

Quintessa Limited

Attn: [REDACTED]

By email to: [REDACTED]

Date: 30/03/2021

Ref: FS430769

Dear Sirs,

Supply of Terrestrial modelling for radiological risk assessments (PRISM) and AMBER software licence

Following your tender/ proposal for the supply of Terrestrial modelling for radiological risk assessments (PRISM) and AMBER software licence to Food Standards Agency we are pleased confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the **Annexes** set out the terms of the contract between Food Standards Agency for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

[REDACTED]

Commercial Advisor

Order Form

1. Contract Reference	FS430769	
2. Date	13 th April 2021	
3. Buyer	Food Standards Agency Clive House 70 Petty France London SW1 9EX	
4. Supplier	Quintessa Limited First Floor, West Wing, Videcom House Newton Road Henley-on-Thames RG9 1HG	
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	N/A

	Services	To be performed at Suppliers premises
7. Specification	The specification of the Deliverables is as set out below in Annex 2.	
8. Term	<p>[Not applicable]</p> <p>The Term shall commence on 1st April 2021</p> <p>and the Expiry Date shall be 31st March 2023 unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>The Buyer may extend the Contract for a period of up to [6 months] by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>	
9. Charges	The Charges for the Deliverables shall be as set out Annex 3	
10. Payment	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED]</p> <p>Within 10 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p>	

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer	
[Redacted Content]		

Annex 1 – Authorised Processing Template

Contract:	FS430769
Date:	
Description Of Authorised Processing	Details
Subject matter of the processing	The Parties agree that no personal data will be processed as part of this contract.
Duration of the processing	
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	

Annex 2 - Specification

THE SPECIFICATION

Background

The FSA provides advice to the UK environment agencies on food safety implications of both routine and emergency discharges of radioactive waste to the environment. This is primarily done by undertaking radiological dose (risk) assessments.

The Euratom Basic Safety Standards Directive requires these assessments to offer a protective approach for consumers but be proportionate to the risks. To do this the FSA uses bespoke computer models to predict possible transfer of these discharges to the food chain. The outputs from these modelling tools enable the Agency to provide advice on possible effects on food from these discharges both for routine operations and during incidents. PRISM is a probabilistic model that allows the prediction of the transfer of deposited aerial radioactive material to food products in the terrestrial environment.

The Specification

A tender is invited to:

- Carry out Support, maintenance and update of the PRISM Terrestrial Food Chain Model including addition of 2 radionuclides and 2 food groups.
- Provision of the AMBER licence.

The specification must include the following:

Significant work has already been put into the development and validation of the PRISM model although the need for some modifications has been identified. As a result, this contract will require the addition of two radionuclides and two food groups to improve the accuracy of radiological risk assessments, alongside support, maintenance and addressing any identified improvements to the model upon further discussion. Maintenance will include, but not be limited to, an update of parameters from national and international research and identification of updates that may improve the general running of PRISM.

Work plans shall be reviewed during annual meetings to identify priorities for maintenance. Up to three review meetings during the year will review progress.

I. Model support

The bid should include the cost of the AMBER licence for the duration of the contract.

It is considered that this contract should allow for one training day on aspects of PRISM and/or AMBER models. A costing for training per day should be shown. An option for more training may be considered during the contract.

As part of the service of this contract, after changes to the model, the contractor will update the documentation in the technical and user guides. They will also carry out verification testing.

II. Software Support

The contractor will be required to deal with 'bugs', and other running issues with the model. They will respond within one week of any issue or 'bugs' being reported. They will respond with a report that will include assessment of the work required to fix the problems that have arisen within one week. Unless agreed otherwise the issues are required to be resolved within one month of the FSA's agreement to proceed.

When updates to the model are produced, verification testing will also be completed as part of the work. When sufficient changes have occurred, training will also be required (see model support).

Exact requirements for the year will vary but are likely to be up to 4 person days to identify the best and most expedient solution to any issues and up to 10 person days to resolve, assuming that further investigation and work are required.

This work should include:

- 1) Providing updates to the user-interface where improvements for usability are identified by the FSA
- 2) Support for getting PRISM on FSA's network and running effectively.

III. Updating

It is expected that version upgrades will occur during the life of the contract. As part of the bid, the contractor should advise costing and time for a range of version updating options.

Not all of these options may be taken up but the majority aim to be carried out over the lifetime of the contract.

In all cases where the update has sufficiently changed the way the programme operates, the contractor will amend accordingly the documentation in the technical and user guides. They will also carry out verification testing.

a) Continued updates and maintenance of Emergency Tables

The FSA requires the contractor to keep updated with any changes to the ICRP dose coefficients, to be reflected in the FSA's emergency tables. This includes a conversion table from the maximum permitted levels in feed and food in an emergency to likely air concentration and deposition needed to reach these levels. These would be calculated using the PRISM model.

i) Keeping the PRISM model up to date

The contract should give a costing for a range of services relating to updating the model with the latest changes to the dose coefficients (if ICRP update their dose coefficients in the duration of the contract). This should cover a one-off update for the life of the contract, when a major change has occurred or give an option to receive this on an annual basis if required.

b). Include two new foodstuffs: Mushrooms and honey

c). Include two new radionuclides: Ag-110m and Mn-54

IV. Assessment support for non-nuclear sites and nuclear site assessment.

This could include a review of the assessment screening tools and up to five days a year on technical support of PRISM or AMBER modelling to FSA risk assessors on producing assessments of nuclear sites and non-nuclear sites, incidents and/or responses to policy queries.

V. Horizon scanning

The contractor should have an excellent understanding of academic and industrial innovation relevant to the field of terrestrial radionuclide modelling. The contractor should, as part of the contract, provide sound science and evidence of future areas in which the model may need to be developed. The contractor should consider identification of future use of the model and what other added value this work programme could provide to assist the FSA with new industry and current FSA strategic requirements.

These proposals should be discussed at a project officer meeting. The outline of these proposals should not be an additional cost to the contract but should, unless progressed, consist of an outline of no more than a page per idea and contain the possible cost of proposals. There will be no obligation for the FSA to take up these proposals.

For example, these could be in:

- A review of agricultural practices
- An extension to the range of plant growth functions
- Update for new assessment work/ scenarios

For this application, an example of this would be consideration of the PRISM model to be used to look at deep geological disposal and broader guidance on deposition scenarios.

Quality

Model validation and QA/QC need to be undertaken (at a minimum of the requirements of the FSA (MSRO checklist)) as part of the project. This has been done previously by this contractor and the same standard (as a minimum) of model validation and QA/QC would need to be maintained in this project. Any review (annual or on receipt of a software update/model upgrade) of the MSRO document may need information and/or documents to be provided by the contractor for any software updates or model upgrades. An MSRO checklist is completed after each model update and/or if there are any changes to the software. Independent testing is to be done in-house and by a member of the modelling team (rather than needing for this to be conducted by someone outside the modelling team). The only stipulation is that independent testing must not be undertaken by the person who made the changes.

If the project includes any mathematical modelling, the quality assurance considerations need to include how the work will meet the standards in the Aqua Book:

<https://www.gov.uk/government/publications/the-aqua-book-guidance-on-producing-quality-analysis-for-government>

Further considerations should be discussed as to whether the contractor's work meets any standards or are part of an accreditation scheme i.e. UKAS accreditation, ISO 9001 etc.

Quality management considerations should be given as to whether any particular standards need to be

met.

Please list all specific requirements and insert any specific links

Examples of standards can be found at:

<http://www.iso.org/iso/home/standards.htm>

Will the '[Joint Code of Practice for Research](#)' apply to your project?

<https://www.gov.uk/government/publications/joint-code-of-practice-for-research-jcopr>

Annex 3 - Tender

Tender Application form for a project with the Food Standards Agency



- Applicants should complete each part of this application as fully and as clearly as possible
- Brief instructions are given in the grey boxes at the start of each section.
- Please submit the application through the Agency’s eSourcing Portal (Bravo) by the deadline set in the invitation to tender document.

LEAD APPLICANT’S DETAILS

Surname	██████	First Name	██████	Initial	█	Title	█
Organisation	Quintessa Limited	Department	n/a				
Street Address	First Floor, West Wing, Videcom House, Newtown Road						
Town/City	Henley-on-Thames	Country	UK	Postcode	RG9 1HG		
Telephone No	██████████	E-mail Address	████████████████████				
Is your organisation is a small and medium enterprise . (EU recommendation 2003/361/EC refers http://www.hmrc.gov.uk/manuals/cirdmanual/cird92800.htm)			Yes	✓	No		

TENDER SUMMARY

TENDER TITLE

TENDER REFERENCE	FS430769		
PROPOSED START DATE	01/04/2021	PROPOSED END DATE	31/03/2023

1: TENDER SUMMARY AND OBJECTIVES

A. TENDER SUMMARY

Please give a brief summary of the proposed work in no more than 400 words.

The proposed work programme aims to maintain and enhance the FSA's PRISM code for modelling radionuclide behaviour in the food chain following routine/operational and accidental discharges to the atmosphere. The proposed project team includes over 80 years of collective experience covering atmospheric dispersion and deposition, food chain modelling, software development and project management. Quintessa supported the original development and subsequent maintenance and technical support for PRISM for over nineteen years with a track record in delivering to the required quality, on time and to budget.

Modelling support will be provided, including training and renewal of the maintenance and support agreement for the FSA's associated AMBER licence. Any developments and enhancements that are brought to PRISM will be clearly documented and the updated software will be subject to robust verification testing.

Software support will be provided, including tracking of any bugs or issues identified in the software. Software developments will be managed to the TickIT Plus standard. Potential support includes updating the PRISM user interface and supporting the use of PRISM on the FSA's computer network.

Potential updates will be brought to PRISM during the course of the proposed contract. These include consideration of including two new foodstuffs (mushrooms and honey) and two additional radionuclides (Ag-110m and Mn-54). There is potential for further updates, which would be explicitly costed and discussed with the FSA if the associated effort may exceed that covered by the project.

Support will be provided to the FSA in its application of PRISM, including potential updates to the emergency handbook table calculations and potential assessment support for nuclear and non-nuclear sites. PRISM represents a capability and a knowledge base relating to contaminants within the food chain. It may provide a broader capability to the FSA than its current application to atmospheric deposition scenarios (e.g. application to review of assessments for deep geological disposal). The project team will support the FSA in exploring other potential uses of PRISM and its associated expertise as may be required by the FSA.

The project also includes scope to identify additional costed work to help build confidence in the FSA's application of PRISM and/or enhance its capabilities sufficient to match the requirements of the FSA.

The project would be led by a project manager experienced in managing projects involving scientific expertise, model and software development to Quintessa's ISO 9001:2015 accredited Quality Management System and ISO 27001:2013 accredited Information Security Management System.

B. OBJECTIVES AND RELEVANCE OF THE PROPOSED WORK TO THE FSA TENDER REQUIREMENT

OBJECTIVES

Please detail how your proposed work can assist the agency in meeting its stated objectives and policy needs. Please number the objectives and add a short description. Please add more lines as necessary.

