

## **Order Schedule 1 (Transparency Reports)**

- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>)). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the DPS Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

## Annex A: List of Transparency Reports

Reports dependent on the portal functionality for more granular detail of UK Country and region and by question.

Title	Content	Format	Frequency
[Performance]	<ul style="list-style-type: none"><li>- Details of assessment numbers completed at each stage of assessment. Split by sector; HE/FE/Schools and Nation; Eng/Ireland/ Scot/ Wales (and Region if possible) along with indication of %age pass/ fail and Quality Checks - Scores of those completed so far (broken down by question so we can see trends emerging of where people fell down.)</li><li>- Details of discrepancies/ referral to senior assessor vs completed by senior assessor – including any supporting narrative in terms of mitigations taken, i.e. re-training of assessors</li><li>- assessor capacity/ availability</li></ul>	[To be agreed – Word or Excel if not able to extract from assessor portal]	Daily during the assessment and appeals period – correct as at 4pm the previous day  Weekly – delivered each Monday morning (by 12:00 noon) for the previous weeks overview.
[Order Contract Charges]	[Forecast of costs]	[excel]	[Monthly]
[Key Subcontractors]	[N/A ]	[N/A ]	N/A
[Technical]	[N/A as no technical solution being developed ]	[N/A ]	[N/A ]

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<b>Title</b>	<b>Content</b>	<b>Format</b>	<b>Frequency</b>
[Performance management]	[End of assessment report – to include trends, details of high/ low scoring applications, split by sector, nation and region. Lessons learned for the whole process from recruitment to completion of appeals. Including any indication of use of AI in drafting of any applications.]	[PDF]	[Following completion of appeals]
[Social value Performance management]	[Evidencing the social value criteria set out in Order Schedule 14 Service levels.]	[PDF, possibly presented during KIT meeting.]	[Monthly reports, as per “Social value, satisfactory/successful reports in Order Schedule 14.]
[General KPI performance report]	[Evidencing service level percentages for urgent communications and general responsiveness (as per the first two KPIs or Order schedule 14 Service levels.)]	[Excel]	[Monthly reports, provided on the last working day of each month.]