

Guidance notes on completing Annex A to Schedule 13

1. The Tenderer shall refer to the Statement Of Work (SoW) for background information and guidance on how to complete Annex A to Schedule 13.
2. The Tenderer shall populate all fields containing 'CTP' (Contractor to Populate).
3. The Tenderer shall complete a Line Item for each type of Functional Role.
4. The Tenderer shall complete a Line Item for each Grade within a Functional Role.
5. The Tenderer shall populate the 'Firm Cost/Hour' field with the value in GBP (Ex VAT) for each Functional Role and Grade.
6. The Tenderer shall complete pricing for the 7 Contract Years.
7. These pricings will be used primarily in conjunction with Line 13 of Schedule 2 – Schedule of Requirements Ad Hoc Tasking (AHT).
8. A populated example is shown below to assist in completing the section.

<i>Year</i>	<i>Employee Function</i>	<i>Employee Grade</i>	<i>Firm Labour Cost £ (Ex VAT) / Hr</i>
1 st April 2023 – 31 st March 2024	Engineer	Level 3	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption
	Technician	Level 3	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption
	Technician	Level 2	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption
1 st April 2024 – 31 st March 2025	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption
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	Confidence Exemption	Confidence Exemption	Confidence Exemption
	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption	Redacted Under FOIA Section 41 – Information Provided in Confidence Exemption