OBJECTIVE NUMBER	OBJECTIVE DESCRIPTION
I	MODEL SUPPORT
	<ul style="list-style-type: none"> - The proposal includes maintenance of the FSA's AMBER licence throughout the duration of the contract. - Training in the use of PRISM and AMBER is included within the scope of the programme, as well as the potential for related training, such as in the atmospheric modelling software ADMS. - Any adaptation and further developments to PRISM will be clearly documented and justified in updates to the accompanying documentation, most notably through the Technical Report, the Data Report and the User Guide. - Any new releases of PRISM will be subject to verification testing, which will be recorded in accompanying release notes.
II	SOFTWARE SUPPORT
	<ul style="list-style-type: none"> - The proposal includes 'bug' fixing support for PRISM, with issues being tracked within Quintessa's issues tracking database, as well as through release notes describing any bugs, their resolution and testing/verification. - The work programme also includes maintaining the PRISM software, which encompasses maintenance of the coding (such as the user interface and graphing capabilities), and ensuring that it operates within the FSA's IT framework.
III	UPDATING
	<ul style="list-style-type: none"> - The proposed work programme includes updating PRISM's capabilities, with the potential to extend them further. - This includes inclusion of two additional radionuclides (Ag-110m and Mn-54). - This also includes review of the potential to extend PRISM to include two additional foodstuffs (mushrooms and honey). - Potential further options will be discussed with the FSA at the regular meetings, with targeted updates being costed and agreed.
IV	ASSESSMENT SUPPORT FOR NON-NUCLEAR SITES AND NUCLEAR SITE ASSESSMENT
	<ul style="list-style-type: none"> - The project team has over 80 years collective experience covering assessment of atmospheric discharges, radioecology, food chain modelling, risk assessment and associated research. This experience and associated expertise will be used to support the FSA's application of PRISM through review of the approach and tools adopted by the FSA in undertaking assessments, as well as in review of specific assessments undertaken by the FSA. - The project team would also be able to support wider application of the food chain modelling capability represented within PRISM and its supporting models/data. For example, the PRISM models may be adapted to represent other aspects of contamination within the food chain.

V	HORIZON SCANNING
	- In the provision of maintenance and support to the FSA's application of PRISM, potential opportunities for associated research and enhancement of the models and data will be identified. These opportunities will be costed and discussed with the FSA.

2: DESCRIPTION OF APPROACH/SCOPE OF WORK

A. APPROACH/SCOPE OF WORK

Please describe how you will meet our specification and summarise how you will deliver your solution. You must explain the approach for the proposed work. Describe and justify the approach, methodology and study design, where applicable, that will be used to address the specific requirements and realise the objectives outlined above. Where relevant (e.g. for an analytical survey), please also provide details of the sampling plan..

The project team will work closely with the FSA to maintain PRISM and to support its application by the FSA through technical advice, review and training. Annual work programmes will be discussed and agreed with the FSA at an annual project meeting. The annual meeting would be supported by further meetings/discussions, as required.

Agreed technical work to be undertaken during each financial year may result in updates to the PRISM software. It is proposed that these be incorporated into annual software updates, together with any minor bug fixes and other agreed enhancements. Interim releases incorporating bug fixes can also be delivered, if required.

The transparency in the models and data that support PRISM is one of the key strengths of the tool. In order to maintain this transparency, it is anticipated that the main PRISM documentation be updated with each annual release. This includes a Technical Report, a Data Report and a User Guide.

The specification covers both (i) software maintenance/development as well as (ii) technical improvements to the PRISM models/data and technical support to the FSA. The annual work programmes will therefore be structured to reflect this, with tasks covering each aspect.

B. INNOVATION

Please provide details of any aspect of the proposed work which are considered innovative in design and/or application? E.g. Introduction of new or significant improved products, services, methods, processes, markets and forms of organization.

- PRISM represents a state-of-the-art capability for modelling the behaviour of radionuclides from atmospheric deposition through to concentrations in potential foodstuffs. The proposed project facilitates the maintenance of that capability, consistent with the latest robust scientific understanding.
- The proposed work programme also encompasses the potential extension of the modelling capability represented by PRISM to continue to support the needs of the FSA.
- Quintessa is a small company that encompasses technical/scientific expertise in addition to mathematical modelling and software development. This combination of capabilities will help to ensure that the software remains both technically up-to-date and keeps pace with modern programming practise, continuing to operate to modern IT security and computer network requirements.
- Quintessa continues to invest in development of the AMBER software used in support of PRISM. As new capabilities are introduced, there is potential for these to be carried through to the PRISM software. For example, in 2015, Quintessa introduced spatial awareness and 3D visualisation into AMBER, which are unparalleled in contaminant transport modelling codes of this calibre.

3: THE PROJECT PLAN AND DELIVERABLES

A. THE PLAN

Please provide a detailed project plan including, the tasks and sub-tasks required to realise the objectives (detailed in Part 1). The tasks should be numbered in the same way as the objectives and should be clearly linked to each of the objectives. Please also attach a flow chart illustrating the proposed plan.

The research plan is intentionally flexible in response to the FSA's priorities. It is anticipated that this will be reflected in annual work programmes based on agreement with the FSA. Each year, the agreed work programme will be organised under two tasks:

- Task 1: PRISM Support and Training (covering Objectives I and II).
- Task 2: PRISM Maintenance and Enhancement (covering Objectives II, IV and V).

Details of each of these tasks and their associated sub-tasks are provided below.

TASK 1: PRISM SUPPORT AND TRAINING

Sub-Task 1.1: AMBER Support (part of Objective I)

The maintenance and support agreement for the FSA's single perpetual AMBER licence will be renewed annually through this sub-task. The PRISM models are implemented and run in the AMBER compartment modelling software behind the PRISM user interface. This provides the FSA with open access to the calculations that support any specific PRISM assessment. Quintessa owns the rights to AMBER, which it manages and develops as a commercial software product. There are over 100 organisations with AMBER licences in over 30 countries. In December 2015, Quintessa released a significant software upgrade for AMBER, which introduced key new

capabilities, including spatial awareness and 3D visualisation. As owner and developer of the AMBER software, Quintessa's expertise in application of the software is unparalleled.

Sub-Task 1.2: Software Support (Objective II)

This sub-task covers maintenance of the PRISM software. This includes both maintaining the code and fixing any 'bugs' that might be identified.

- Quintessa will respond within one week to acknowledge any bugs reported by the FSA, including an assessment of the work needed to fix the problem. Unless otherwise agreed, the issues will be resolved within one month of the FSA's agreement to proceed.
- Maintenance of the code will also be included under this sub-task, e.g. to help ensure continued functioning and supporting PRISM's use by the FSA (e.g. on a standalone computer or on the FSA network, as required).
- PRISM updates produced either under these maintenance tasks, or as part of enhancements to the software, will be subject to verification testing.

Sub-Task 1.3: Training (part of Objective I)

This sub-task covers the provision of PRISM-related training to the FSA. It is anticipated that training in the use of PRISM and AMBER will be needed at least once during the contract period. In addition, other related training, e.g. in dose assessment modelling in the context of radioactive waste disposal, may be identified and would be covered by this sub-task. A costing for training per day is included in the supporting documentation.

TASK 2: PRISM MAINTENANCE AND ENHANCEMENT

Sub-Task 2.1: Updating (Objective III)

The FSA expects updates and enhancements to PRISM's capabilities will be required through the course of the contract. These include (i) updates needed to reflect the latest scientific understanding (e.g. in updates to parameter distributions), (ii) enhancements to PRISM's capabilities to reflect the needs of the FSA (e.g. if the range of agricultural scenarios that need to be addressed is extended), and (iii) updates in the application of PRISM (e.g. to update calculations supporting the emergency handbook tables to reflect changes in PRISM models and data).

The contract specification accompanying the invitation includes the following specific updates.

- Inclusion of two new radionuclides (Ag-110m and Mn-54). The proposed programme, therefore, includes review of the behaviour of these elements and radionuclides in atmospheric deposition to agricultural land and subsequent behaviour in the food chain. It is anticipated that these radionuclides can be handled within the existing PRISM models.
 - Inclusion of two additional foodstuffs (mushrooms and honey). Note that these foodstuffs do not map directly onto the existing PRISM models, so the proposal includes initial review of the requirement and potential for implementation in PRISM. There is a possibility that the reviews may identify that additional work (above and beyond that estimated for the proposal) would be needed to introduce the additional foodstuffs into the PRISM code. The reviews, therefore, represent discovery milestones, whereupon implementation would be discussed and agreed with the FSA before proceeding with implementation in PRISM.
- It is proposed that the additional radionuclide be introduced in FY21-22, and that the additional foodstuffs in FY22-23; the time planning allows for some additional effort in review and implementation for the latter.

Sub-Task 2.2: Assessment Support

This sub-task covers provision of support to the FSA's application of PRISM. Such support may be in the form of reviews of the way in which PRISM is used to support review of permitting applications for nuclear and non-nuclear sites and/or generic design assessments by the FSA.

This sub-task includes updating calculations supporting the Emergency Handbook tables. It is expected that automation of those calculations will have been developed, to allow updated calculations to be undertaken efficiently. However, those calculations may need to be extended to include additional radionuclides and foodstuffs that may be introduced to PRISM.

Sub-Task 2.3: Horizon Scanning

In addition to supporting the use of PRISM within assessments for nuclear and non-nuclear sites, there is potential for the models and data that are represented in PRISM to be used to support understanding of wider issues of contamination that fall within the FSA's remit. These may, for example, include assessments relating to existing land contamination and/or assessments relating to other forms of contaminant release to terrestrial agricultural systems (e.g. in groundwater releases associated with radioactive waste disposal). An illustration of such wider applicability of PRISM is represented in its previous extension to include the capability of modelling heavy metals, with a view to its potential use in assessing contaminated land.

The project team has a track record of collaboration with research institutions in the UK, including previous studies relating to building confidence in the PRISM software. Examples are provided below, many of which led to associated publication of the research in peer reviewed journals/conference papers with FSA staff as co-authors.

- Collaboration with Imperial College in the use of the results from multi-year soil lysimeter studies to validate the representation of soil-plant uptake in PRISM.
- Collaboration with the Centre for Ecology and Hydrology to validate the animal biokinetic modelling in PRISM against experimental data sets.

- Collaboration relating to biosphere modelling and assessment for other clients with Nottingham University (relating to C-14 modelling), the University of Portsmouth (relating to modelling estuarine, coastal and marine systems) and with Cambridge Environmental Research Consultants (CERC), who develop and support the ADMS software for atmospheric dispersion modelling.

Examples of activities that may be included within this task are listed below; they are accompanied by additional discussion and specific costing in an accompanying supporting document.

- Review of the suitability of PRISM for representing modern agricultural practices.
- Extending the range of plant growth functions included within PRISM from the eight available at present (these are mapped on to a wide range of crop types, some of which could be better represented with alternative growth functions).
- Provision of guidance on modelling a wider range of deposition scenarios than currently supported by the default PRISM assumptions.

B. DELIVERABLES

Please outline the proposed project milestones and deliverables. Please provide a timetable of key dates or significant events for the project (for example fieldwork dates, dates for provision of research materials, draft and final reporting). Deliverables must be linked to the objectives.

