accordance with the following order of precedence:

- (a)                the clauses of the Contract;
- (b)                the Schedules; and
- (c)                any other document referred to in the clauses of the Contract.

**F10 Counterparts**

This Contract may be executed in counterparts, each of which when executed and delivered shall constitute an original but all counterparts together shall constitute one and the same instrument.

**G LIABILITIES**

**G1 Liability, Indemnity and Insurance**

G1.1 Neither Party excludes or limits liability to the other Party for:

- (a) death or personal injury caused by its negligence; or
- (b) Fraud; or
- (c) fraudulent misrepresentation; or
- (e) any breach of any obligations implied by Section 2 of the Supply of Goods and Services Act 1982.

G1.2 Subject to clauses G1.3 and G1.4, the Contractor shall indemnify the Client and keep the Client indemnified fully against all claims, proceedings, actions, damages, costs, expenses and any other liabilities which may arise out of, or in consequence of, the supply, or the late or purported supply, of the Services or the performance or non-performance by the Contractor of its obligations under the Contract or the presence of the Contractor or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Contractor, or any other loss which is caused directly or indirectly by any act or omission of the Contractor.

## Contract for Services

**G1.3** The Contractor shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Client or by breach by the Client of its obligations under the Contract.

**G1.4** Subject always to clause G1.1, the liability of either Party for Defaults shall be subject to the following financial limits:

(a) the aggregate liability of either Party for all Defaults resulting in direct loss of or damage to the property of the other under or in connection with the Contract shall in no event exceed One Million Pounds (£1,000 000.00)

(b) the annual aggregate liability under the Contract of either Party for all Defaults (other than a Default governed by clauses E7.3 (Intellectual Property Rights) or G1.4(a)) shall in no event exceed the greater of or one hundred per cent (100%) [Subject to clarification of the Contract Price paid or payable by the Client to the Contractor in the year in which the liability arises].

**G1.5** Subject always to clause G1.1, in no event shall either Party be liable to the other for any:

(a) loss of profits, business, revenue or goodwill; and/or

(b) loss of savings (whether anticipated or otherwise); and/or

(c) indirect or consequential loss or damage.

Contract for Services

- G1.6 The Contractor shall not exclude liability for additional operational, administrative costs and/or expenses or wasted expenditure resulting from the direct Default of the Contractor.
- G1.7 The Contractor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Contractor, arising out of the Contractor's performance of its obligations under the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Contractor. Such insurance shall be maintained for the duration of the Contract Period and for a minimum of 6 (six) years following the expiration or earlier termination of the Contract].
- G1.8 The Contractor shall hold employer's liability insurance in respect of Staff in accordance with any legal requirement from time to time in force.
- G1.9 The Contractor shall give the Client, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
- G1.10 If, for whatever reason, the Contractor fails to give effect to and maintain the insurances required by the provisions of the Contract the Client may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Contractor.
- G1.11 The provisions of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under the Contract. It shall be the responsibility of the Contractor to determine the amount of insurance cover that will be adequate to enable the Contractor to satisfy any liability referred to in clause G1.2.

**G2 Professional Indemnity**

The Contractor shall effect and maintain appropriate professional indemnity insurance cover during the Contract Period and shall ensure that all agents, professional consultants and sub-contractors involved in the supply of the Services do the same. To comply with its obligations under this clause and as a minimum, the Contractor shall ensure professional indemnity insurance held by the Contractor and by any agent, sub-contractor or consultant involved in the supply of the Services has a limit of indemnity of not less one million pounds for each individual claim [or such higher limit as the Client may reasonably require (and as required by law) from time to time]. Such insurance shall be maintained for a minimum of 6 (six) years following the expiration or earlier termination of the Contract.

**G3 Warranties and Representations**

The Contractor warrants and represents that:

- (a) it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its parent company) to enter into and perform its obligations under the Contract and that the Contract is executed by a duly authorised representative of the Contractor;
- (b) in entering the Contract it has not committed any Fraud;
- (c) as at the Commencement Date, all information contained in the Tender remains true, accurate and not misleading, save as may have been specifically disclosed in writing to the Client prior to execution of the Contract;

## Contract for Services

- (d) no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or any of its assets which will or might have a material adverse effect on its ability to perform its obligations under the Contract;
- (e) it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under the Contract;
- (f) no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Contractor or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Contractor's assets or revenue;
- (g) it owns, has obtained or is able to obtain, valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;
- (h) in the three 3 years prior to the date of the Contract:
  - (i) it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts;
  - (ii) it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and

- (i) it has not done or omitted to do anything which could have a material adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract.

## **H            DEFAULT, DISRUPTION AND TERMINATION**

### **H1            Termination on insolvency and change of control**

H1.1            The Client may terminate the Contract with immediate effect by notice in writing where the Contractor is a company and in respect of the Contractor:

- (a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors; or
- (b) a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation); or
- (c) a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to section 98 of the Insolvency Act 1986; or
- (d) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or
- (e) an application order is made either for the appointment of an administrator or for an administration order, an administrator is

## Contract for Services

appointed, or notice of intention to appoint an administrator is given;  
or

- (f) it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986; or
- (g) being a “small company” within the meaning of section 247(3) of the Companies Act 1985, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
- (h) any event similar to those listed in H1.1(a)-(g) occurs under the law of any other jurisdiction.

H1.2 The Client may terminate the Contract with immediate effect by notice in writing where the Contractor is an individual and:

- (a) an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Contractor's creditors; or
- (b) a petition is presented and not dismissed within 14 days or order made for the Contractor's bankruptcy; or
- (c) a receiver, or similar officer is appointed over the whole or any part of the Contractor's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets;  
or
- (d) the Contractor is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of section 268 of the Insolvency Act 1986; or

## Contract for Services

- (e) a creditor or encumbrancer attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Contractor's assets and such attachment or process is not discharged within 14 days; or
- (f) he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Capacity Act 2005; or
- (g) he suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business.

H1.3 The Contractor shall notify the Client immediately if the Contractor undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988 ("**change of control**"). The Client may terminate the Contract by notice in writing with immediate effect within six months of:

- (a) being notified that a change of control has occurred; or
- (b) where no notification has been made, the date that the Client becomes aware of the change of control,

but shall not be permitted to terminate where an Approval was granted prior to the change of control.

## H2 **Termination on Default**

H2.1 The Client may terminate the Contract by written notice to the Contractor with immediate effect if the Contractor commits a Default and if:

- (a) the Contractor has not remedied the Default to the satisfaction of the Client within 25 Working Days, or such other period as may be

## Contract for Services

specified by the Client, after issue of a written notice specifying the Default and requesting it to be remedied; or

- (b) the Default is not, in the opinion of the Client, capable of remedy;  
or
- (c) the Default is a material breach of the Contract.

H2.2 In the event that through any Default of the Contractor, data transmitted or processed in connection with the Contract is either lost or sufficiently degraded as to be unusable, the Contractor shall be liable for the cost of reconstitution of that data and shall reimburse the Client in respect of any charge levied for its transmission and any other costs charged in connection with such Default.

H2.3 If the Client fails to pay the Contractor undisputed sums of money when due, the Contractor shall notify the Client in writing of such failure to pay. If the Client fails to pay such undisputed sums within 90 Working Days of the date of such written notice, the Contractor may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the Client exercising its rights under clauses C3.1 (Recovery of Sums Due).

### **H3 Break**

The Client shall have the right to terminate the Contract at any time by giving 1 Months' written notice to the Contractor.

### **H4 Consequences of Expiry or Termination**

H4.1 Where the Client terminates the Contract under clause H2 (Termination on Default) and then makes other arrangements for the supply of Services, the Client may recover from the Contractor the cost reasonably incurred of

## Contract for Services

making those other arrangements and any additional expenditure incurred by the Client throughout the remainder of the Contract Period. The Client shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under clause H2 (Termination on Default), no further payments shall be payable by the Client to the Contractor (for Services supplied by the Contractor prior to termination and in accordance with the Contract but where the payment has yet to be made by the Client), until the Client has established the final cost of making the other arrangements envisaged under this clause.

H4.2 Subject to clause G1, where the Client terminates the Contract under clause H3 (Break), the Client shall indemnify the Contractor against any commitments, liabilities or expenditure which represent an unavoidable direct loss to the Contractor by reason of the termination of the Contract, provided that the Contractor takes all reasonable steps to mitigate such loss. Where the Contractor holds insurance, the Client shall only indemnify the Contractor for those unavoidable direct costs that are not covered by the insurance available. The Contractor shall submit a fully itemised and costed list of unavoidable direct loss which it is seeking to recover from the Client, with supporting evidence, of losses reasonably and actually incurred by the Contractor as a result of termination under clause H3 (Break).

H4.3 The Client shall not be liable under clause H4.2 to pay any sum which:

- (a) was claimable under insurance held by the Contractor, and the Contractor has failed to make a claim on its insurance, or has failed to make a claim in accordance with the procedural requirements of the insurance policy;
- (b) when added to any sums paid or due to the Contractor under the Contract, exceeds the total sum that would have been payable to the Contractor if the Contract had not been terminated prior to the expiry of the Contract Period; or

- (c) is a claim by the Contractor for loss of profit, due to early termination of the Contract.

**H4.4** Save as otherwise expressly provided in the Contract:

- (a) termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and
- (b) termination of the Contract shall not affect the continuing rights, remedies or obligations of the Client or the Contractor under clauses C2 (Payment and VAT), C3 (Recovery of Sums Due), D1 (Prevention of Corruption), E1 (Data Protection Act), E2 (Official Secrets Acts 1911 to 1989, Section 182 of the Finance Act 1989), E3 (Confidential Information), E4 (Freedom of Information), E7 (Intellectual Property Rights), E8 (Audit), F6 Remedies Cumulative), G1 (Liability, Indemnity and Insurance), G2 (Professional Indemnity), H4 (Consequences of Expiry or Termination), H6 (Recovery upon Expiry or Termination) and I1 (Governing Law and Jurisdiction).

**H5** **Disruption**

H5.1 The Contractor shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Client, its employees or any other contractor employed by the Client.

H5.2 The Contractor shall immediately inform the Client of any actual or potential industrial action, whether such action be by their own employees

## Contract for Services

or others, which affects or might affect its ability at any time to perform its obligations under the Contract.

H5.3 In the event of industrial action by the Staff, the Contractor shall seek Approval to its proposals to continue to perform its obligations under the Contract.

H5.4 If the Contractor's proposals referred to in clause H5.3 are considered insufficient or unacceptable by the Client acting reasonably, then the Contract may be terminated with immediate effect by the Client by notice in writing.

H5.5 If the Contractor is temporarily unable to fulfil the requirements of the Contract owing to disruption of normal business of the Client, the Contractor may request a reasonable allowance of time and in addition, the Client will reimburse any additional expense reasonably incurred by the Contractor as a direct result of such disruption.

## **H6 Recovery upon Termination**

H6.1 On the termination of the Contract for any reason, the Contractor shall:

- (a) immediately return to the Client all Confidential Information, Personal Data and IP Materials in its possession or in the possession or under the control of any permitted suppliers or sub-contractors, which was obtained or produced in the course of providing the Services;
- (b) immediately deliver to the Client all Property (including materials, documents, information and access keys) provided to the Contractor under clause B11. Such property shall be handed back in good working order (allowance shall be made for reasonable wear and tear);

- (c) assist and co-operate with the Client to ensure an orderly transition of the provision of the Services to the Replacement Contractor and/or the completion of any work in progress.
- (d) promptly provide all information concerning the provision of the Services which may reasonably be requested by the Client for the purposes of adequately understanding the manner in which the Services have been provided or for the purpose of allowing the Client or the Replacement Contractor to conduct due diligence.

H6.2 If the Contractor fails to comply with clause H6.1 (a) and (b), the Client may recover possession thereof and the Contractor grants a licence to the Client or its appointed agents to enter (for the purposes of such recovery) any premises of the Contractor or its permitted suppliers or sub-contractors where any such items may be held.

H6.3 Where the end of the Contract Period arises due to the Contractor's Default, the Contractor shall provide all assistance under clause H6(c) and (d) free of charge. Otherwise, the Client shall pay the Contractor's reasonable costs of providing the assistance and the Contractor shall take all reasonable steps to mitigate such costs.

**H7 Force Majeure**

H7.1 Neither Party shall be liable to the other Party for any delay in performing, or failure to perform, its obligations under the Contract (other than a payment of money) to the extent that such delay or failure is a result of Force Majeure. Notwithstanding the foregoing, each Party shall use all reasonable endeavours to continue to perform its obligations under the Contract for the duration of such Force Majeure. However, if such Force Majeure prevents either Party from performing its material obligations

under the Contract for a period in excess of 6 Months, either Party may terminate the Contract with immediate effect by notice in writing.

H7.2 Any failure or delay by the Contractor in performing its obligations under the Contract which results from any failure or delay by an agent, sub-contractor or supplier shall be regarded as due to Force Majeure only if that agent, sub-contractor or supplier is itself impeded by Force Majeure from complying with an obligation to the Contractor.

H7.3 If either Party becomes aware of Force Majeure which gives rise to, or is likely to give rise to, any failure or delay on its part as described in clause H7.1 it shall immediately notify the other by the most expeditious method then available and shall inform the other of the period for which it is estimated that such failure or delay shall continue.

## **I DISPUTES AND LAW**

### **11 Governing Law and Jurisdiction**

Subject to the provisions of clause I2, the Client and the Contractor accept the exclusive jurisdiction of the English courts and agree that the Contract and all non-contractual obligations and other matters arising from or connected with it are to be governed and construed according to English Law.