For larger or more complex projects please insert as many deliverables /milestones as required.

Each deliverable should be:

- i. no more 100 characters in length
- ii. self-explanatory
- iii. cross referenced with objective numbers i.e. deliverables for Objective 1 01/01, 01/02 Objective 2 02/01, 02/02 etc

Please insert additional rows to the table below as required.

A final deliverable pertaining to a retention fee of 20 % of the total value of the proposed work will automatically be calculated on the financial template.

DELIVERABLE NUMBER OR MILESTONE IN ORDER OF EXPECTED	TARGET DATE	TITLE OF DELIVERABLE OR MILESTONE
1	30/04/2021	AMBER maintenance and support licence for 2021 (Objective I)
2	30/06/2021	Project Plan for FY21
3	30/09/2021	Progress report
4	31/12/2021	Technical Note(s) for approved review/enhancement tasks (Objectives III, IV & V)
5	31/03/2022	PRISM Update, including updated documentation (Objectives II & III)
6	30/04/2022	AMBER maintenance and support licence for 2022 (Objective I)
7	30/06/2022	Project Plan for FY22
8	30/09/2022	Progress report
9	31/12/2022	Technical Note(s) for approved review/enhancement tasks (Objectives III, IV & V)
10	31/03/2023	PRISM Update, including updated documentation (Objectives II & III)

4: ORGANISATIONAL EXPERIENCE, EXPERTISE and STAFF EFFORT

A. PARTICIPATING ORGANISATIONS' PAST PERFORMANCE

Please provide evidence of up to three similar projects that the project lead applicant and/or members of the project team are currently undertaking or have recently completed. Please include:

- The start date (and if applicable) the end date of the project(s)
- Name of the client who commissioned the project?
- Details of any collaborative partners and their contribution
- The value
- A brief description of the work carried out.
- How the example(s) demonstrate the relevant skills and/or expertise.
- What skills the team used to ensure the project (s) were successfully delivered.

EXAMPLE 1: PRISM MAINTENANCE AND SUPPORT

Start date: 29 April 2016

End date: 31 March 2021

Client: FSA

Collaborative partners: None

Value: ██████████

Description: Provision of maintenance and support for PRISM for the period April 2016 to March 2021. This has included five software updates to PRISM, including testing and verification, provision of three PRISM training courses and one ADMS training day, review and updates to the modelling of H-3 and C-14, complete update to the Emergency Handbook table calculations along with associated automation, and verification of FSA assessments.

Relevance: Directly relevant to the proposed contract, the project demonstrates Quintessa's successful collaboration with the FSA, delivering PRISM maintenance and support to time and budget.

Skills: Project management, software development, software testing, quality assurance, verification/validation, awareness of scientific developments, integrating scientific understanding with the needs of the FSA.

EXAMPLE 2: BIOSPHERE REVIEW OF THE SR-PSU APPLICATION

Start date: 10 October 2014

End date: 10 October 2018

Client: Swedish Radiation Safety Authority (SSM)

Collaborative partners: Nottingham University

Value: ██████████

Description: Supporting the regulatory review of SKB's license application for a proposed extension to the SFR shallow geological repository for low-level radioactive waste at the Forsmark site in Sweden. The project involved detailed review of the representation of key radionuclides in SKB's post-closure biosphere assessment modelling, including independent verification of results using AMBER. Key exposure pathways involve agricultural use of areas potentially contaminated by groundwater discharges.

Relevance: Demonstrates food chain modelling capabilities as well as demonstrating work for a nuclear regulator in review of a formal license application.

Skills: Project management, biosphere model development and implementation in AMBER within a quality assured framework, regulatory support.

EXAMPLE 3: REVIEW AND ENHANCEMENT OF IAEA BIOMASS GUIDANCE

Start date: 1 April 2016

End date: 16 March 2020

Client: Various national regulators and waste management organisations via the international collaborative BIOPROTA forum

Collaborative partners: RadEcol Consulting Limited, Mike Thorne and Associates Limited, GMS Abingdon Limited

Value: ██████████

Description: Review of international practice in biosphere assessment for radioactive waste disposal; update and enhancement of IAEA guidance on representation of the biosphere reflected in the BIOMASS methodology. The work involved eight international collaborative workshops and Quintessa led the drafting of an updated report providing guidance on biosphere modelling that was submitted to the International Atomic Energy Agency (IAEA) in March 2016 and is expected to be published as an IAEA TECDOC.

Relevance: Demonstrates Quintessa's awareness of international best practice in understanding and modelling the behaviour of radionuclides in the human food chain.

Skills: Project management, biosphere model development and justification.

B. NAMED STAFF MEMBERS AND DETAILS OF THEIR SPECIALISM AND EXPERTISE

For each participating organisation on the project team please list:- the names and grades of all staff who will work on the project together with details of their specialism and expertise, their role in the project and details of up to 4 of their most recent, relevant published peer reviewed papers (where applicable). If new staff will be hired to deliver the project, please detail their grade, area(s) of specialism and their role in the project team.

Lead Applicant Quintessa Limited

Named staff members, details of specialism and expertise.

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

5: PROJECT MANAGEMENT

Please fully describe how the project will be managed to ensure that objectives and deliverables will be achieved on time and on budget. Please describe how different organisations/staff will interact to deliver the desired outcomes. Highlight any in-house or external accreditation for the project management system and how this relates to this project.

The project will be managed within Quintessa's ISO 9001:2015 accredited quality management system (QMS), which incorporates the requirements of the TickIT Plus software development standard, as well as Quintessa's ISO 27001:2013 accredited Information Security Management System (ISMS). The QMS allows for a Project Plan to be developed and maintained throughout the course of the contract. The Project Plan includes both administrative details for the contract as well as technical summaries and specifications for the project work, including time-scales and resourcing estimates. The Project Plan is circulated to each member of the project team to help ensure that the work is properly co-ordinated.

The project specification includes provision for four review meetings annually with FSA staff to support co-operation and co-ordination with the FSA's requirements and facilitate a close working relationship.

It is proposed that costed forward tasks form part of the discussion at the annual review meetings and that those tasks that are identified by the FSA as being included in the programme be incorporated into the project plan. A copy of the Project Plan will be delivered to the FSA as a record of the agreed work scope of each financial year.

Quintessa employs an internal time planning system that allows project managers to allocate time to project team members based on the contract requirements and project plan. Any potential resourcing conflicts are then identified and resolved at the earliest opportunity.

6. RISK MANAGEMENT

In the table provided, please identify all relevant risks in delivering this project on time and to budget. Briefly outline what steps will be taken to minimise these risks and how they will be managed by the project team. Please add more lines as required

Identified risk	Likelihood of risk (high, medium, low)	Impact of Risk (high, medium, low)	Risk management strategy
The project team misunderstand the scope of the work being requested by the FSA.	Low	High	The project involves close collaboration with the FSA over the planned PRISM development tasks to be undertaken during each Financial Year. The resulting tasks are then described in the project plan – a copy of which will be provided to the FSA and to the project team. For significant developments/ technical reports, the FSA will receive draft versions of any deliverables for feedback and comment.
The FSA misunderstands the validity and capability of the PRISM models and software.	Low	High	The PRISM models and data are fully and transparently documented. Also, the proposed work programme includes provision for delivering training in the use of PRISM and AMBER.
The level of technical support and code maintenance required may exceed the resources available.	Low	Medium	The level of technical support and code maintenance is defined at the planning stage for each financial year. The scope of work is agreed with the FSA, based on its requirements, the resource estimates for each task and the resources available on the project. Estimates are based on over fifteen years of experience in developing and supporting PRISM on behalf of the FSA, so the likelihood of significant underestimation is considered to be low. The FSA will be immediately informed should there be a risk that the agreed scope of the work programme exceeds the available resources, such that mitigating actions can be agreed and/or additional funding secured.
Availability of the project team is such that deliverable deadlines cannot be met.	Low	Medium	Each team member is backed up by others, either within the project team and/or within Quintessa as a whole, that can fulfil their role and can assist in meeting deliverable dates. Quintessa operates a resource planning system to help manage individual work-loads. The Project Plan enables the project structure and deadlines to be clearly understood by the project team.
The PRISM software includes errors and/or does not function correctly.	Low	High	The PRISM models and data are transparently documented. An extensive test plan has been developed over the period of PRISM development and is extended, as required, with new developments. The software is subject to testing, including verification testing, as part of Quintessa's Quality Management

			System, which incorporates the requirements of the TickIT Plus software standard.
Information technology (IT) changes at the FSA mean that PRISM no longer operates on FSA computers.	Low	High	The software support provided as part of the project will allow for modifications to the software, should any changes be required in response to FSA IT changes.

7. QUALITY MANAGEMENT

A. QUALITY MANAGEMENT

Please provide details of the measures that will be taken to manage and assure the quality of work. You should upload your Quality Assurance policy in the supporting documents section of your application.

This should include information on the quality assurance (QA) systems, , which have been implemented or are planned, and should be appropriate to the work concerned. All QA systems and procedures should be clear and auditable, and may include compliance with internationally accepted quality standards specified in the ITT e.g. ISO 9001 and ISO17025.

Specific to science projects and where relevant, applicants must indicate whether they would comply with the [Joint Code of Practice for Research](#) (JCoPR). If applicants do not already fully comply with the JCoPR please provide a statement to this effect to provide an explanation of how these requirements will be met. The FSA reserves the right to audit projects against the code and other quality standards

The lead principle investigator is responsible for all work carried out in the project; (including work supplied by sub-contractors) and should therefore ensure that the project is carried out in accordance with the Joint Code of Practice

The project will be run in accordance with Quintessa's ISO 9001:2015 accredited Quality Management System (QMS), which incorporates the requirements of the TickIT Plus software standard. Quintessa's quality policy is included under supporting documentation.

To help assure the quality of deliverables, the QMS requires that reports are internally peer reviewed prior to being delivered to the FSA for its review and approval. Software development is undertaken according to TickIT Plus standards, which require test plans, testing and verification of software prior to delivery. Source control is used for software development, which ensures changes can be tracked. Quintessa also employs an issues management system that transparently tracks bugs and/or development suggestions through to resolution. Requirements for project management under the QMS are summarised in Section 5, above.

Quintessa Limited will undertake work associated with the proposed contract in compliance with the JCoPR.

B. ETHICS

Please identify the key ethical issues for this project and how these will be managed. Please respond to any issues raised in the Specification document

Please describe the ethical issues of any involvement of people, human samples, animal research or personal data in this part. In addition, please describe the ethical review and governance arrangements that would apply to the work done.

Applicants are reminded that, where appropriate, the need to obtain clearance for the proposed project from their local ethics committee. This is the responsibility of the project Lead Applicant. However, if a sub-contractor requires such clearance the project Lead Applicant should ensure that all relevant procedures have been followed. If there are no ethical issues please state this

Some of the animal data used in support of PRISM is based on experiments conducted on animals. However, the data are historical, the research was not conducted by the lead applicant nor was it conducted for the purpose of supporting PRISM. In addition, the purpose of PRISM is to support the protection of humans from routine and accidental discharges of radionuclides to the atmosphere. It is therefore considered that use of these data in support of PRISM does not represent an ethical problem.

C. DATA PROTECTION

Please identify any specific data protection issues for this project and how these will be managed. Please respond to any specific issues raised in the Specification document.

Please note that the successful Applicant will be expected to comply with the Data Protection Act (DPA) 1998 and ensure that any information collected, processed and transferred on behalf of the FSA, will be held and transferred securely.

In this part please provide details of the practices and systems which are in place for handling data securely including transmission between the field and head office and then to the FSA. Plans for how data will be deposited (i.e. within a community or institutional database/archive) and/or procedures for the destruction of physical and system data should also be included in this part (this is particularly relevant for survey data and personal data collected from clinical research trials). The project Lead Applicant will be responsible for ensuring that they and any sub-contractor who processes or handles information on behalf of the FSA are conducted securely.

Quintessa will comply with the Data Protection Act (DPA) 2018 and ensure that any information collected, processed and transferred on behalf of the FSA, will be held and transferred securely. Material related to the proposed contract will not be published or otherwise placed in the public domain without the explicit permission of the FSA.

Quintessa has an Information Security Management System (ISMS) that is accredited to the requirements of the ISO 27001:2013 standard.

Quintessa's computer network is private; project related information is not available to the public. Quintessa is accredited to the Government's Cyber Essentials Plus scheme, which helps to protect our computer network and information contained upon it from potential cyber attacks.

Should any confidential information be shared with Quintessa through the course of this contract, it will not be released, shared, divulged or disclosed to any third party without the explicit authorisation of the FSA. If required, the project team will sign up to the FSA's Confidentiality and Conflict of Interest statement.

D. SUSTAINABILITY

The Food Standards Agency is committed to improving sustainability in the management of operations. Procurement looks to its suppliers to help achieve this goal. You will need to demonstrate your approach to sustainability, in particular how you will apply it to this project taking into account economic, environmental and social aspects. This will be considered as part of our selection process and you must upload your organisations sustainability policies into the eligibility criteria in Bravo.

Please state what(if any) environmental certification you hold or briefly describe your current Environmental Management System (EMS)

The Environmental Policy of Quintessa Limited is to ensure, so far as it is reasonably practicable, that its operations are carried out with a commitment to protecting and enhancing the environment.

A copy of the company's Environmental Management System Manual is included under supporting documentation.

E. DISSEMINATION AND EXPLOITATION (Science Projects Only)

Where applicable please indicate how you intend to disseminate the results of this project, including written and verbal communication routes if appropriate. Applicants are advised to think carefully about how their research aligns with the FSA strategy, what is the impact that their research has on public health/ consumers and decide how the results can best be communicated to the relevant and appropriate people and organisations in as cost-effective manner as possible. Please provide as much detail as possible on what will be delivered. Any costs associated with this must be documented in the Financial Template.

The applicant should describe plans for the dissemination of the results for the project team as a whole and for individual participants. Details should include anticipated numbers of publications in refereed journals, articles in trade journals etc., presentations or demonstrations to the scientific community, trade organisations and internal reports or publications. Plans to make any information and/or reports available on the internet with the FSA's permission are also useful, however, this does not remove the requirement for Tenderers to think how best to target the output to relevant groups.

If a final report is part of the requirement, please make sure, as part of the executive summary, that aims and results are clear to the general audience and that the impact of the research on public health/consumers and it's alignment to FSA priorities is clearly stated.

Please note that permission to publish or to present findings from work supported by the FSA must be sought in advance from the relevant FSA Project Officer. The financial support of the FSA must also be acknowledged.

Please indicate whether any Intellectual Property (IP) may be generated by this project and how this could be exploited. Please be aware the FSA retains all rights to the intellectual property generated by any contract and where appropriate may exploit the IP generated for the benefit of public health.

In this part Applicants should demonstrate the credibility of the partnership for exploitation of the results and explain the partnership's policy in respect of securing patents or granting licenses for the technology (if applicable). It should deal with any possible

The Short form Contract

agreements between the partners to extend their co-operation in the exploitation phase and with relevant agreements with companies, in particular users, external to the partnership

Technical review tasks will be documented in technical notes or reports to the FSA. Updates to PRISM will be incorporated into the PRISM documentation, comprising a Technical Report, a Data Report, and a User Guide. Testing and verification will be documented in a Verification Report.

Where opportunities arise, the potential to publish work associated with the contract in peer-reviewed journals and/or present the work at scientific conferences will be discussed with the FSA. Should the FSA agree to support papers, oral presentations and/or posters associated with the work, then FSA will be clearly acknowledged and its staff invited to become co-authors.

The IP rights to PRISM, which has been developed with the sole funding by the FSA, reside with the FSA. The software is protected with the use of hardware security keys. There is potential for the FSA to allow third parties to have access to PRISM. It is recommended that the FSA develops terms and conditions that protect it from any associated liability and that the FSA introduce licence protection to avoid free distribution of the software.

The IP rights to the AMBER compartment modelling software that underlies PRISM reside with Quintessa.

ADDITIONAL SUPPORTING DOCUMENTS

Please note that any additional documents in support of the on-line application, as well as the Gant/PERT charts requested for the Project Plan section, should be zipped into a single file (using WinZip). These should then be uploaded to the e-sourcing portal, Bra in to the *Supporting Documents* section of the technical envelope. Each supporting document should be clearly marked with the following details:

- the tender reference number,
- the tender title,
- the name of the lead applicant submitting the proposal and
- the part number and title to which the supporting evidence appertains (e.g. Part 3 Deliverables)

The following four additional documents are provided with this Tender Application Form.

- A flow chart illustrating the proposed plan, accompanying Part 3A, The Research Plan (FS430769 Quintessa Flow Chart.pdf)
- A copy of Quintessa's Quality Policy, accompanying Part 7A, Quality Management (FS430769 Quintessa Quality Policy.pdf)
- A copy of Quintessa's Environmental Management System Manual, accompanying Part 7D, Sustainability (FS430769 Quintessa Environmental Management.pdf).
- A copy of Quintessa's Health and Safety Policy, requested in the on-line tendering tool (FS430769 Quintessa Health & Safety Policy.pdf).

Annex 4 - Charges

Application form for a project with the Food Standards Agency Financials Template

Applicants should complete each part of this application as fully and as clearly as possible

Brief instructions are given in the boxes at the start of each section.

Some boxes have **blue** text and this indicates that the value is calculated automatically

Some boxes are shaded **red** and these boxes **must** be completed

Guidance notes on completion of fields can be removed from view by pressing the ESC key

Please submit the application through the Agency's electronic Public Procurement System (Bravo) by the deadline detailed on the Bravo system

This form should be completed by the project lead applicant and must include the collated costs for all participating organisations applying for the project work

Please note that once the cost for a project has been agreed by FSA and an agreement signed, no increase in cost for the specified work will be considered

All costs should be exclusive of VAT for the purpose of comparison of tenders.

Tender Reference	FS430769
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Tender Title	Terrestrial modelling for radiological risk assessments (PRISM) and AMBER software licence
--------------	--

Full legal organisation name	Quintessa Limited
------------------------------	-------------------

Main contact title	█
Main contact forname	██████
Main contact surname	██████

Main contact position	Principal Consultant
Main contact email	██
Main contact phone	██████████

Will you charge the Agency VAT on this proposal?	Yes
--	-----

Please state your VAT registration number:



Project Costs Summary Breakdown by Participating Organisations

Please include only the cost to the FSA.

Organisation	VAT Code*	Total (£)
<i>Quintessa Limited</i>	STD	£ 55,866.00
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -
		£ -

Total Project Costs (excluding VAT) **	£ 55,866.00
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* Please indicate zero, exempt or standard rate. VAT charges not identified above will not be paid by the FSA

** The total cost figure should be the same as the total cost shown in table 4

** The total cost figure should be the same as the total cost shown below and in the Schedule of payments tab.

Project Costs Summary (Automatically calculated)

Staff Costs	£	
Overhead Costs	£	-
Consumables and Other Costs	£	-
Travel and Subsistence Costs	£	
Other Costs - Part 1	£	
Other Costs - Part 2	£	
Other Costs - Part 3	£	-
Other Costs - Part 4	£	-

Other Costs - Part 5	£	-
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Total Project Costs	£	55,866.00
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COST OR VOLUME DISCOUNTS - INNOVATION		
<p>The Food Standards Agency collaborates with our suppliers to improve efficiency and performance to save the taxpayer money. A tenderer should include in his tender the extent of any discounts or rebates offered against their normal day rates or other costs during each year of the contract. Please provide full details below:</p>		
<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>		
SIGNATURE	<div style="background-color: black; width: 100%; height: 20px;"></div>	
NAME	<div style="background-color: black; width: 100%; height: 15px;"></div>	
DATE	01-Apr-2021	
REVISION DATE	01-Apr-2021	Enter the effective date if this version of the template replaces an earlier version