### **12 Dispute Resolution**

I2.1 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 within 20 Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the [finance director (or equivalent)] of each Party.

## Contract for Services

- I2.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- I2.3 If the dispute cannot be resolved by the Parties pursuant to clause I2.1 the Parties shall refer it to mediation pursuant to the procedure set out in clause I2.5 unless (a) the Client considers that the dispute is not suitable for resolution by mediation; or (b) the Contractor does not agree to mediation.
- I2.4 The obligations of the Parties under the Contract shall not cease, or be suspended or delayed by the reference of a dispute to mediation (or arbitration) and the Contractor and the Staff shall comply fully with the requirements of the Contract at all times.
- I2.5 The procedure for mediation and consequential provisions relating to mediation are as follows:
- (a) a neutral adviser or mediator (the “**Mediator**”) shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within 10 Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within 10 Working Days from the date of the proposal to appoint a Mediator or within 10 Working Days of notice to either Party that he is unable or unwilling to act, apply to *[an appropriate mediation provider]* to appoint a Mediator.
  - (b) The Parties shall within 10 Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from *[an appropriate mediation provider]* to provide guidance on a suitable procedure.

- (c) Unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings.
- (d) If the Parties reach agreement on the resolution of the dispute, the agreement shall be recorded in writing and shall be binding on the Parties once it is signed by their duly authorised representatives.
- (e) If the Parties fail to reach agreement in the structured negotiations within 60 Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the Courts [unless the dispute is referred to arbitration pursuant to the procedures set out in clause I2.6].

I2.6 Subject to clause I2.2, the Parties shall not institute court proceedings until the procedures set out in clauses I2.1 and I2.3 have been completed save that:

- (a) the Client may at any time before court proceedings are commenced, serve a notice on the Contractor requiring the dispute to be referred to and resolved by arbitration in accordance with clause I2.7.
- (b) if the Contractor intends to commence court proceedings, it shall serve written notice on the Client of its intentions and the Client shall have 21 days following receipt of such notice to serve a reply on the Contractor requiring the dispute to be referred to and resolved by arbitration in accordance with clause I2.7.

## Contract for Services

- (c) the Contractor may request by notice in writing to the Client that any dispute be referred and resolved by arbitration in accordance with clause I2.7, to which the Client may consent as it sees fit.

I2.7 In the event that any arbitration proceedings are commenced pursuant to clause I2.6:

- (a) the arbitration shall be governed by the provisions of the Arbitration Act 1996;
- (b) the Client shall give a written notice of arbitration to the Contractor (the "**Arbitration Notice**") stating:
  - (i) that the dispute is referred to arbitration; and
  - (ii) providing details of the issues to be resolved;
- (c) the London Court of International Arbitration ("**LCIA**") procedural rules in force at the date that the dispute was referred to arbitration in accordance with I2.7(b) shall be applied and are deemed to be incorporated by reference to the Contract and the decision of the arbitrator shall be binding on the Parties in the absence of any material failure to comply with such rules;
- (d) the tribunal shall consist of a sole arbitrator to be agreed by the Parties;
- (e) if the Parties fail to agree the appointment of the arbitrator within 10 days of the Arbitration Notice being issued by the Client under clause I2.7 (b) or if the person appointed is unable or unwilling to act, the arbitrator shall be appointed by the LCIA;

Contract for Services

- (f) the arbitration proceedings shall take place in London and in the English language; and
- (g) the arbitration proceedings shall be governed by, and interpreted in accordance with, English law.

## SPECIFICATION SCHEDULE

### THE REQUIREMENT

**There are five projects as part of this call off contract:**

#### **1: CQC Five Year Strategy**

As set out in the summary, there are two phases of consultation for this project. The aim of both phases of consultation is to ensure that the public, providers, national stakeholders and CQC staff are given the opportunity to comment on, influence and endorse our next five year strategy.

CQC will run a number of external events, where providers, key stakeholders and the public have the opportunity to discuss the consultation and its potential impact on them and their organisation where relevant, as well as run online consultations and web surveys.

#### **Target audiences – both phases**

- CQC staff
- The public and other stakeholders representing the views and interests of those who use services , such as local Healthwatch and voluntary organisations;
- Providers of health and social care services, particularly those regulated by CQC;

Other stakeholders, such as the Government, parliamentarians, national and local organisations with an interest in the regulation of health and social care

#### **Informal Consultation**

##### **Methods**

##### **Phase 1- informal consultation**

- Feedback to the information consultation will be through a dedicated mailbox (emails), web forms and meeting notes. The main web forms for this stage of the consultation will contain around 10 closed questions and 10 free text open questions.

## Outputs

### Phase 1- informal consultation

- Procured analyst to join a TC on a Wednesday at 10am every fortnight to offer an update – including providing a max 2 page summary of key findings/themes.
- An interim report (MS Word).

## Volumes of feedback (expected)

### Phase 1- informal consultation

- Approx. 200 web form responses.
- We are currently expecting around 80 events/meetings/focus groups to potentially take place between July and December. Each event will result in meeting notes for analysis. Based on our current meeting notes template, there will be on average around 3-4 pages of meeting notes minimum per event.

*NB: Some of these events will have already taken place prior to the supplier being appointed. We will have an expectation that the company will be able to analyse this information as soon as they are procured in order to feedback as quickly as possible.*

## Level of analysis required

### Phase 1- informal consultation

We would expect the report for this phase to include, the following elements as a minimum requirement. Equally we would value recommendations from the procured company on other information to include based on their expertise:

- Drawing out 'key themes', providing clear delineation of target audience responses and providing representative comments.
- If there are issues continually raised that fell outside of direct scope of question then these should be highlighted
- Incorporation of graphical/chart representations of findings in order to enhance readability and access

- Analysis of sector responses to clear show support for the different scenarios, across all stakeholders and also broken down by target audience
- We would also want to be able to access the raw data (preferably in Excel format but non-essential)

### **Formal Consultation**

#### **Methods**

##### **Phase 2 – formal consultation**

- Feedback on the formal consultation will be through a structured web form and a dedicated mailbox. Meeting and event notes to be included. The web form for this consultation will contain around 10 closed questions and 5 free text open questions.

#### **Outputs**

##### **Phase 2 – formal consultation**

- First draft (MS Word). This would provide feedback and top level analysis of stakeholder responses to that point. It should include headline findings that can be broken down by target audience, areas of support and areas of challenge to our proposed scenarios. It is important that it also raises awareness of any issues raised by respondents that sit outside of our proposed scenarios
- Final report (MS Word).. This will follow the closure of the formal consultation process (currently scheduled to end 28 February).
- Procured analyst to join a TC on a Wednesday at 10am every fortnight to offer an update – including providing a max 2 page summary of key findings/themes.

#### **Volumes of feedback (expected)**

##### **Phase 2 – formal consultation**

- Based on previous consultations of this size we expect around 400+ answers to our web form and 50+ emails to our dedicated mailbox.

- Further 10 - 15 events are being considered during the formal consultation phase.

### **Level of analysis required**

#### ***Phase 2 – formal consultation (interim and final report)***

There would be an expectation that the final report would include, at least, the following elements. Equally we would not want to limit the procured company to deliver just to this and would value their expertise on what they feel works

- Drawing out 'key themes', providing clear delineation of target audience responses and providing representative comments.
- If there are issues continually raised that fell outside of direct scope of question then these should be highlighted
- Incorporation of graphical/chart representations in order to enhance snapshot readability
- Analysis of the individual questions, so that it draws out key themes for each question and providing a representative sample of responses.
- Clearly showing number of respondents, how they responded and the sectors they represent
- We would also want to be able to access the raw data (preferably in Excel format but non-essential)
- These interim and final reports will only include responses to the formal consultation and not any of the informal phases.

#### ***One to two page updates for T/Cs***

- High level summaries of key findings, emerging trends across all materials and divided by audience.

## **2: Hospitals round two**

As set out in the summary, we will consult on new plans for the shape of inspections in acute services as our 'round 2'.

### **Target audiences**

Providers, the public and their relevant stakeholders

### **Methods**

Mixture of quantitative and qualitative feedback through web form and meeting notes. The web form will contain a mixture of closed and open ended questions, but no more than 10 closed questions and 10 free text open questions. Feedback will be received by collated and passed on to supplier (preferably via online portal) for analysis.

### **Outputs**

We will require:

- An interim report for the informal consultation work (MS Word).
- Regular T/C updates to explain progress of analysis and any key themes or findings.
- Final report in MS Word with high level themes and conclusions. Report to be sectioned by the different audiences (i.e. providers, key stakeholders, public, staff etc). Report to be presented with graphical data of consultation question responses, weighted findings from free text responses and co-production discussions. By weighted responses we mean is qualitative analysis which gives us a sense of the weight of responses. To include full, anonymised responses in appendix and acknowledgement of all who took part.

### **Volumes of feedback (expected)**

Around 200 web form responses and around 25 sets of meeting notes.

### **Analysis required**

Data analysis of on-line responses to consultation questions, analysis of key themes from free text fields (to avoid duplication of key points but add weighting where significant points have been consistently raised) and analysis of discussions from co-production meetings.

## **3: Independent National Officer for Whistleblowing**

The target audience for the consultation is a mix of national bodies, both statutory and non-statutory, NHS trusts, current and former NHS employees and unions. The consultation will launch on September 2015 and will run for 12 weeks, closing on 9 December 2015.

### **Target audiences**

The target audience for the consultation is a mix of national bodies, both statutory and non-statutory, NHS trusts, current and former NHS employees and unions.

### **Methods**

We will be asking respondents to complete a web-form with their feedback wherever possible; they will also be able to email their comments where this is not possible. The web form will contain around 10 closed questions with an accompanying open text box each. We understand that there is some material from a previous consultation which is pertinent to this consultation and may also be submitted.

### **Outputs**

- Fortnightly T/C's on progress with a 1 to 2 page summary of high level findings
- Draft final report (one week after consultation closes)
- Final report in MS Word (January)

### **Volumes of feedback (expected)**

We are expecting around 100 responses to this consultation, based on the response to the previous consultation mentioned above.

### **Analysis required**

Data analysis of on-line responses to consultation questions, analysis of key themes from free text fields (to avoid duplication of key points but add weighting where significant points have been consistently raised).

The final report should outline the high level themes, but also include the detail of the responses.

## **4: Fees**

As set out in the summary, we will be consulting on our new fees proposal. The aim of the consultation is to ensure that our target audiences are given the opportunity to comment on our proposal.

### **Target audiences**

Health and social care providers, representative bodies, CQC staff, Treasury and Government

### **Methods**

Mixture of quantitative and qualitative feedback obtained through:

- Online web form. The web form will contain a maximum of 5 closed questions and 1 open box questions.
- Email
- And postal

Feedback will be received by us and passed on to supplier (preferably via online portal) for analysis.

**Outputs**

- At start of 12-week consultation: initial weekly meetings/ tc updates, with supplier keeping an action log
- Mid consultation: fortnightly meetings/ tc updates, with supplier keeping an action log
- Final 5 weeks of consultation: draft interim feedback and analysis reports and weekly meetings/ tc updates, with supplier keeping an action log
- Two weeks after close of consultation: Final feedback and analysis report in MS Word

**Volumes of feedback (expected)**

- Around 800 online responses to a web form

**Analysis required**

- High level themes, with key themes by sector
- Our policy team will want access to the raw data to explore certain conclusions

**5: Formal consultation not yet known**

It is highly likely that CQC will need to consult in January – March on topics not yet known

**Target audiences:** Estimate: Providers, the public and their relevant stakeholders

**Methods:** Primarily online consultation

**Outputs:** TBC

**Volumes of feedback (expected):** TBC

**Analysis required:** TBC

**Requirements for all lots**

The analytical support provider will:

- Be experienced in delivering analytical support and reports, including proven ability to analyse information from a range of sources such as online responses, notes from meetings and co-productions etc
- Understand the requirements of a public sector consultation process
- Fully understand what CQC sets out to achieve each of these consultations
- Ability to perform weighted analysis of responses from all sources (ie, weighted analysis of email responses from groups and individual, co-production meetings etc). By this we mean the ability to analyse both quantitative and qualitative information generated by the consultation, and, within the qualitative analysis, the ability to indicate the weight of findings relating to specific questions or issues.
- Work with CQC to clearly present the data collected and present data in appropriate formats to allow it to be easily compared.
- Work flexibly and react to request and workload, at times with a fast turnaround time
- Be flexible to take on additional pieces of work where necessary (i.e. analyse more or less data than described above)
- Provide timely and on-going evaluation and quality assurance information relating to the programme – timings to be agreed per lot.
- Produce the final report no later than two weeks after the closing date of the consultation
- Assign a single point of contact
- Provide a monthly update on costs

In return CQC will:

- Provide weekly data as it arises (4pm each Friday)
- Provide the final data no later than three working days after the close of the consultation
- Provide one lead contact for all queries and to sign off the final report

**AUTHORITY RESPONSIBILITIES**

- We will appoint a CQC manager for each lot who will be the supplier point of contact for the duration of the project/s.
- CQC will fully brief the supplier/s on each lot.
- CQC will supply all materials to be analysed.

**CONTRACTOR RESPONSIBILITIES**

**The Contractor shall:**

- (a) Appoint a Contract Manager for each lot to oversee the work and liaise with the appropriate CQC relevant lot manager.
- (b) Keep open and constant communication with each lot manager as agreed with at the beginning of each lot's work.
- (c) Perform quality assurance on all aspects for each lot
- (d) Provide the lot manager with timely and ongoing evaluation and quality assurance information relating to each lot
- (e) Provide appropriate updates on costs and completion of lots

**CONTRACT MANAGEMENT AND MONITORING**

**The key performance indicators for this Contract shall include, as a minimum:**

- (a) Provision of services (as outlined above) by specific target dates, in accordance with potential project plan submitted by contractor to be agreed with CQC and Contractor.
- (b) Provision and sharing of project management best practice and methodology.
- (c) Provide advice and expertise in integrating activities with forward planning and notification of changes that may have commercial impacts.
- (d) High quality of work maintained at all times
- (e) Provision of plans, documents and deliverables for discussion, review and sign off by CQC.
- (f) Provision of timely and ongoing evaluation and quality assurance information relating to each lot
- (g) Provision of a monthly basis updates on costs.

**The Contractor shall:**

- (a) Monitor the quality of the service provision to ensure customer satisfaction in accordance with the key performance indicators outlined in the Contract, unless otherwise approved by the lot manager
- (b) Attend meetings/telephone calls to review progress and discuss the service, as required by the lot manager.

**TIMETABLE**

**1: CQC Strategy**

Phase 1: From date of contract award to end of November: fortnightly t/c updates with a 1 to 2 page summary of high level findings

Phase 2: 4<sup>th</sup> of December: written report on informal consultation

Phase 3: One week after consultation closing: Interim/first version of formal consultation report + presentation to internal executive staff on findings so far and high level themes.

Phase 4: Week commencing 7 March: Final report on formal consultation

**2: Hospitals round 2**

Phase 1: Beginning of December: written report on informal consultation activity

Phase 2: End of January/beginning of February: Interim/first version of formal consultation report + presentation to internal executive staff on findings so far and high level themes.

Phase 3: March: Final report on formal consultation

**3: Independent National Officer - 12-week consultation (Sep-9 Dec 2015)**

Phase 1: From date of contract award to end of November: fortnightly t/c updates with a 1 to 2 page summary of high level findings

Phase 2: Mid December: Interim/first version of formal consultation report + presentation to internal executive staff on findings so far and high level themes.

Phase 3: January: Final report on formal consultation

**4: Fees - 12 week consultation (12 Oct - 4 Jan 2016)**

## Contract for Services

Phase 1: From date of contract award: **initial weekly meetings/ tc updates, with supplier keeping an action log**

Phase 2: Mid consultation: fortnightly meetings/ tc updates, with supplier keeping an action log

Phase 3: Final 5 weeks of consultation: draft interim feedback and analysis reports and weekly meetings/ tc updates, with supplier keeping an action log

Phase 4: Two weeks after close of consultation: Final feedback and analysis report in MS Word

### **5: Consultation not yet known**

January - March (TBC)

### **SKILLS AND KNOWLEDGE TRANSFER**

Not in use.

### **FURTHER INFORMATION**

By the end of the work, we must feel, with the assistance of the provider, we have successfully analysed and captured the views of a mixture of responses in a suitable format to utilise and inform our work.

Should at any stage throughout provision of each lot we need to cancel/ lower the amount of analysis needed, and therefore no longer require the estimated amount of support, it is within CQC remit to lower the amount of work still to take place. Should the number of lots be reduced, and services of the provider no longer required/ reduced, CQC will inform the provider immediately.

PROPOSAL SUBMISSION

See Appendix A

**CQC reference CQC PER 061**

**Analysis for Consultation**

# **FURTHER COMPETITION**

**TENDER SUBMISSION**

**(Part B)**

**THIS DOCUMENT IS TO BE COMPLETED BY THE TENDERER  
AND SUBMITTED TO CARE QUALITY COMMISSION**

**Closing date for submission of tender**

**21<sup>st</sup> September 2015 17:00pm**

**Closing date for clarification questions**

**18<sup>th</sup> September 2015 17:00pm**

**NAME OF TENDERER:.....OPM Group.....**

**To be returned to the Care Quality Commission using the Delta eSourcing  
Portal.**

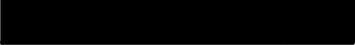


## Contents

This is Part B for completion by the tenderer and returned to Care Quality Commission via the Delta e-tendering portal.

### 1. COMPANY DETAILS

General information questions are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure so it is important these are completed in full.

<b>A1.</b>	<b>ORGANISATION DETAILS</b>	
1.1	Please state the full name of the organisation submitting this tender OPM Group (comprised of OPM and Dialogue by Design)	
1.2	Please state the registered office address Address: 252B Gray's Inn Road, London Postcode: WC1X 8XG	
1.3	Please state the company registration number OPM 2343617	
1.4	Please state the VAT registration number 123 4151 58	
1.5	To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of Care Quality Commission? If yes, please provide details	NO
<b>A2.</b>	<b>CONTACT DETAILS (for communications, correspondence and enquiries relating to this tender submission)</b>	
2.1	Please state the contact's name, and position within the organisation: Name:  Position: 	
2.2	Please state the contact's address: Address: 252B Gray's Inn Road, London Postcode: WC1X 8XG	
2.3	Please state the contact's telephone number: 	

2.4

Please state the contact's email address:

[REDACTED]

## **2. RESPONSE TO REQUIREMENT AND SPECIFICATION**

### **Compliance with Specification**

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. Therefore if a tenderer cannot or is unwilling to answer 'Yes', their tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

<b>I confirm I/we comply with all elements of the requirement and specification as outlined in section 3 of this Invitation to Tender.</b>	<b>YES</b>
Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission.	

## Response to Requirement Statements

Tenderers must provide requirement statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 5 requirement statements in total, Tenderers are required to respond to all of the questions below. Questions should be answered in full and should not refer to other documents or appendices.

Tenderers are referred to section A of the Invitation to Tender (Part A) and reminded that evaluation of their requirement statements will account for 70% of their total tender score.

Requirement Statements	Question Weighting
<p><b>B1 Overview</b></p> <p>Tenderers should provide a concise summary highlighting the key aspects of the proposal and telling us why they want to be considered against this specification.</p> <hr/> <p>This proposal draws on four of OPM Group's strengths outlined below.</p> <p><b>Experience of high profile, multi-stakeholder consultations</b></p> <p>OPM Group has been trusted with analysing and reporting on some of the largest and most high profile consultations in recent years. This has included large-scale consultations for High Speed 2 and several health reconfiguration consultations.</p> <p><b>Our understanding of health and care sectors</b></p> <p>OPM Group's largest sector is health and social care. OPM Group has worked together with CQC on several projects, including the State of Care reports 2011 and 2012 and we are currently working with you on your evaluation of the Experts by Experience programme.</p> <p>More details on our track record are provided in Annex 1.</p> <p><b>Our consultation processes and tools</b></p> <p>OPM Group has extensive expertise in qualitative and quantitative analysis of small and large scale consultations across the public sector. We offer a bespoke tool for qualitative analysis particularly suited to analyse and report on consultation feedback.</p> <p><b>Our Staff and Capacity</b></p> <p>Our Project director and Health expert have extensive complementary experience in public and stakeholder consultations and the health sector. Our Contract Managers have wide experience in project management, analysis and reporting of consultations for the public sector. All our analysts have successfully delivered on a range of projects in the health sector and public and stakeholder consultations. In addition to our core team, OPM Group can draw in further resource through associates and</p>	<p>This response is not evaluated and should be used to contextualise the Tenderer's response.</p>

Requirement Statements	Question Weighting
other staff.	

B2	<p><b>Leadership</b></p> <p>Provide details of the qualifications and experience of the individual whose responsibility will be to ensure that the requirement is delivered.</p> <p><b>Response:</b></p> <p>Helen Ashley is our Principal for Consultation. Helen has been working as a public and stakeholder engagement professional for 16 years and has worked with a wide range of clients to develop her outstanding reputation as a leader in this field. Since joining OPM Group in 2012 she has added to her wealth of experience in public and stakeholder consultation and rigorous project management through leading a number of large, high profile consultations. Most recently Helen has led the delivery of a High Speed Two (HS2) consultation on Property which received c.5,000 responses. She has led on the delivery of an additional five HS2 consultation projects during her time at OPM Group as well as a two year public dialogue on Nature Improvement Areas (NIAs) funded by Natural England. Helen is currently part of the leadership team for two multi-million pound Highways England Smart Motorways projects, providing strategic advice on stakeholder engagement and public consultation.</p> <p>As Project Director, Helen will ensure that the team has the capacity and skills to manage a successful project, having ultimate responsibility for delivery being on time and to the high standard expected from OPM Group. She enjoys working with large teams to make sure that nothing falls between the cracks; especially on a project that involves many parallel or overlapping elements. Helen is used to solving the unexpected challenges that arise in even the most well planned projects and is Prince2 qualified and leads on our internal quality management.</p> <p>A quote from a recent client about Helen: 'Helen is very highly regarded and we definitely feel that if she is involved in a project we can be sure that it will be delivered properly.'</p> <p>More details on Helen's experience are available under Section B4 – Resource Plan.</p>	10%
----	--	-----

B  
3

**Method Statement**

[REDACTED]

D  
e  
V  
T  
o  
o  
o  
f  
T  
(  
i  
s  
v  
e  
H  
t  
v  
b  
g  
T  
s  
n  
a  
O  
o  
a  
T  
f  
M  
T  
o  
p  
in  
A  
V  
o  
n  
a