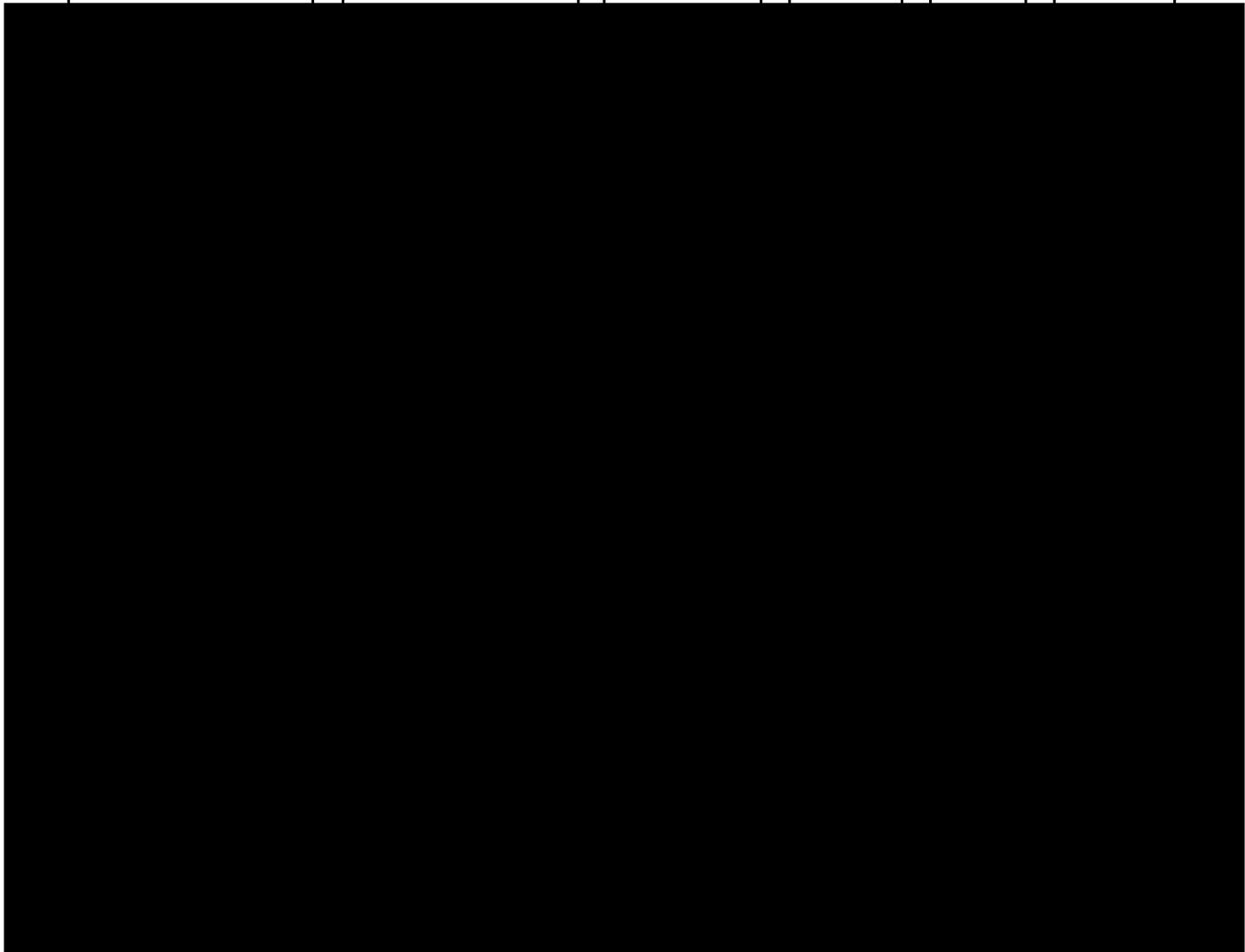
Staff Costs Table

*This should reflect details entered in your technical application section 4C.

Please insert as many lines as necessary for the individuals in the project team.

Please note that FSA is willing to accept pay rates based upon average pay costs. You will need to indicate where these have been used.

* Role or Position within the project	Participating Organisation	Daily Rate (£/Day)	* Daily Overhead Rate (£/Day)	Days to be spent on the project by all staff at this grad	Total Cost (incl. overheads)
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The Short form Contract



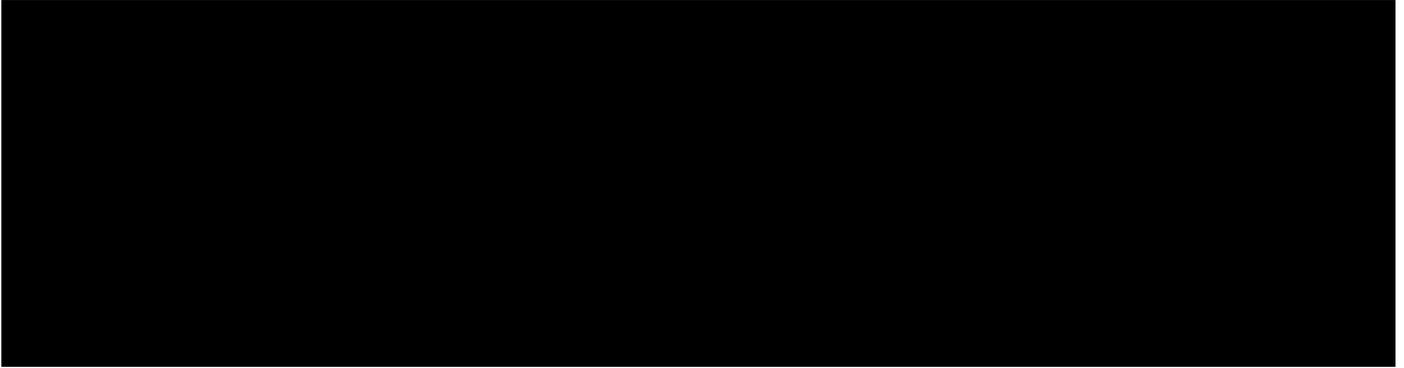
					£
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					-

Total Labour Costs

£
[Redacted]

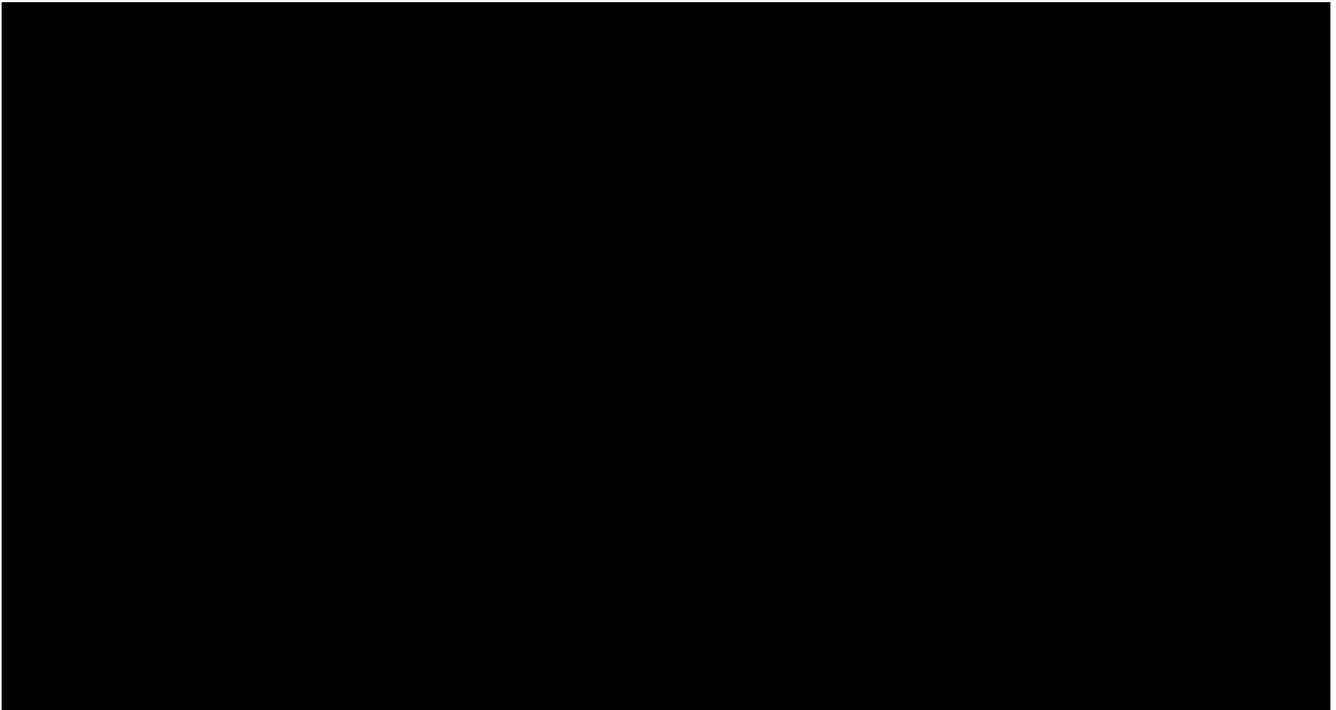
Consumable/Equipment Costs

Please provide a breakdown of the consumables/equipment items you expect to consume during the project



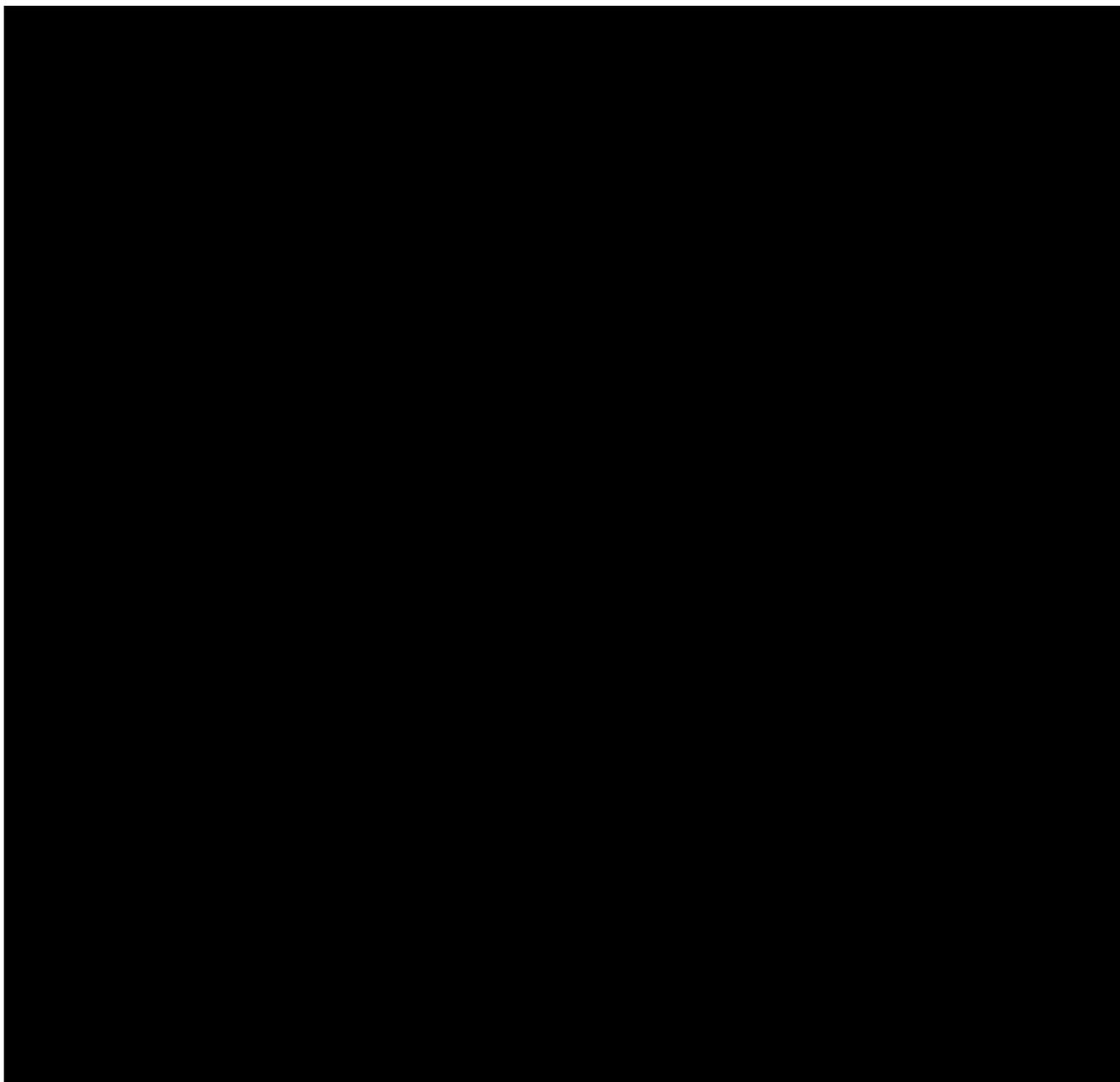
Please provide, in the table below, estimates of other costs that do not fit within any other cost headings