**Inception meeting**

W  
th

T

It  
a  
m

W  
m  
S

W  
e

S

W  
b  
o  
o

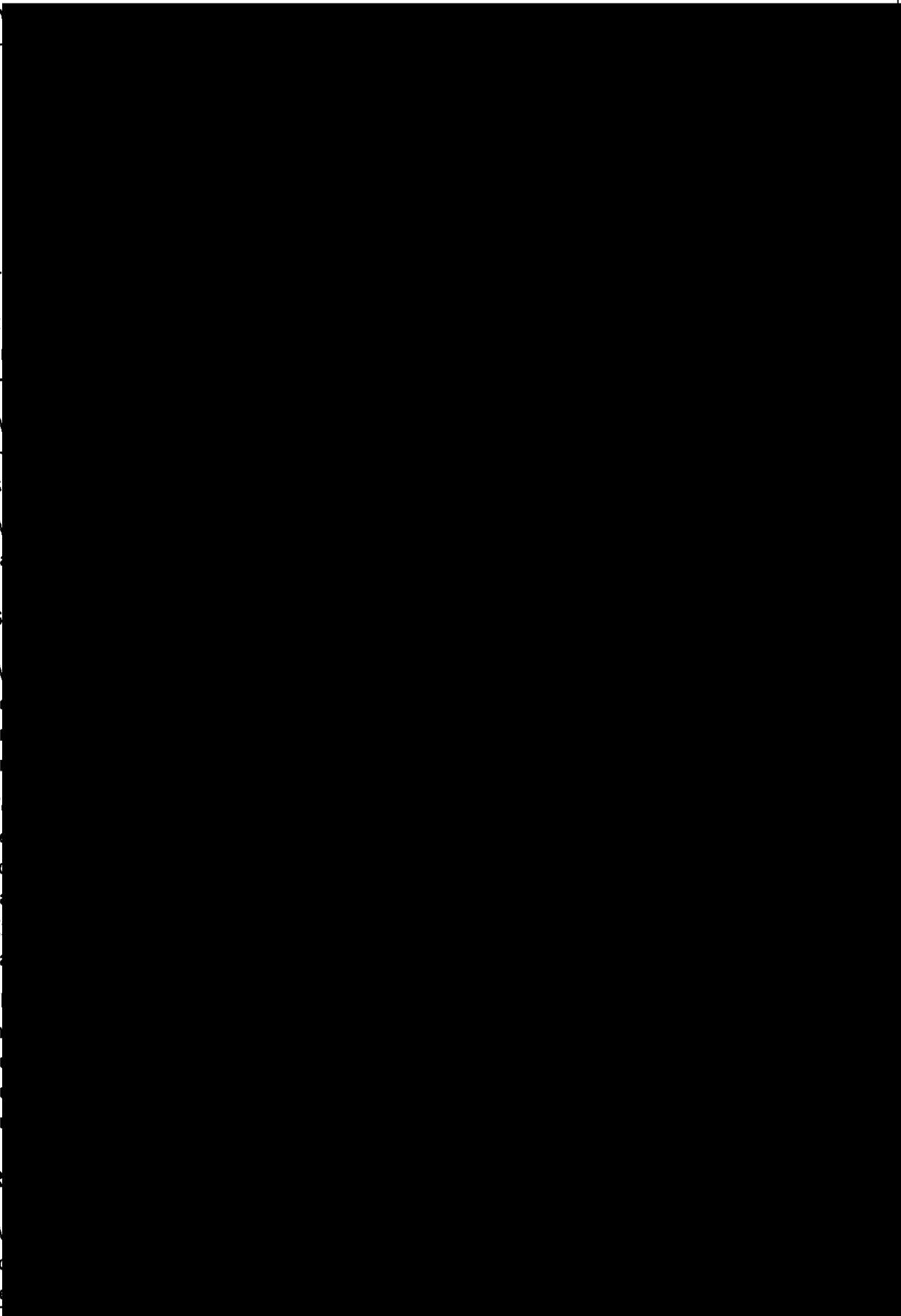
T  
b  
s  
d

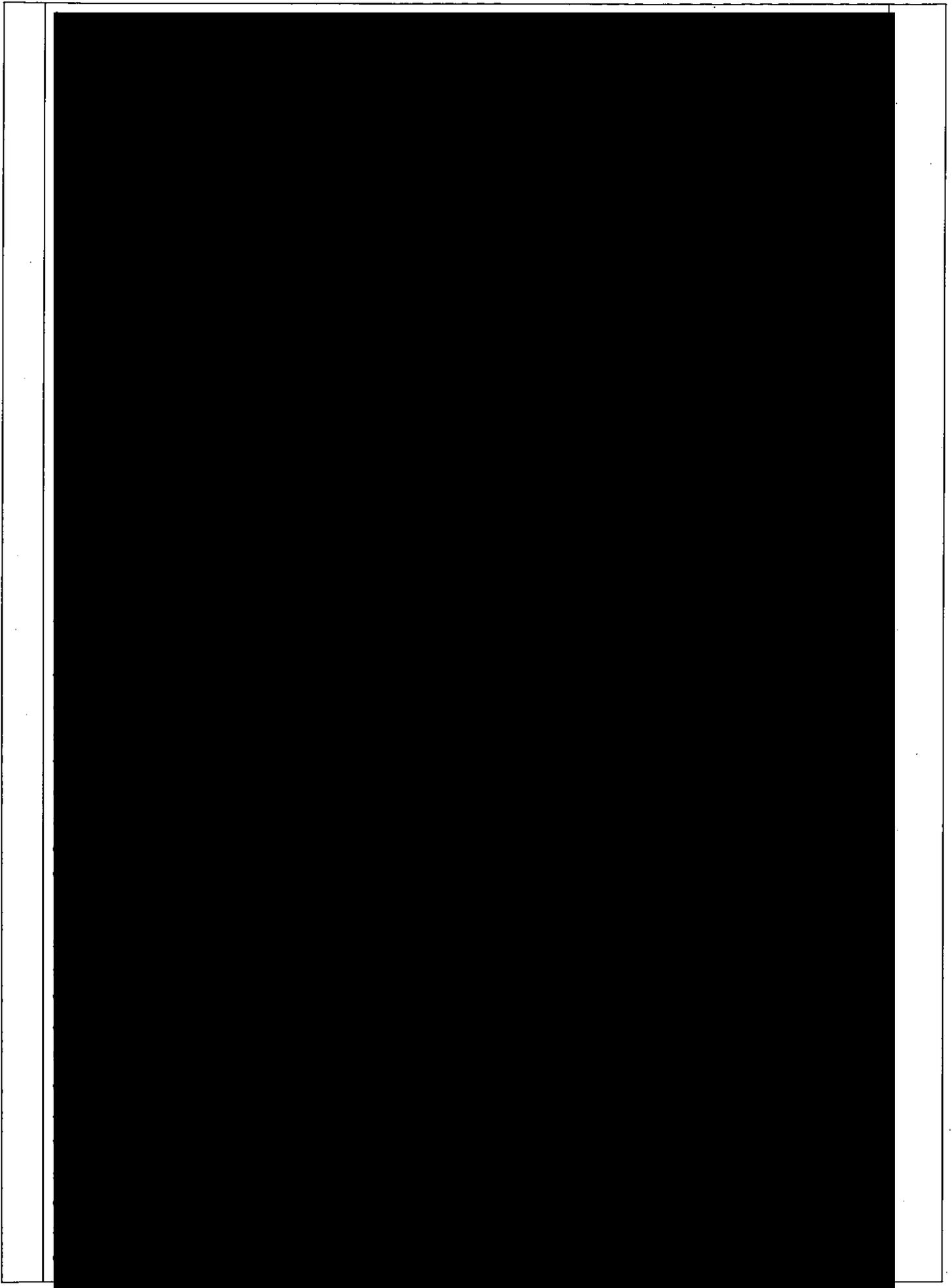
E  
d

T  
in  
a  
o  
a

R

W  
c  
b





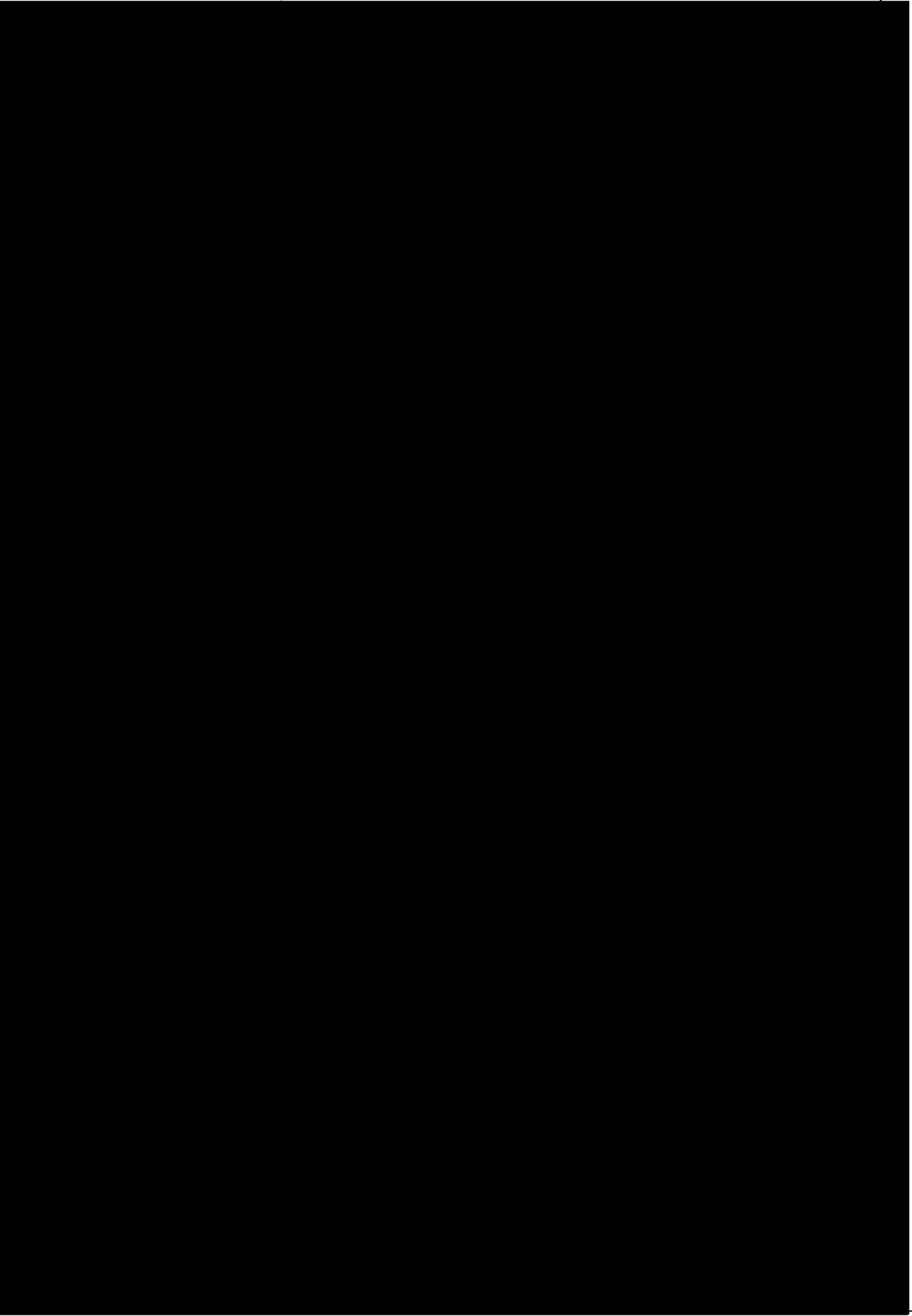
**Data collation and qualitative analysis**

E  
W  
a  
c  
s  
e

A  
d  
fr  
w  
re  
a  
p  
m  
a  
in  
re

O  
fr  
ic  
c  
c

D  
O  
c  
p



will

iry

as

he

ary

ist

ne

in

as

as

as

for

nd

to

es

te

on

ve

on

ort

ng

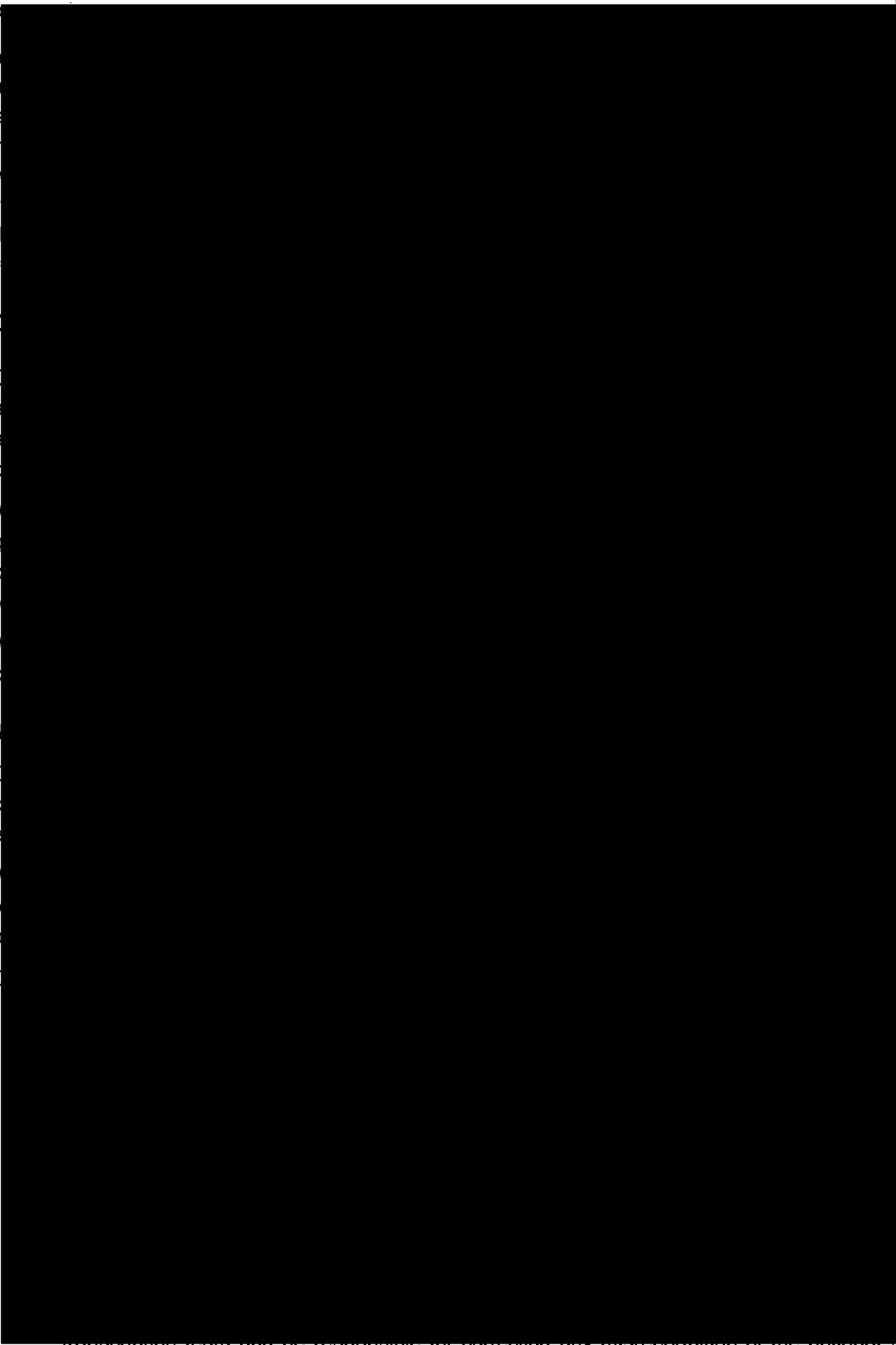
o-

e,

to

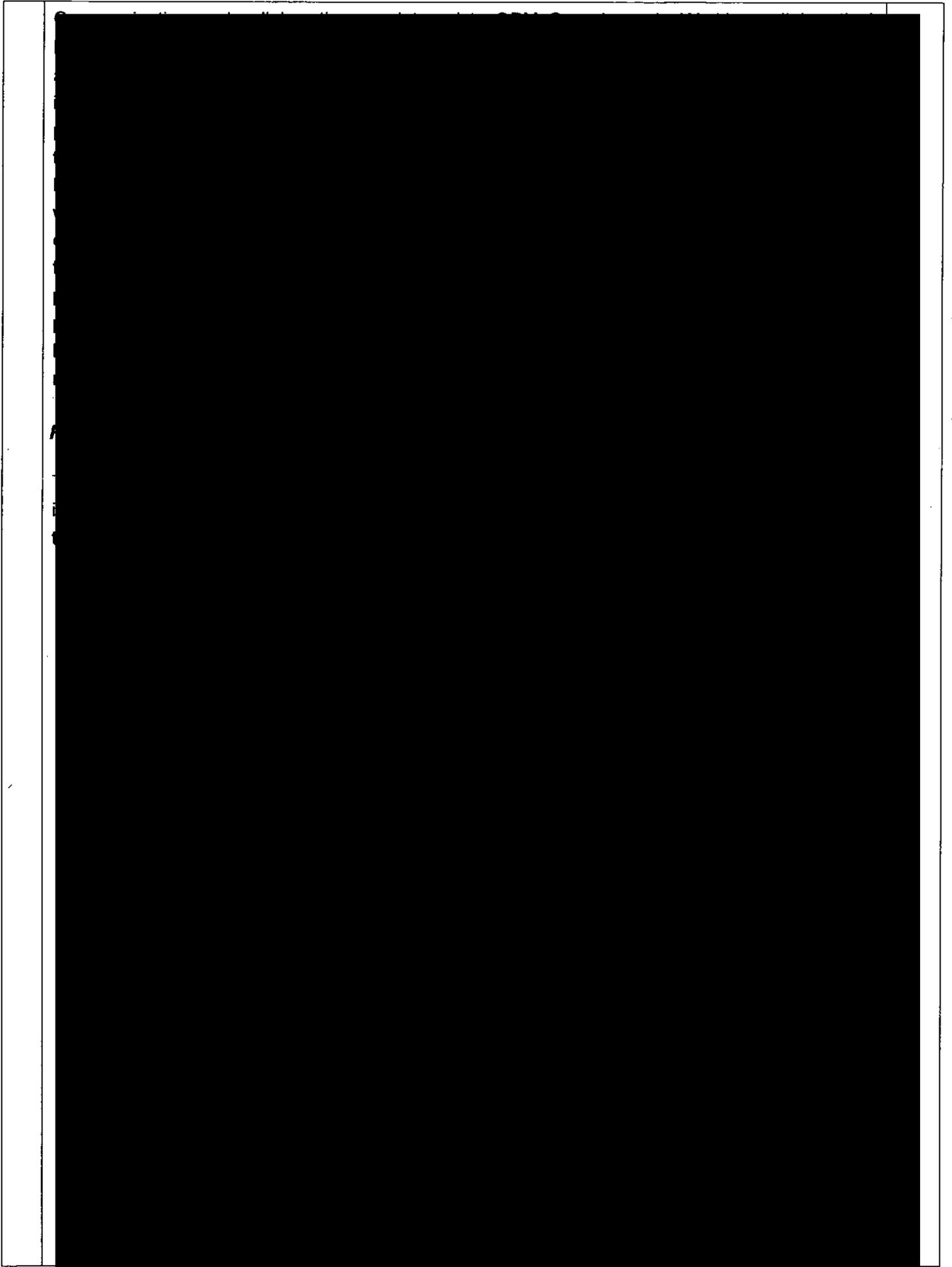
g

A  
Y  
i  
a  
r  
v  
r  
t  
r  
C  
C  
a  
a  
o  
V  
o  
p  
r  
V  
o  
M  
C  
o  
e  
V  
r  
p  
C



transcription team and be responsible for correcting any misrecognition of the optional





**Da**  
O  
ou  
su  
(a  
lin  
Pr  
re  
O  
re  
co  
O  
er  
as  
ou  
su

ut  
all  
en  
in  
of  
nt  
g  
er  
n.  
to  
sk  
e  
ch

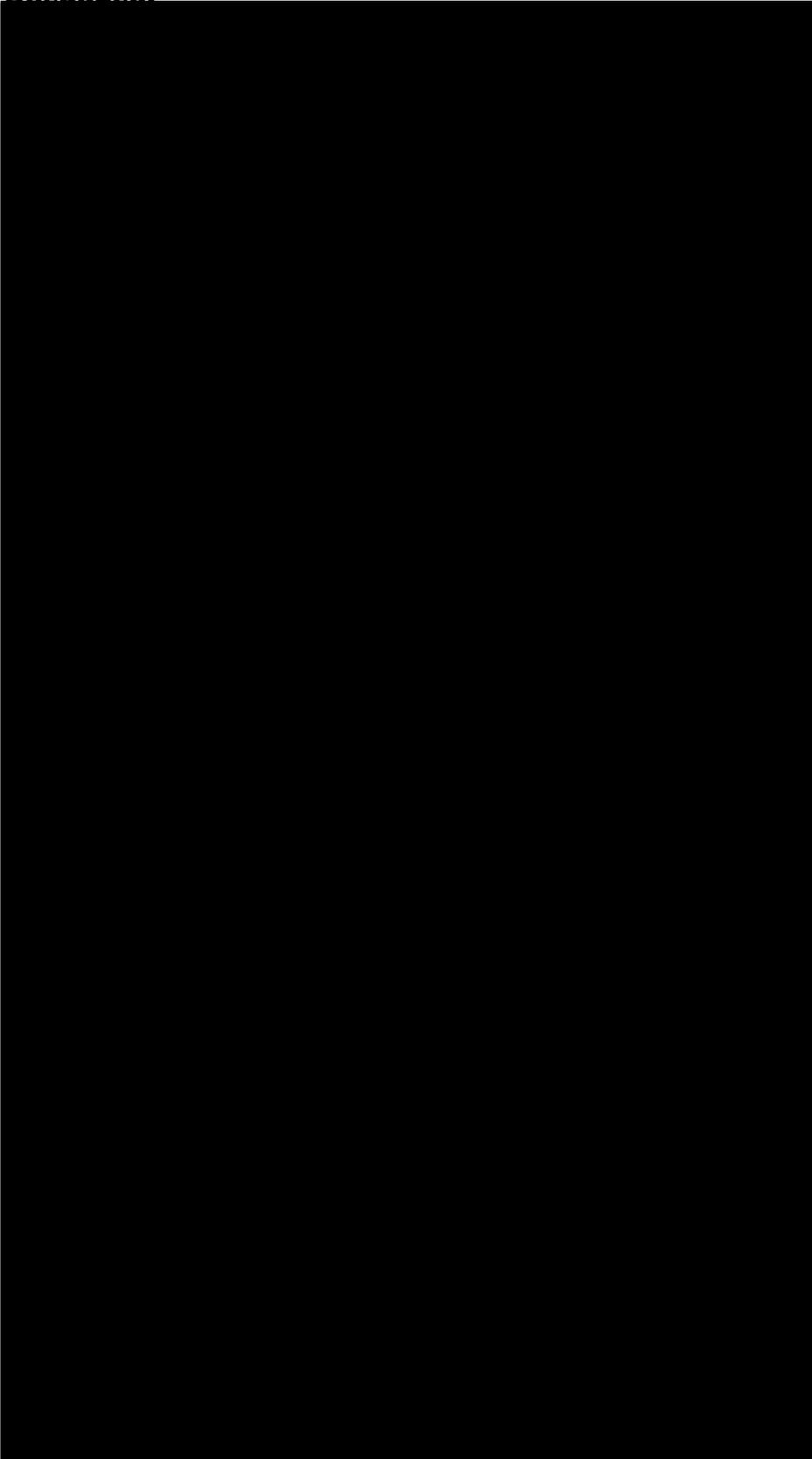
S  
C  
r  
t  
t

B4

**Resource plan**

Provide a complete resource plan for the delivery of the Specification including details of the team involved, what these individuals will be doing and why these individuals are suitable for this requirement.

**Response:**

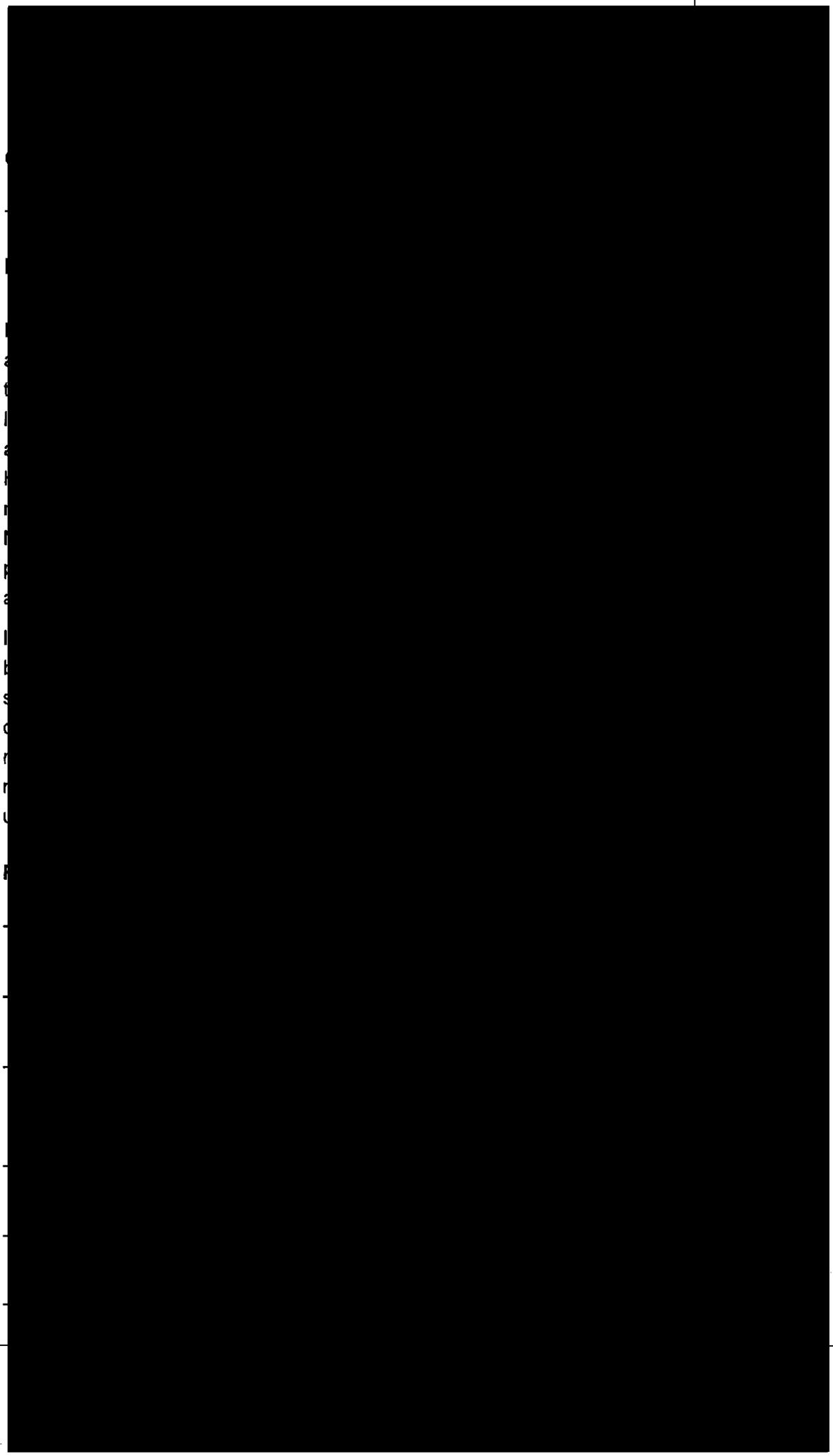


ation'  
evant  
th all  
el of  
ated  
nses  
other  
have  
time

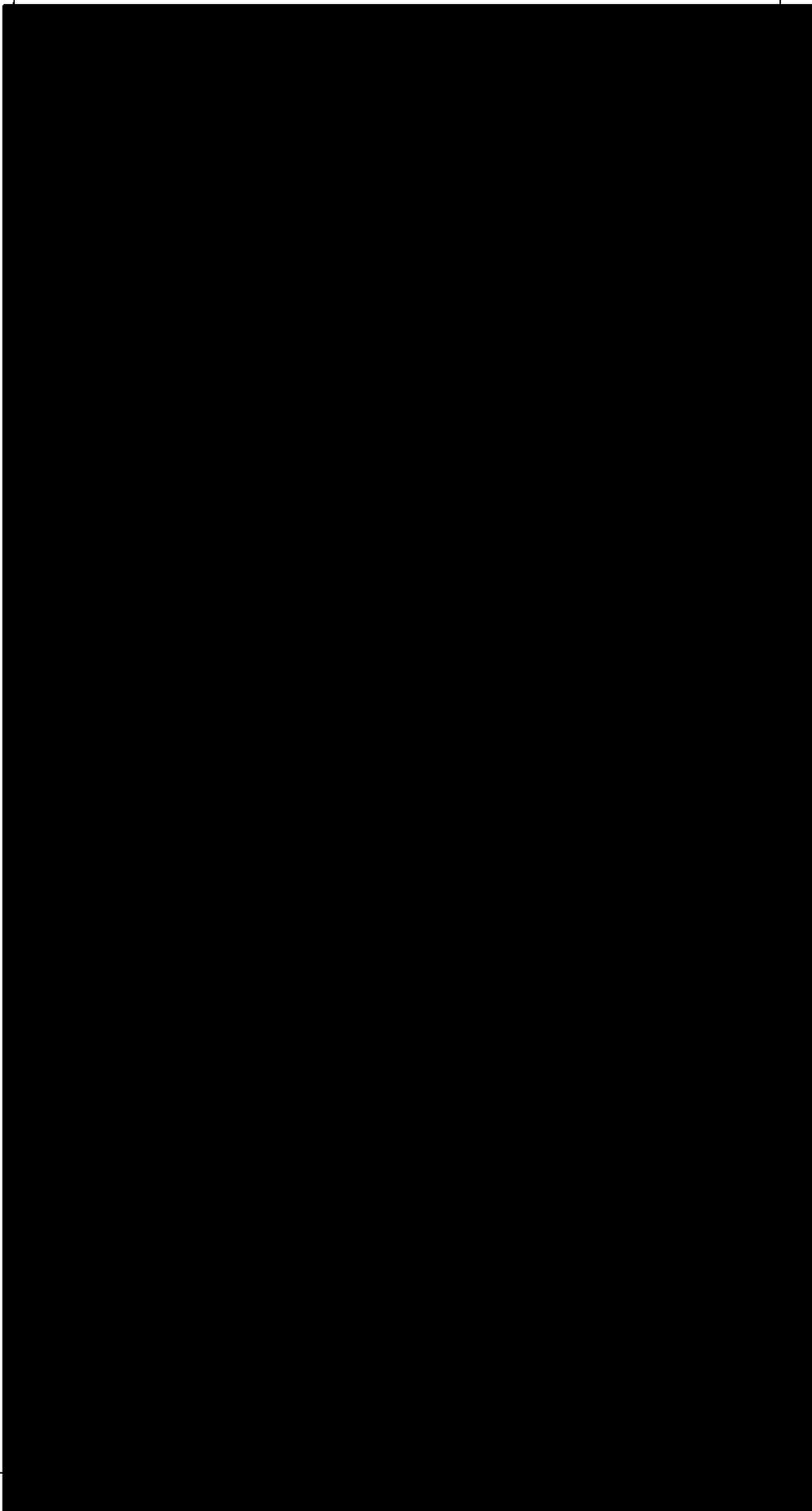
20%

	<p>[REDACTED]</p>	
--	-------------------	--

[REDACTED]



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100





Q

-

2

M

M

S

re

se

M

th

da

o

al

in

al

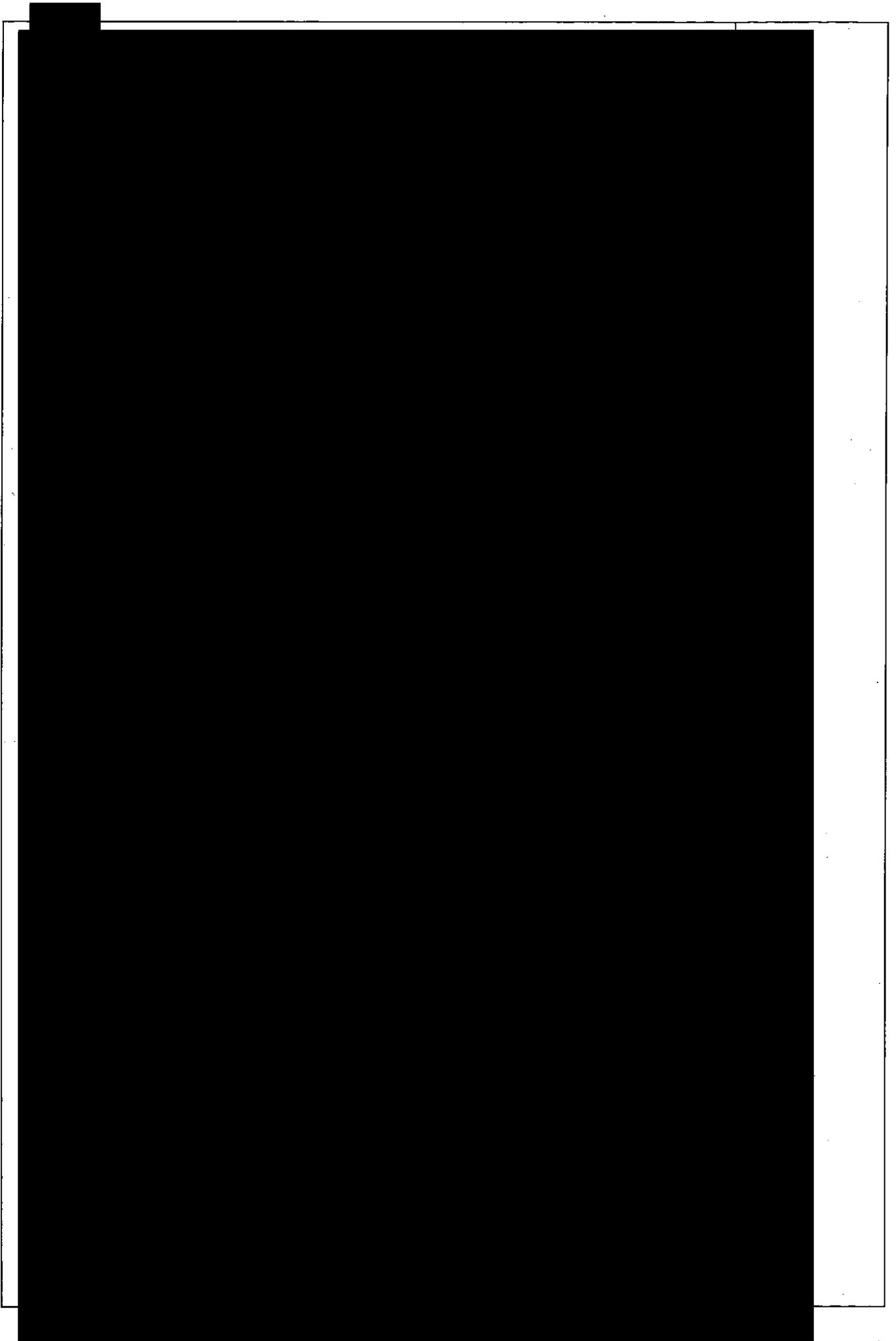
in

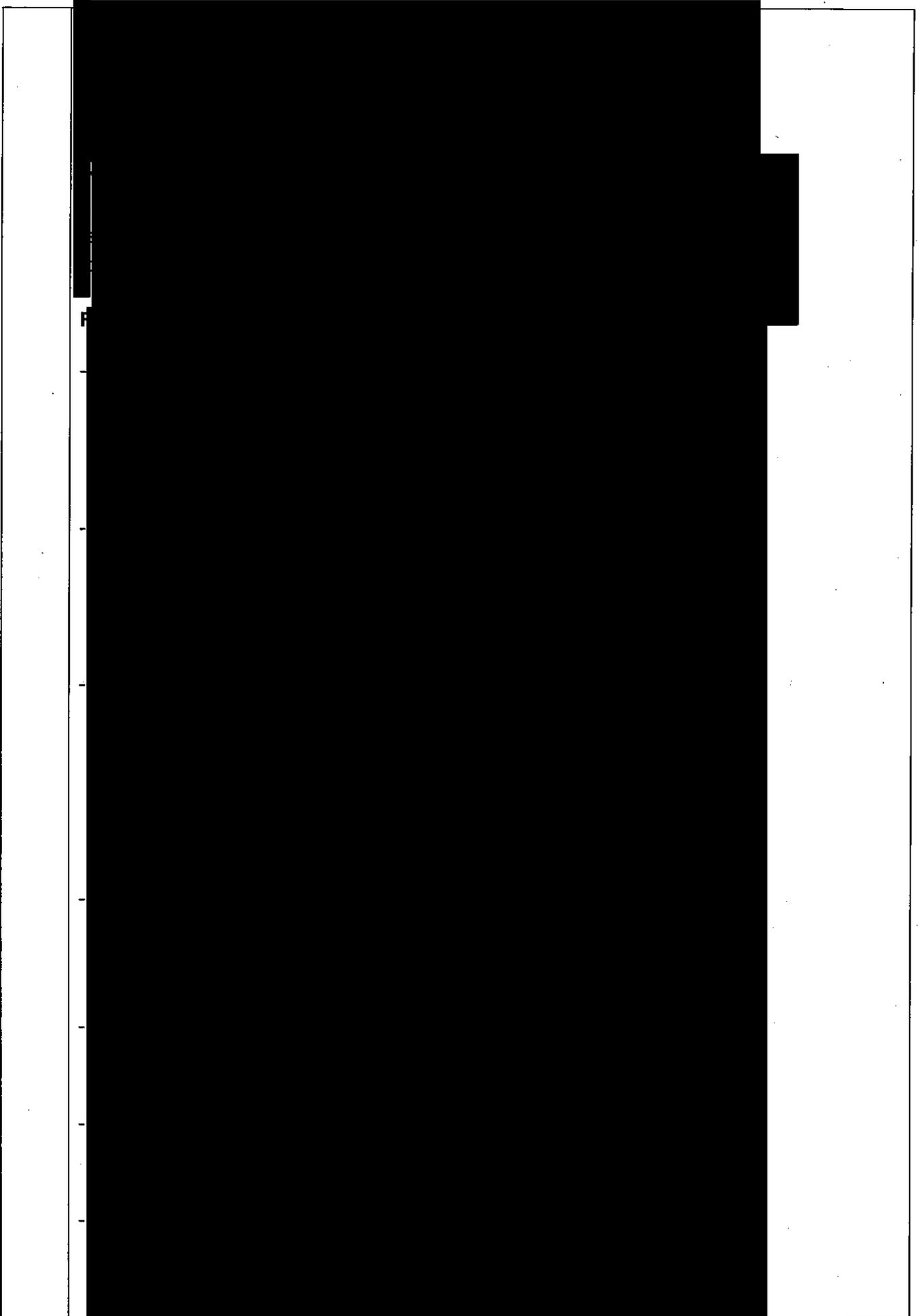
cr

M

co

at





database and website

C

-

-

4

E

B

a

th

fo

p

c

b

k

C

d

V

a

a

a

s

a

p

in

p

R

-



-  
-  
-  
-  
Q

E

El

ro

m

pu

El

co

W

inv

of

su

eff

cli

de

an

Pr

as

pr

Re

-

ar  
d  
e  
t  
e  
e  
c  
4  
e

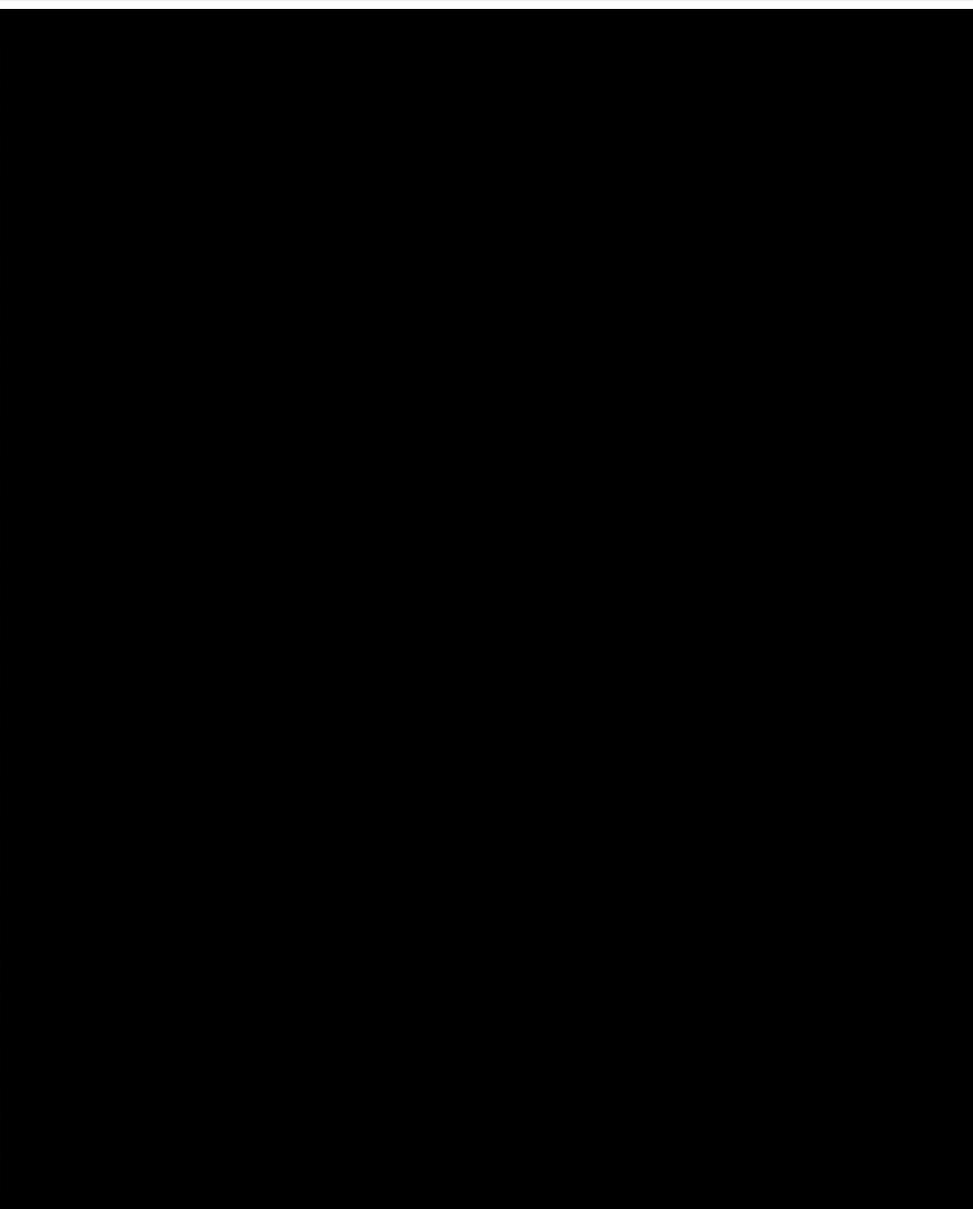
C

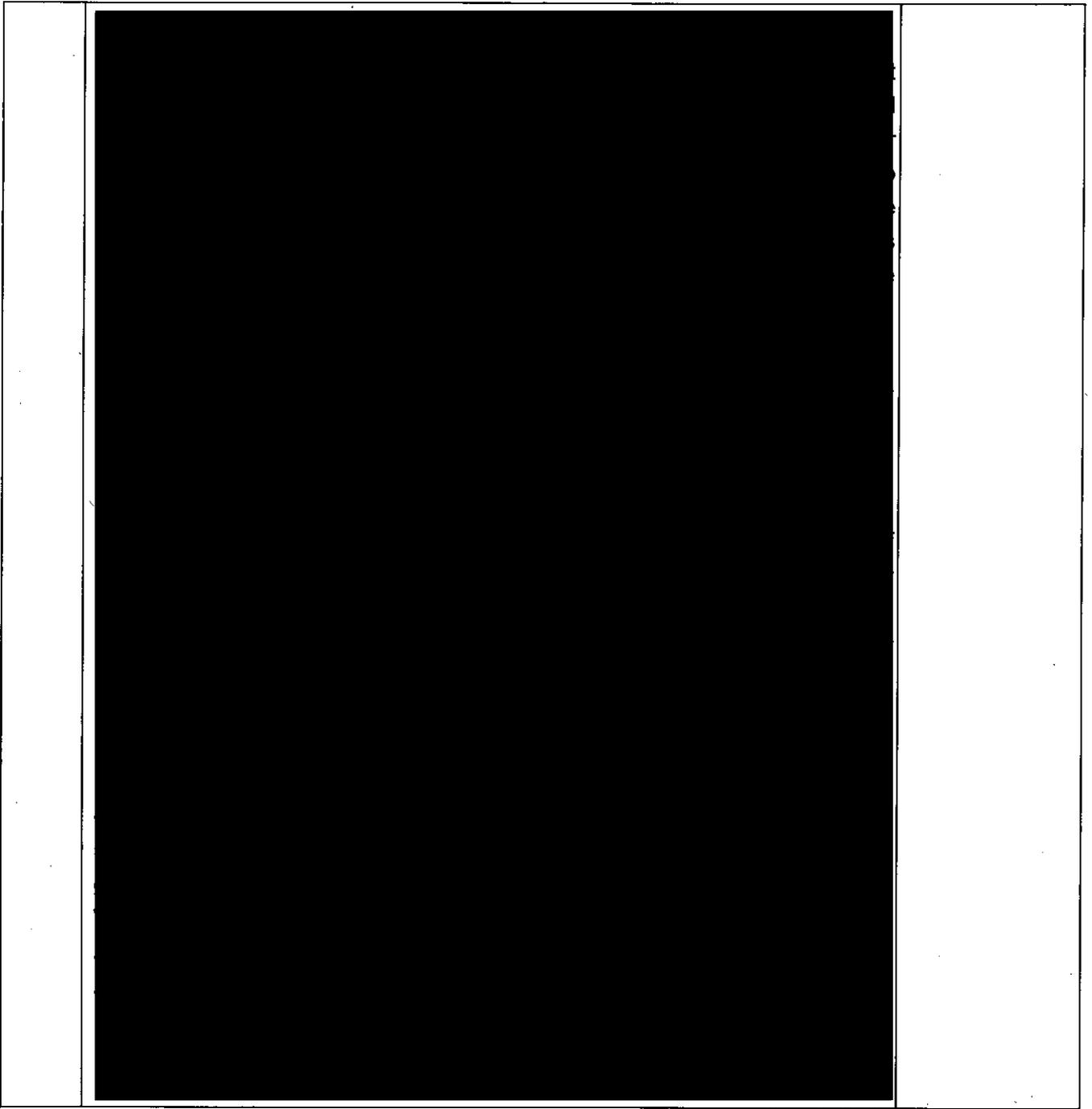
M

M  
ir  
a  
p  
h  
p  
a

R

		
--	--	--

B5		5%
----	---	----



## **3. PRICING SCHEDULE**

---

### **Guidance**

Tenderers are referred to section A of the invitation to tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price. Tenderers must take care to ensure they provide a price for each item/element of the pricing schedule as specified. Failure to complete the pricing schedule in full may result in the tender being rejected. In the event you are unclear with regards to any section, please do not hesitate to contact Care Quality Commission via the Delta e-tendering portal.

### **Pricing Schedule**

Suppliers are requested to submit the financial aspects of their bid in a separate document and this will account for 30% of the overall bid for evaluation purposes.

# **4. FREEDOM OF INFORMATION EXCLUSION SCHEDULE**

## *PROVISION OF Analysis for Consultation work*

### **FOR CARE QUALITY COMMISSION**

Tenderer's attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract. Tenderers should state here which items of information (if any) supplied by them in their tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of Care Quality Commission

#### **Commercially sensitive information**

I declare that I wish the following information to be designated as Commercially Sensitive:

Relevant examples here are:

- OPM Group's method statement
- OPM Group's pricing schedule, including our rates and breakdown of costs
- CVs of OPM Group staff

We provide this information within our proposal on the assumption that you will regard it as confidential. We specifically ask you not to disclose it to third parties – particularly our competitors – nor to publish it.

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

Under section 43 (commercial interests) of the Freedom of Information Act, certain types of information are considered confidential because their disclosure to unrelated parties would prejudice an organisation's commercial interests.

The period of time for which it is considered this information should be exempt is for a period of three years until September, 2018.

Three years



Signed:

.....  
Date: 17<sup>th</sup> September 2015 .....

Name of Signatory: Chih Hoong Sin, Business Development Director .....

Name of Organisation: OPM Group .....

## **5. TENDERING DECLARATION**

---

In response to the Invitation to Tender for the provision of a Analysis for Consultation work project dated 04/09/2015, I/We, the undersigned, confirm that in submitting a tender against this contract that I/We

- 1 undertake that this offer shall remain valid and open for acceptance for a period of 90 days from the date of submission unless specifically withdrawn in writing.
- 2 understand that Care Quality Commission is not bound to accept any Tender it receives.
- 3 certify that I/We have not done, and I/We will not, at any time before the notification of tender results, do any of the following:
  - 3.1 Communicate to any person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender;
  - 3.2 Enter into any agreement or arrangement with any person that he/she shall refrain from tendering or as to the amount of any tender to be submitted;
  - 3.3 Offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other tender or proposed tender for the said work any act or thing of the sort described above. In the context of this clause the word 'person' includes any persons and anybody or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.
- 4 contract and agree, on the acceptance of this tender, in whole or part, to perform the services detailed in the Specification, at the prices and terms quoted, and in accordance with the terms and conditions of the Customer Agreement.
- 5 accept the terms and conditions of the Customer Agreement set out in the Invitation to Tender, to which this tender is my/our response, and I/we undertake to perform any contract awarded as a result of this Tender in strict conformity with those terms and conditions.
- 6 understand that my/our responses to the questions posed in this invitation to tender including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and Care Quality Commission.
- 7 confirm that if our Tender is accepted we will, if required, upon demand:
  - (a) Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
  - (b) Sign a formal contract document if required;
- 8 agree that unless and until a contract is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.
- 9 certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this invitation to tender. I/We understand that false information could result in my/our exclusion from further participation in this and future tender processes.

**This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.**



Signed:

.....

Date: 17<sup>th</sup> September 2015 .....

Name of Signatory: Chih Hoong Sin, Business Development Director .....

Name of Organisation: OPM Group .....

## 6. QUALIFICATION OF OFFER

---

### PROVISION OF ANALYSIS FOR CONSULTATION WORK FOR CARE QUALITY COMMISSION

Please delete A or B as appropriate:

A. I/We do not wish to make any qualification of offer:

B. I/We wish to make the following qualification(s) of our offer:

Time is charged on a quarter day basis, for all time spent on a project including preparation and review, and is inclusive of secretarial support, equipment and basic materials but exclusive of travel costs and VAT. Note we do not charge for our travel time.

Days of work cancelled by a client at less than 10 working days' notice will normally be charged at full rate.

Unless we have specified otherwise, our rates do not include the costs of venue hire, catering, couriers, large mailings, website design or maintenance or the production or reproduction of printed materials such as delegate packs, charts, special materials or volume copying. Where these or similar additional activities arise, and if you wish us to organise them on your behalf, we will charge you expenses at cost and the time involved.

OPM Group reserves the right to renegotiate costings if the project changes significantly from that agreed.

In keeping with our own environmental policy, we try to limit the number of paper copies of documents we produce. Our usual policy is to supply one or two printed copies of any project report (if requested) along with an Acrobat PDF for your own use, and to charge you at cost for further printed copies.

Unless we specify other arrangements, for example payment split between commissioning and completion, or we agree staged payments linked to project milestones, OPM Group's practice is to invoice at the end of each month, and expect payment within 28 days.



Signed:

.....  
Date: 17<sup>th</sup> September 2015 .....

Name of Signatory: Chih Hoong Sin, Business Engagement Director .....

Name of Organisation: OPM Group .....

## 7. ENCLOSURES CHECKLIST

### THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.

To ensure your tender submission is evaluated properly Care Quality Commission needs to have a complete response from you.

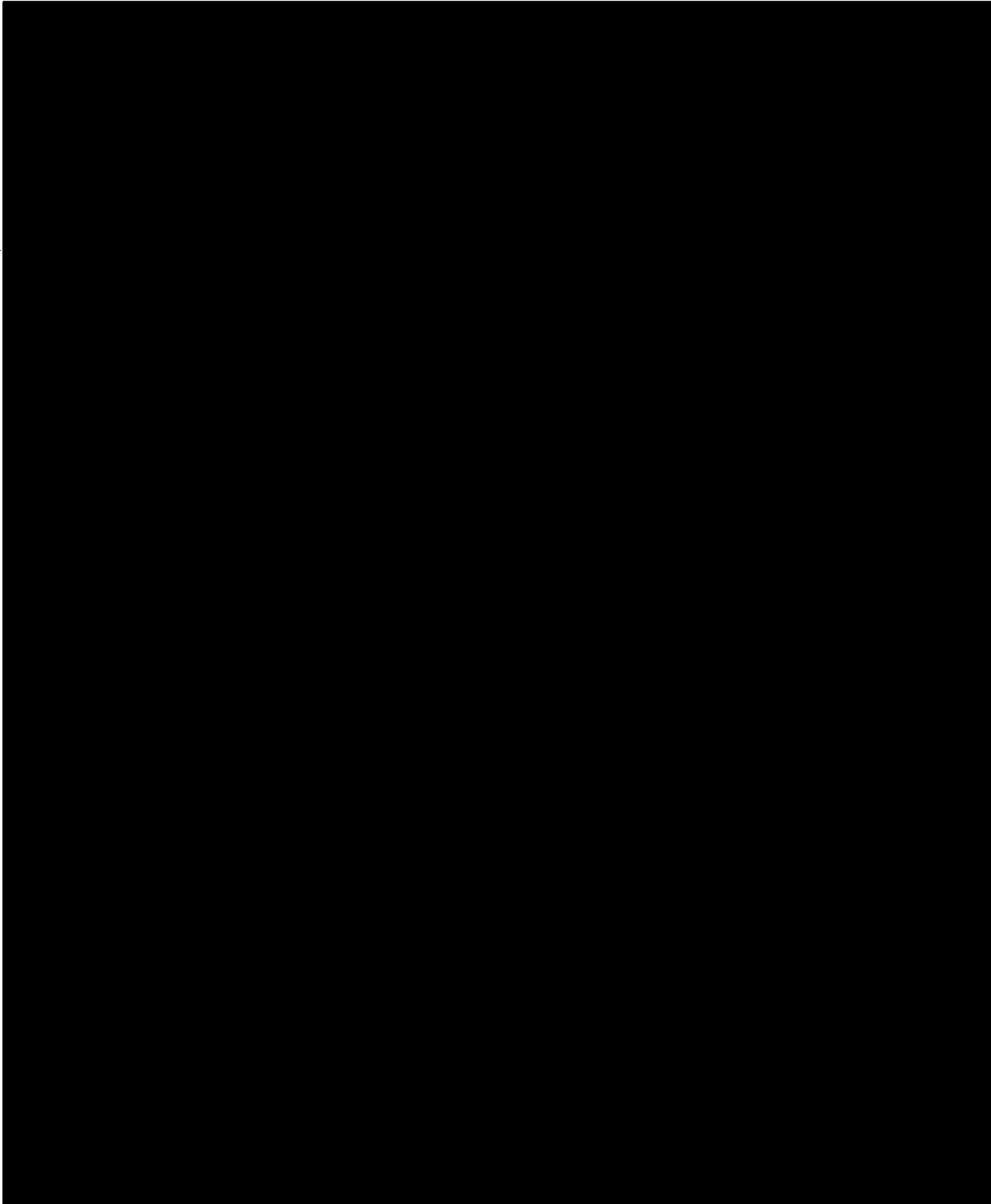
**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