Description and justification of the cost	Estimated
---	-----------



Travel and Subsistence Costs

Please provide a breakdown of the travel and subsistence costs you expect to incur during the project



The Pricing Schedule

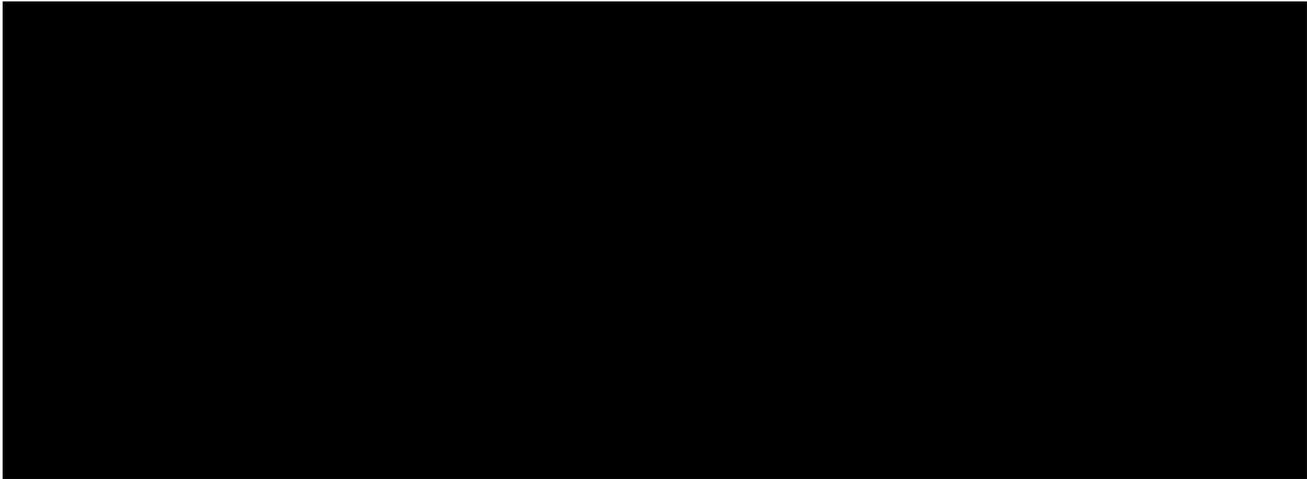
Please complete a proposed schedule of payments below, **excluding VAT** to be charged by any subcontractors to the project lead applicant. This must add up to the same value as detailed in the Summary of project costs to FSA including participating organisations costs.

Where differing rates of VAT apply against the deliverables please provide details on separate lines.

Please link all deliverables (singly or grouped) to each payment. Please ensure that deliverable numbers are given as well as a brief description e.g. Deliverable 01/02: interim report submitted to the FSA, monthly report, interim report, final report

Payment will be made to the Contractor, as per the schedule of payments upon satisfactory completion of the deliverables.

Proposed Project Start Date	01-Apr-2021	Amount				
Invoice Due Date	Description as to which deliverables this invoice will refer to (<i>Please include the deliverable reference(s) as appropriate</i>)	*Net	** VAT Code	§ Duration from start of project (Weeks)	§ Duration from start of project (Date)	Financial Year



Total	£ 55,866.00
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**Totals
Agree**

* Please insert the amount to be invoiced net of any VAT for each deliverable
 ** Please insert the applicable rate of VAT for each deliverable
 §The number of weeks after project commencement for the deliverable to be completed

Summary of Payments

	Year 1	Year 2	
Financial Year (Update as applicable in YYYY-YY format)	2021-22	2022-23	Total
Total Amount	£ [REDACTED]	£ [REDACTED]	£ 55,866.00

Short form Terms

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

"Central Government Body"	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: a) Government Department; b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); c) Non-Ministerial Department; or d) Executive Agency;
"Charges"	means the charges for the Deliverables as specified in the Order Form;
"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
"Contract"	means the contract between (i) the Buyer and (ii) the Supplier which is created by the Supplier's counter signing the Order Form and includes the Order Form and Annexes;
"Controller"	has the meaning given to it in the GDPR;
"Buyer"	means the person identified in the letterhead of the Order Form;
"Date of Delivery"	means that date by which the Deliverables must be delivered to the Buyer, as specified in the Order Form;
"Buyer Cause"	any breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier;
"Data Protection Legislation"	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the Data Protection Act 2018 to the extent that it relates to processing

"Data Protection Impact Assessment"	of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy; an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Officer"	has the meaning given to it in the GDPR;
"Data Subject"	has the meaning given to it in the GDPR;
"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
"Data Subject Access Request"	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
"Deliver"	means hand over the Deliverables to the Buyer at the address and on the date specified in the Order Form, which shall include unloading and any other specific arrangements agreed in accordance with Clause []. Delivered and Delivery shall be construed accordingly;
"Existing IPR"	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise);
"Expiry Date"	means the date for expiry of the Contract as set out in the Order Form;
"FOIA"	means the Freedom of Information Act 2000 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 Event"	any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the Subcontractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and iii) any failure of delay caused by a lack of funds;

"GDPR"	the General Data Protection Regulation (Regulation (EU) 2016/679);
"Goods"	means the goods to be supplied by the Supplier to the Buyer under the Contract;
"Good Industry Practice"	standards, practices, methods and procedures conforming to the law and the exercise of 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 within the relevant industry or business sector;
"Government Data"	a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Buyer's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Buyer; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or b) any Personal Data for which the Buyer is the Data Controller;
"Information"	has the meaning given under section 84 of the FOIA;
"Information Commissioner"	the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;
"Insolvency Event"	in respect of a person: a) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; iv) if the person makes any composition with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction;
"Key Personnel"	means any persons specified as such in the Order Form or otherwise notified as such by the Buyer to the Supplier in writing;
"LED"	Law Enforcement Directive (Directive (EU) 2016/680);
"New IPR"	all and intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR;
"Order Form"	means the letter from the Buyer to the Supplier printed above these terms and conditions;
"Party"	the Supplier or the Buyer (as appropriate) and "Parties" shall mean both of them;
"Personal Data"	has the meaning given to it in the GDPR;

"Personal Data Breach"	has the meaning given to it in the GDPR;
"Processor"	has the meaning given to it in the GDPR;
"Purchase Order Number"	means the Buyer's unique number relating to the order for Deliverables to be supplied by the Supplier to the Buyer in accordance with the terms of the Contract;
"Regulations"	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);
"Services"	means the services to be supplied by the Supplier to the Buyer under the Contract;
"Specification"	means the specification for the Deliverables to be supplied by the Supplier to the Buyer (including as to quantity, description and quality) as specified in the Order Form;
"Staff"	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where applicable, the Buyer's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Subprocessor"	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;
"Supplier Staff"	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Subcontractor engaged in the performance of the Supplier's obligations under a Contract;
"Supplier"	means the person named as Supplier in the Order Form;
"Term"	means the period from the start date of the Contract set out in the Order Form to the Expiry Date as such period may be extended in accordance with clause [] or terminated in accordance with the terms and conditions of the Contract;
"US-EU Privacy Shield Register"	a list of companies maintained by the United States of America Department for Commerce that have self-certified their commitment to adhere to the European legislation relating to the processing of personal data to non-EU countries which is available online at: https://www.privacyshield.gov/list ;

"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
"Workers"	any one of the Supplier Staff which the Buyer, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees) applies in respect of the Deliverables;
"Working Day"	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

- 2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;
- 2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;
- 2.5 the singular includes the plural and vice versa;
- 2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or bylaw made under that law; and
- 2.7 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation".

3. How the Contract works

- 3.1 The Order Form is an offer by the Buyer to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.
- 3.2 The Supplier is deemed to accept the offer in the Order Form when the Buyer receives a copy of the Order Form signed by the Supplier.
- 3.3 The Supplier warrants and represents that its tender and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

4. What needs to be delivered

4.1 All Deliverables

- (a) The Supplier must provide Deliverables: (i) in accordance with the Specification; (ii) to a professional standard; (iii) using reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) on the dates agreed; and (vii) that comply with all law.
- (b) The Supplier must provide Deliverables with a warranty of at least 90 days (or longer where the Supplier offers a longer warranty period to its Buyers) from Delivery against all obvious defects.

4.2 Goods clauses

- (a) All Goods delivered must be new, or as new if recycled, unused and of recent origin.
- (b) All manufacturer warranties covering the Goods must be assignable to the Buyer on request and for free.
- (c) The Supplier transfers ownership of the Goods on completion of delivery (including off-loading and stacking) or payment for those Goods, whichever is earlier.
- (d) Risk in the Goods transfers to the Buyer on delivery, but remains with the Supplier if the Buyer notices damage following delivery and lets the Supplier know within three Working Days of delivery.
- (e) The Supplier warrants that it has full and unrestricted ownership of the Goods at the time of transfer of ownership.
- (f) The Supplier must deliver the Goods on the date and to the specified location during the Buyer's working hours.
- (g) The Supplier must provide sufficient packaging for the Goods to reach the point of delivery safely and undamaged.
- (h) All deliveries must have a delivery note attached that specifies the order number, type and quantity of Goods.
- (i) The Supplier must provide all tools, information and instructions the Buyer needs to make use of the Goods.
- (j) The Supplier will notify the Buyer of any request that Goods are returned to it or the manufacturer after the discovery of safety issues or defects that might endanger health or hinder performance and shall indemnify the Buyer against the costs arising as a result of any such request.
- (k) The Buyer can cancel any order or part order of Goods which has not been delivered. If the Buyer gives less than 14 days' notice then it will pay the Supplier's reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs.
- (l) The Supplier must at its own cost repair, replace, refund or substitute (at the Buyer's option and request) any Goods that the Buyer rejects because they don't conform with clause 4.2. If the Supplier doesn't do this it will pay the Buyer's costs including repair or re-supply by a third party.
- (m) The Buyer will not be liable for any actions, claims, costs and expenses incurred by the Supplier or any third party during delivery of the Goods unless and to the extent that it is caused by negligence or other wrongful act of the Buyer or its servant or agent. If the Buyer suffers or incurs any damage or injury (whether fatal or otherwise) occurring in the course of delivery or

installation then the Supplier shall indemnify from any losses, charges costs or expenses which arise as a result of or in connection with such damage or injury where it is attributable to any act or omission of the Supplier or any of its [sub-suppliers].

4.3 Services clauses

- (a) Late delivery of the Services will be a default of the Contract.
- (b) The Supplier must co-operate with the Buyer and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.
- (c) The Buyer must provide the Supplier with reasonable access to its premises at reasonable times for the purpose of supplying the Services
- (d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Buyer to the Supplier for supplying the Services remains the property of the Buyer and is to be returned to the Buyer on expiry or termination of the Contract.
- (e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.
- (f) The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.
- (g) On completion of the Services, the Supplier is responsible for leaving the Buyer's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Buyer's premises or property, other than fair wear and tear.
- (h) The Supplier must ensure all Services, and anything used to deliver the Services, are of good quality.
- (i) The Buyer is entitled to withhold payment for partially or undelivered Services, but doing so does not stop it from using its other rights under the Contract.

5. Pricing and payments

- 5.1 In exchange for the Deliverables, the Supplier shall be entitled to invoice the Buyer for the charges in the Order Form. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.
- 5.2 All Charges:
 - (a) exclude VAT, which is payable on provision of a valid VAT invoice;
 - (b) include all costs connected with the supply of Deliverables.
- 5.3 The Buyer must pay the Supplier the charges within 30 days of receipt by the Buyer of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.
- 5.4 A Supplier invoice is only valid if it:
 - (a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Buyer;
 - (b) includes a detailed breakdown of Deliverables which have been delivered (if any).

- 5.5 If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 33.
- 5.6 The Buyer may retain or set-off payment of any amount owed to it by the Supplier if notice and reasons are provided.
- 5.7 The Supplier must ensure that all subcontractors are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this doesn't happen, the Buyer can publish the details of the late payment or non-payment.

6. The Buyer's obligations to the Supplier

- 6.1 If Supplier fails to comply with the Contract as a result of a Buyer Cause:
- (a) the Buyer cannot terminate the Contract under clause 11;
 - (b) the Supplier is entitled to reasonable and proven additional expenses and to relief from liability under this Contract;
 - (c) the Supplier is entitled to additional time needed to deliver the Deliverables;
 - (d) the Supplier cannot suspend the ongoing supply of Deliverables.
- 6.2 Clause 6.1 only applies if the Supplier:
- (a) gives notice to the Buyer within 10 Working Days of becoming aware;
 - (b) demonstrates that the failure only happened because of the Buyer Cause;
 - (c) mitigated the impact of the Buyer Cause.

7. Record keeping and reporting

- 7.1 The Supplier must ensure that suitably qualified representatives attend progress meetings with the Buyer and provide progress reports when specified in the Order Form.
- 7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.
- 7.3 The Supplier must allow any auditor appointed by the Buyer access to their premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the audit.
- 7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.
- 7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:
- (a) tell the Buyer and give reasons;
 - (b) propose corrective action;
 - (c) provide a deadline for completing the corrective action.

- 7.6 If the Buyer, acting reasonably, is concerned as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract then the Buyer may:
- (a) require that the Supplier provide to the Buyer (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract and the Supplier will make changes to such plan as reasonably required by the Buyer and once it is agreed then the Supplier shall act in accordance with such plan and report to the Buyer on demand
 - (b) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Buyer or fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Buyer notifies).

8. Supplier staff

- 8.1 The Supplier Staff involved in the performance of the Contract must:
- (a) be appropriately trained and qualified;
 - (b) be vetted using Good Industry Practice
 - (c) comply with all conduct requirements when on the Buyer's premises.
- 8.2 Where a Buyer decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.
- 8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.
- 8.4 The Supplier must provide a list of Supplier Staff needing to access the Buyer's premises and say why access is required.
- 8.5 The Supplier indemnifies the Buyer against all claims brought by any person employed by the Supplier caused by an act or omission of the Supplier or any Supplier Staff.
- 8.6 The Supplier shall use those persons nominated in the Order Form (if any) to provide the Deliverables and shall not remove or replace any of them unless:
- (a) requested to do so by the Buyer (not to be unreasonably withheld or delayed);
 - (b) the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or
 - (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated for material breach of contract by the employee.

9. Rights and protection

- 9.1 The Supplier warrants and represents that:
- (a) it has full capacity and authority to enter into and to perform the Contract;
 - (b) the Contract is executed by its authorised representative;
 - (c) it is a legally valid and existing organisation incorporated in the place it was formed;

- (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;
 - (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
 - (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
 - (g) it is not impacted by an Insolvency Event.
- 9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.
- 9.3 The Supplier indemnifies the Buyer against each of the following:
- (a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;
 - (b) non-payment by the Supplier of any tax or National Insurance.
- 9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Buyer.
- 9.5 All third party warranties and indemnities covering the Deliverables must be assigned for the Buyer's benefit by the Supplier.

10. Intellectual Property Rights (IPRs)

- 10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Buyer a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it and its sub-licensees to both:
- (a) receive and use the Deliverables;
 - (b) use the New IPR.
- 10.2 Any New IPR created under the Contract is owned by the Buyer. The Buyer gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.
- 10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.
- 10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.
- 10.5 If any claim is made against the Buyer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "**IPR Claim**"), then the Supplier indemnifies the Buyer against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.

- 10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Buyer's sole option, either:
- (a) obtain for the Buyer the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;
 - (b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.

11. Ending the contract

11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.

11.2 The Buyer can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

11.3 Ending the Contract without a reason

The Buyer has the right to terminate the Contract at any time without reason or liability by giving the Supplier not less than 90 days' written notice and if it's terminated clause 11.5(b) to 11.5(g) applies.

11.4 When the Buyer can end the Contract

- (a) If any of the following events happen, the Buyer has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:
 - (i) there's a Supplier Insolvency Event;
 - (ii) if the Supplier repeatedly breaches the Contract in a way to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;
 - (iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
 - (iv) there's a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Buyer in writing;
 - (v) if the Buyer discovers that the Supplier was in one of the situations in 57(1) or 57(2) of the Regulations at the time the Contract was awarded;
 - (vi) the Court of Justice of the European Union uses Article 258 of the Treaty on the Functioning of the European Union (TFEU) to declare that the Contract should not have been awarded to the Supplier because of a serious breach of the TFEU or the Regulations;
 - (vii) the Supplier or its affiliates embarrass or bring the Buyer into disrepute or diminish the public trust in them.
- (b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Buyer has the right to immediately terminate the Contract and clause 11.5(b) to 11.5(g) applies.

11.5 What happens if the Contract ends

Where the Buyer terminates the Contract under clause 11.4(a) all of the following apply:

- (a) the Supplier is responsible for the Buyer's reasonable costs of procuring replacement deliverables for the rest of the term of the Contract;
- (b) the Buyer's payment obligations under the terminated Contract stop immediately;
- (c) accumulated rights of the Parties are not affected;
- (d) the Supplier must promptly delete or return the Government Data except where required to retain copies by law;
- (e) the Supplier must promptly return any of the Buyer's property provided under the Contract;
- (f) the Supplier must, at no cost to the Buyer, give all reasonable assistance to the Buyer and any incoming supplier and co-operate fully in the handover and re-procurement;
- (g) the following clauses survive the termination of the Contract: [3.2.10, 6, 7.2, 9, 11, 14, 15, 16, 17, 18, 34, 35] and any clauses which are expressly or by implication intended to continue.

11.6 When the Supplier can end the Contract

- (a) The Supplier can issue a reminder notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Buyer fails to pay an undisputed invoiced sum due and worth over 10% of the total Contract value or £1,000, whichever is the lower, within 30 days of the date of the reminder notice.
- (b) If a Supplier terminates the Contract under clause 11.6(a):
 - (i) the Buyer must promptly pay all outstanding charges incurred to the Supplier;
 - (ii) the Buyer must pay the Supplier reasonable committed and unavoidable losses as long as the Supplier provides a fully itemised and costed schedule with evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated;
 - (iii) clauses 11.5(d) to 11.5(g) apply.

11.7 Partially ending and suspending the Contract

- (a) Where the Buyer has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends the Contract it can provide the Deliverables itself or buy them from a third party.
- (b) The Buyer can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.
- (c) The Parties must agree (in accordance with clause 24) any necessary variation required by clause 11.7, but the Supplier may not either:
 - (i) reject the variation;
 - (ii) increase the Charges, except where the right to partial termination is under clause 11.3.
- (d) The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.7.

12. How much you can be held responsible for

- 12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than 125% of the Charges paid or payable to the Supplier.
- 12.2 No Party is liable to the other for:
- (a) any indirect losses;
 - (b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).
- 12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:
- (a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;
 - (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;
 - (c) any liability that cannot be excluded or limited by law.
- 12.4 In spite of clause 12.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 4.2(j), 4.2(m), 8.5, 9.3, 10.5, 13.2, 14.26(e) or 30.2(b).
- 12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including any indemnities.
- 12.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

13. Obeying the law

- 13.1 The Supplier must, in connection with provision of the Deliverables, use reasonable endeavours to:
- (a) comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf and such other corporate social responsibility requirements as the Buyer may notify to the Supplier from time to time;
 - (b) support the Buyer in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010;
 - (c) not use nor allow its subcontractors to use modern slavery, child labour or inhumane treatment;
 - (d) meet the applicable Government Buying Standards applicable to Deliverables which can be found online at: <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>
- 13.2 The Supplier indemnifies the Buyer against any costs resulting from any default by the Supplier relating to any applicable law to do with the Contract.
- 13.3 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with Law, Clause 13.1 and Clauses 27 to 32

13.4 "Compliance Officer" the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal obligations;

14. Data protection

14.1 The Buyer is the Controller and the Supplier is the Processor for the purposes of the Data Protection Legislation.

14.2 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with this Contract.

14.3 The Supplier must not remove any ownership or security notices in or relating to the Government Data.

14.4 The Supplier must make accessible back-ups of all Government Data, stored in an agreed location and send the Buyer copies at the end of each financial year.

14.5 The Supplier must ensure that any Supplier system holding any Government Data, including back-up data, is a secure system that complies with the security requirements specified [in writing] by the Buyer.

14.6 If at any time the Supplier suspects or has reason to believe that the Government Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Buyer and immediately suggest remedial action.

14.7 If the Government Data is corrupted, lost or sufficiently degraded so as to be unusable the Buyer may either or both:

- (a) tell the Supplier to restore or get restored Government Data as soon as practical but no later than five Working Days from the date that the Buyer receives notice, or the Supplier finds out about the issue, whichever is earlier;
- (b) restore the Government Data itself or using a third party.

14.8 The Supplier must pay each Party's reasonable costs of complying with clause 14.7 unless the Buyer is at fault.

14.9 Only the Buyer can decide what processing of Personal Data a Supplier can do under the Contract and must specify it for the Contract using the template in Annex 1 of the Order Form (*Authorised Processing*).

14.10 The Supplier must only process Personal Data if authorised to do so in the Annex to the Order Form (*Authorised Processing*) by the Buyer. Any further written instructions relating to the processing of Personal Data are incorporated into Annex 1 of the Order Form.

14.11 The Supplier must give all reasonable assistance to the Buyer in the preparation of any Data Protection Impact Assessment before starting any processing, including:

- (a) a systematic description of the expected processing and its purpose;
- (b) the necessity and proportionality of the processing operations;
- (c) the risks to the rights and freedoms of Data Subjects;
- (d) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.