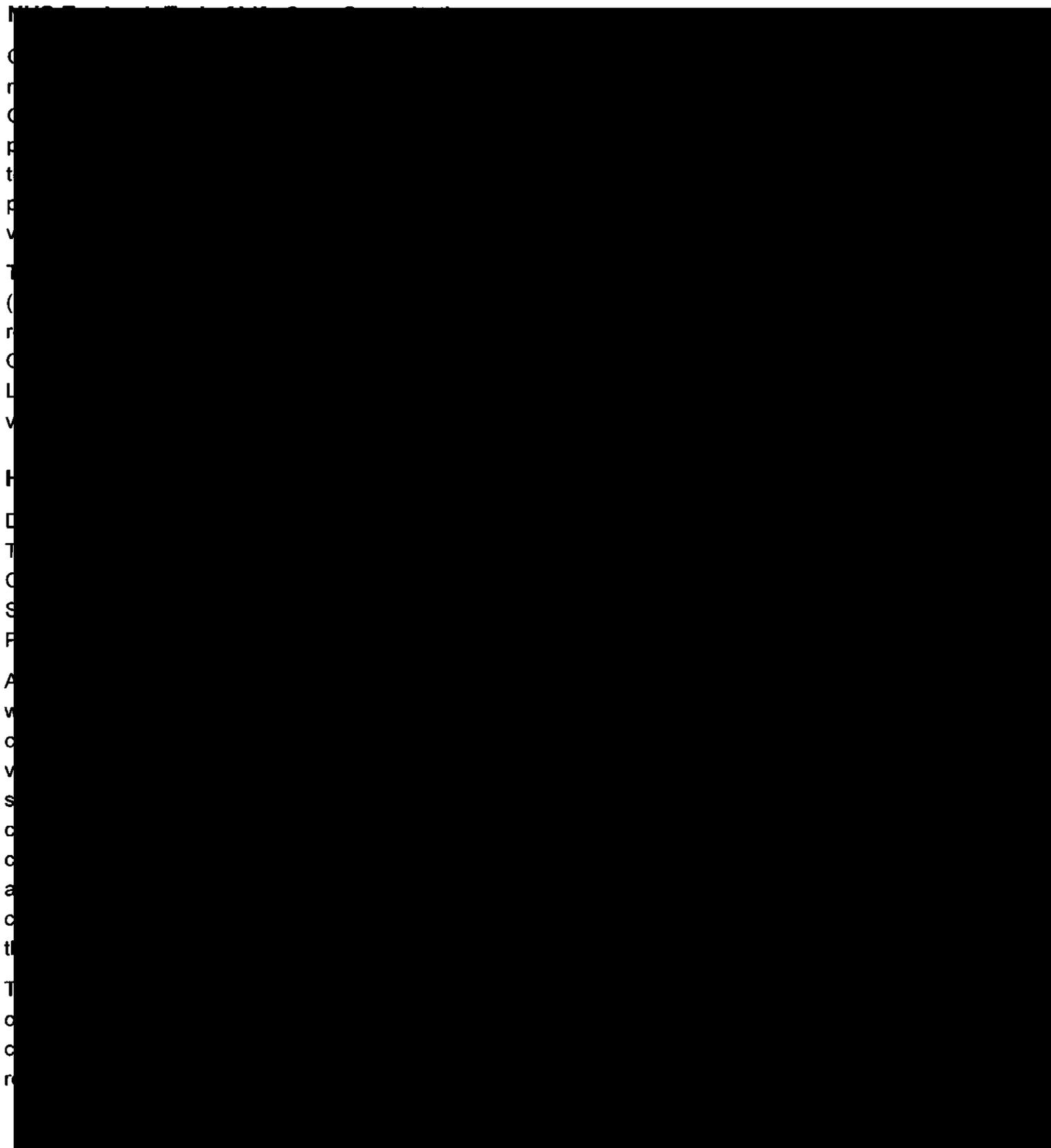
Please tick the appropriate box where you have completed the section.

<b>CHECKLIST:</b>	
<b>Please also ensure that you have:</b>	<b>Tick Below</b>
Completed the Company Details section.	X
Answered all questions and provided responses to the requirement statement questions in section 2, Response to Requirement and Specification. <i>(Your tender will be non-compliant if you have not completed this schedule)</i>	X
Completed the Pricing Schedule in full as directed. <i>(Your tender will be non-compliant if you have not completed this schedule)</i>	X
Completed the Freedom of Information Exclusion Schedule.	X
Completed the Qualification of Offer Schedule	X
Signed the Tendering Declaration page. <i>(NB it must be signed by suitably senior personnel as directed)</i>	X

## **8. ANNEX 1 – Our Track Record**

---





I  
O  
T  
O  
P  
t  
R  
V  
T  
O  
R  
O  
L  
V  
H  
D  
T  
O  
S  
F  
A  
W  
O  
V  
S  
O  
C  
S  
O  
T  
T  
O  
C  
R

# 9. Annex 2 – Overview of target audiences and expected feedback level per consultation

	Expected level of feedback by response format
Co	
CQ Str (Ph	
CQ Str (Ph	
Hos 'Ro	
Ind Nat Off Wh	
Fee	
Co	



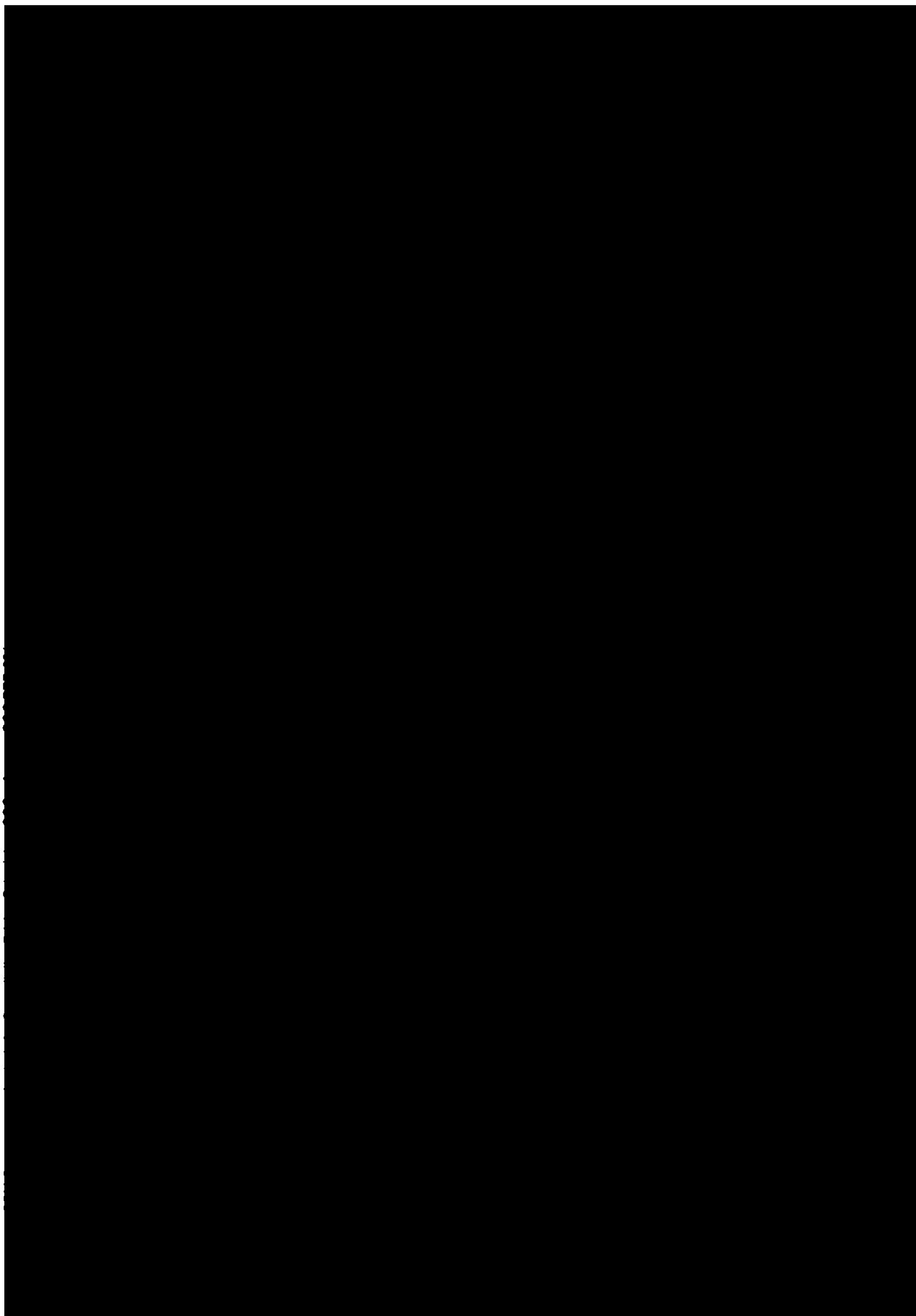
Month:	<div style="display: flex; justify-content: space-between;"> <span>10-15</span> <span>10-20</span> <span>10-25</span> <span>10-30</span> <span>11-05</span> <span>11-10</span> <span>11-15</span> <span>11-20</span> <span>11-25</span> <span>11-30</span> <span>12-05</span> <span>12-10</span> <span>12-15</span> <span>12-20</span> <span>12-25</span> <span>12-30</span> <span>1-05</span> <span>1-10</span> <span>1-15</span> <span>1-20</span> <span>1-25</span> <span>1-30</span> </div>
<b>Independent National Officer for Whistleblowing</b>	
Set up Inception meeting Database set up Delivery	
Online consultation <b>Analysis and reporting</b> Collation and analysis First draft of report Final draft of report Fees	<div style="text-align: center;"> <p>U</p> </div>
Set up Inception meeting Database set up Delivery	
Online consultation <b>Analysis and reporting</b> Collation and analysis First draft of report Final draft of report Formal consultation	<div style="text-align: center;"> <p>U</p> </div>
Set up Inception meeting Database set up Delivery	
Online consultation <b>Analysis and reporting</b> Collation and analysis First draft of report Final draft of report	<div style="text-align: center;"> <p>U</p> </div>

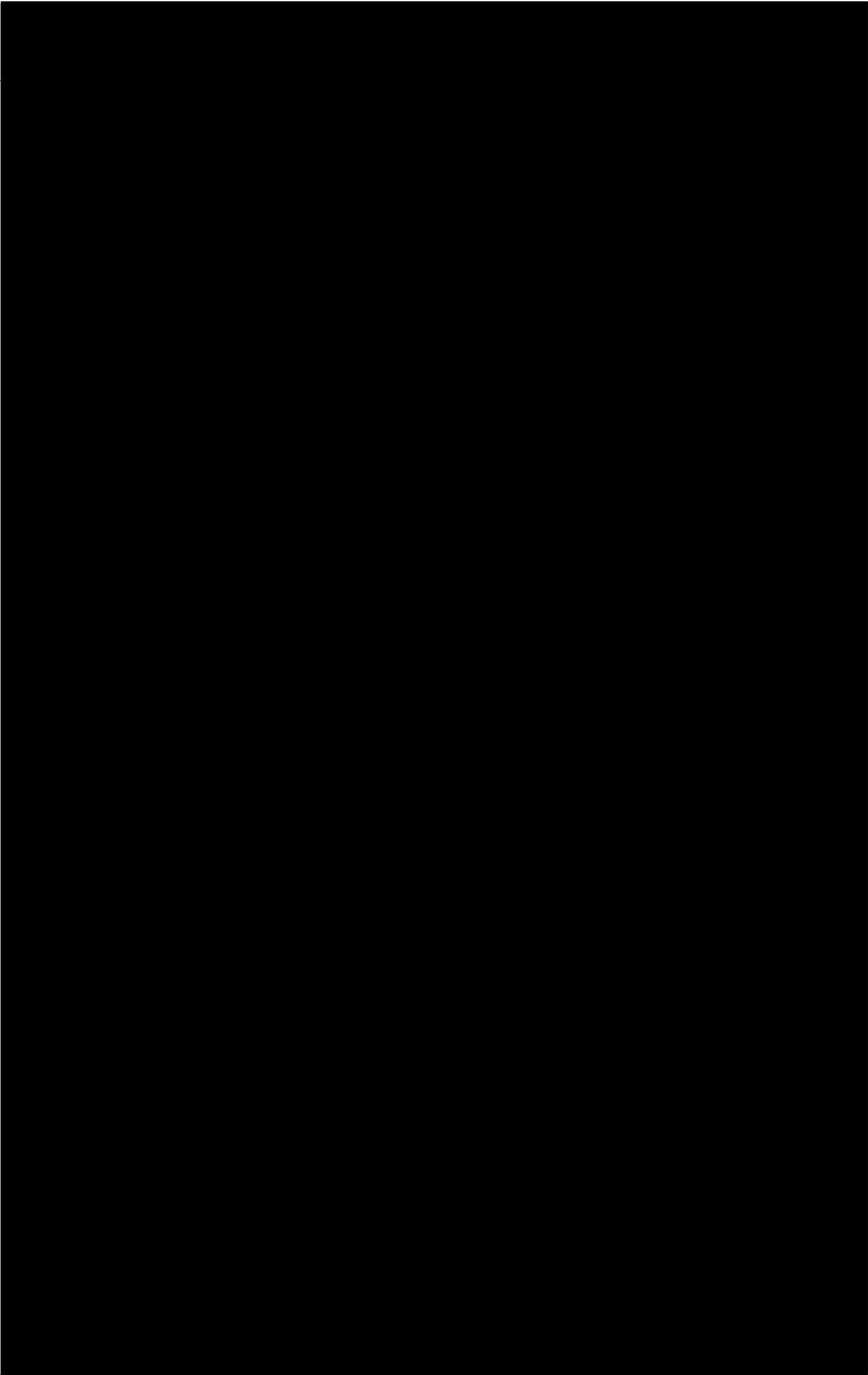
PRICING SCHEDULE

See Appendix B

# Costs









MONITORING SCHEDULE

All monitoring process will be agreed between Care Quality Commission and OPM Group

Contract for Services

COMMERCIALLY SENSITIVE INFORMATION SCHEDULE

There is now a Government requirement regarding transparency and visibility of central government procurement activities (tenders & contracts) to the public. All contracts over 10k must now be published on a single website, can you please advise me if there is any sensitive information within the contract that you do not wish to be published on "Contracts Finder", or alternatively please send me back a redacted version.

Contract for Services

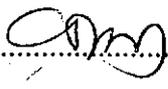
IN WITNESS of which this Agreement has been duly executed by the parties.

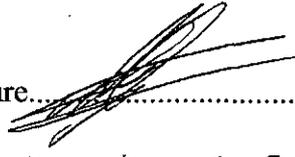
**SIGNED** for and on behalf of

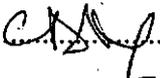
**SIGNED** for and on behalf

**Care Quality Commission**

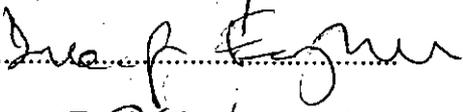
**OPM Group (comprising OPM and  
Dialogue by Design)**

Signature..... 

Signature..... 

Name ..... 

Name..... CHIH HOONG SIN

Position..... 

Position..... DIRECTOR

Date..... 29<sup>th</sup> / 10 / 2015

Date..... 27 / 10 / 2015