- 14.12 The Supplier must notify the Buyer immediately if it thinks the Buyer's instructions breach the Data Protection Legislation.
- 14.13 The Supplier must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Buyer.
- 14.14 If lawful to notify the Buyer, the Supplier must notify it if the Supplier is required to process Personal Data by Law promptly and before processing it.
- 14.15 The Supplier must take all reasonable steps to ensure the reliability and integrity of any Supplier Staff who have access to the Personal Data and ensure that they:
- (a) are aware of and comply with the Supplier's duties under this clause 11;
 - (b) are subject to appropriate confidentiality undertakings with the Supplier or any Subprocessor;
 - (c) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third Party unless directed in writing to do so by the Buyer or as otherwise allowed by the Contract;
 - (d) have undergone adequate training in the use, care, protection and handling of Personal Data.
- 14.16 The Supplier must not transfer Personal Data outside of the EU unless all of the following are true:
- (a) it has obtained prior written consent of the Buyer;
 - (b) the Buyer has decided that there are appropriate safeguards (in accordance with Article 46 of the GDPR);
 - (c) the Data Subject has enforceable rights and effective legal remedies when transferred;
 - (d) the Supplier meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;
 - (e) where the Supplier is not bound by Data Protection Legislation it must use its best endeavours to help the Buyer meet its own obligations under Data Protection Legislation; and
 - (f) the Supplier complies with the Buyer's reasonable prior instructions about the processing of the Personal Data.
- 14.17 The Supplier must notify the Buyer immediately if it:
- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
 - (b) receives a request to rectify, block or erase any Personal Data;
 - (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
 - (e) receives a request from any third Party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law;
 - (f) becomes aware of a Data Loss Event.

- 14.18 Any requirement to notify under clause 14.17 includes the provision of further information to the Buyer in stages as details become available.
- 14.19 The Supplier must promptly provide the Buyer with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 14.17. This includes giving the Buyer:
- (a) full details and copies of the complaint, communication or request;
 - (b) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;
 - (c) any Personal Data it holds in relation to a Data Subject on request;
 - (d) assistance that it requests following any Data Loss Event;
 - (e) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office.
- 14.20 The Supplier must maintain full, accurate records and information to show it complies with this clause 14. This requirement does not apply where the Supplier employs fewer than 250 staff, unless either the Buyer determines that the processing:
- (a) is not occasional;
 - (b) includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR;
 - (c) is likely to result in a risk to the rights and freedoms of Data Subjects.
- 14.21 The Supplier must appoint a Data Protection Officer responsible for observing its obligations in this Schedule and give the Buyer their contact details.
- 14.22 Before allowing any Subprocessor to process any Personal Data, the Supplier must:
- (a) notify the Buyer in writing of the intended Subprocessor and processing;
 - (b) obtain the written consent of the Buyer;
 - (c) enter into a written contract with the Subprocessor so that this clause 14 applies to the Subprocessor;
 - (d) provide the Buyer with any information about the Subprocessor that the Buyer reasonably requires.
- 14.23 The Supplier remains fully liable for all acts or omissions of any Subprocessor.
- 14.24 At any time the Buyer can, with 30 Working Days notice to the Supplier, change this clause 14 to:
- (a) replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme under GDPR Article 42;
 - (b) ensure it complies with guidance issued by the Information Commissioner's Office.
- 14.25 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office.
- 14.26 The Supplier:
- (a) must provide the Buyer with all Government Data in an agreed open format within 10 Working Days of a written request;

- (b) must have documented processes to guarantee prompt availability of Government Data if the Supplier stops trading;
- (c) must securely destroy all Storage Media that has held Government Data at the end of life of that media using Good Industry Practice;
- (d) securely erase all Government Data and any copies it holds when asked to do so by the Buyer unless required by Law to retain it;
- (e) indemnifies the Buyer against any and all Losses incurred if the Supplier breaches clause 14 and any Data Protection Legislation.

15. What you must keep confidential

15.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;
- (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;
- (c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

15.2 In spite of clause 15.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

- (a) where disclosure is required by applicable Law or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
- (c) if the information was given to it by a third party without obligation of confidentiality;
- (d) if the information was in the public domain at the time of the disclosure;
- (e) if the information was independently developed without access to the disclosing Party's Confidential Information;
- (f) to its auditors or for the purposes of regulatory requirements;
- (g) on a confidential basis, to its professional advisers on a need-to-know basis;
- (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

15.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Buyer at its request.

15.4 The Buyer may disclose Confidential Information in any of the following cases:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Buyer;
- (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company that the Buyer transfers or proposes to transfer all or any part of its business to;
- (c) if the Buyer (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;

- (d) where requested by Parliament;
- (e) under clauses 5.7 and 16.

- 15.5 For the purposes of clauses 15.2 to 15.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 15.
- 15.6 Information which is exempt from disclosure by clause 16 is not Confidential Information.
- 15.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Buyer and must take all reasonable steps to ensure that Supplier Staff do not either.

16. When you can share information

- 16.1 The Supplier must tell the Buyer within 48 hours if it receives a Request For Information.
- 16.2 Within the required timescales the Supplier must give the Buyer full co-operation and information needed so the Buyer can:
- (a) comply with any Freedom of Information Act (FOIA) request;
 - (b) comply with any Environmental Information Regulations (EIR) request.
- 16.3 The Buyer may talk to the Supplier to help it decide whether to publish information under clause 16. However, the extent, content and format of the disclosure is the Buyer's decision, which does not need to be reasonable.

17. Invalid parts of the contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

18. No other terms apply

The provisions incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

19. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

20. Circumstances beyond your control

- 20.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:

- (a) provides written notice to the other Party;
- (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

20.2 Either party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event which lasts for 90 days continuously.

20.3 Where a Party terminates under clause 20.2:

- (a) each party must cover its own losses;
- (b) clause 11.5(b) to 11.5(g) applies.

21. Relationships created by the contract

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

22. Giving up contract rights

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

23. Transferring responsibilities

23.1 The Supplier cannot assign the Contract without the Buyer's written consent.

23.2 The Buyer can assign, novate or transfer its Contract or any part of it to any Crown Body, public or private sector body which performs the functions of the Buyer.

23.3 When the Buyer uses its rights under clause 23.2 the Supplier must enter into a novation agreement in the form that the Buyer specifies.

23.4 The Supplier can terminate the Contract novated under clause 23.2 to a private sector body that is experiencing an Insolvency Event.

23.5 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

23.6 If the Buyer asks the Supplier for details about Subcontractors, the Supplier must provide details of Subcontractors at all levels of the supply chain including:

- (a) their name;
- (b) the scope of their appointment;
- (c) the duration of their appointment.

24. Changing the contract

24.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. The Buyer is not required to accept a variation request made by the Supplier.

25. How to communicate about the contract

- 25.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.
- 25.2 Notices to the Buyer or Supplier must be sent to their address in the Order Form.
- 25.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

26. Preventing fraud, bribery and corruption

- 26.1 The Supplier shall not:
- (a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);
 - (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Buyer or any other public body) 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 public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.
- 26.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 26.1 and any fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify the Buyer immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.
- 26.3 If the Supplier or the Staff engages in conduct prohibited by clause 26.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Buyer) the Buyer may:
- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Buyer resulting from the termination, including the cost reasonably incurred by the Buyer of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Buyer throughout the remainder of the Contract; or
 - (b) recover in full from the Supplier any other loss sustained by the Buyer in consequence of any breach of this clause.

27. Equality, diversity and human rights

- 27.1 The Supplier must follow all applicable equality law when they perform their obligations under the Contract, including:
- (a) protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise;
 - (b) any other requirements and instructions which the Buyer reasonably imposes related to equality Law.

- 27.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on the Contract.

28. Health and safety

- 28.1 The Supplier must perform its obligations meeting the requirements of:
- (a) all applicable law regarding health and safety;
 - (b) the Buyer's current health and safety policy while at the Buyer's premises, as provided to the Supplier.
- 28.2 The Supplier and the Buyer must as soon as possible notify the other of any health and safety incidents or material hazards they're aware of at the Buyer premises that relate to the performance of the Contract.

29. Environment

- 29.1 When working on Site the Supplier must perform its obligations under the Buyer's current Environmental Policy, which the Buyer must provide.
- 29.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's Environmental Policy.

30. Tax

- 30.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Buyer cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.
- 30.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under the Off Contract, the Supplier must both:
- (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;
 - (b) indemnify the Buyer against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Contract Period in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.
- 30.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:
- (a) the Buyer may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 30.2, or why those requirements do not apply, the Buyer can specify the information the Worker must provide and the deadline for responding;

- (b) the Worker's contract may be terminated at the Buyer's request if the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer;
- (c) the Worker's contract may be terminated at the Buyer's request if the Worker provides information which the Buyer considers isn't good enough to demonstrate how it complies with clause 30.2 or confirms that the Worker is not complying with those requirements;
- (d) the Buyer may supply any information they receive from the Worker to HMRC for revenue collection and management.

31. Conflict of interest

- 31.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Buyer under the Contract, in the reasonable opinion of the Buyer.
- 31.2 The Supplier must promptly notify and provide details to the Buyer if a conflict of interest happens or is expected to happen.
- 31.3 The Buyer can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

32. Reporting a breach of the contract

- 32.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Buyer any actual or suspected breach of law, clause 13.1, or clauses 26 to 31.
- 32.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 32.1.

33. Resolving disputes

- 33.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.
- 33.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 33.3 to 33.5.
- 33.3 Unless the Buyer refers the dispute to arbitration using clause 33.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:
 - (a) determine the dispute;
 - (b) grant interim remedies;
 - (c) grant any other provisional or protective relief.

- 33.4 The Supplier agrees that the Buyer has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.
- 33.5 The Buyer has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 33.3, unless the Buyer has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 33.4.
- 33.6 The Supplier cannot suspend the performance of the Contract during any dispute.

34. Which law applies

This Contract and any issues arising out of, or connected to it, are governed by English law.

APPENDIX A - VARIATION REQUEST FORM

Contract / Project Title:					
Contract / Project Ref No (FS /FSA No):					
Full Description of Variation Request: A full justification and impact assessment including any supplementary evidence must be provided. Any supporting information should be appended to this form.					
Area (s) Impacted: -					
Price <input type="checkbox"/>	Duration <input type="checkbox"/>	Price & Duration <input type="checkbox"/>	Scope of work <input type="checkbox"/>	Key Personnel <input type="checkbox"/>	Other <input type="checkbox"/>
Requester:					
Signature:					
Team / Organisation					
Date:					
Supplier Contact Details					
Supplier Name :					
Contact Name :					
Contact Address :					
:					
Telephone No :					
Email Address :					
FSA Use Only (Business Area)					
Amount Approved:					
Authorised By:- <input type="checkbox"/> Cost Centre Manager <input type="checkbox"/> Investment Board					
Signed :					
Date of Approval:					
Please submit this form to XXXXXXXXXX					

Procurement Use Only (confirm contract allows for requested variation)

Variation Request No:

Variation Request Approved by:

Date of Approval:

On full approval of this Request for Variation, Procurement will produce a Variation Form for agreement and approval by both parties to append to the Agreement / Contract.

APPENDIX B VARIATION FORM

PROJECT TITLE:

DATE:

VARIATION No:

BETWEEN:

The Food Standards Agency (hereinafter called “the Client”) & SUPPLIER (hereinafter called “the Supplier”)

1. The Contract is varied as follows:

Contract

x

2. Words and expressions in this Variation shall have the meanings given to them in the Framework.

3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

SIGNED:

For: The Client

For: The Supplier

By:

By:

Full Name:

Full Name:

Position:

Title:

Date:

Date: