

## Call-Off Schedule 1 (Transparency Reports)

Call-Off Ref: project\_ 25088 (v0.1)

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- 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 Framework Contract, from 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 Annex A of this Schedule.
- 1.3 The Supplier will also be required to provide additional reports listed in Annex B.
- 1.4 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.
- 1.5 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 A and B of this Schedule.

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# Annex A: List of Transparency Reports

Title	Content	Format	Frequency
Key Subcontractors	Details of the Sub-Contractor(s)	Via DRS Framework Change Control Process	As required
ISQ	Completion of DWP ISQ spreadsheet	Reporting in formats compatible with Microsoft Excel 2016 or later, e.g. Microsoft Excel via electronic means.	Pre-contract
Security Management Arrangements	Schedule 9 template Annex 3 [REDACTED]	Reporting in formats compatible with Microsoft Word 2016 or later, e.g. Microsoft Excel via electronic means.	Yearly
Performance Management Reports	The Supplier must provide performance reports against the KPIs applicable to the contract, as detailed in the Service Levels section of Call-Off Schedule 14 – Service Levels	Reporting in formats compatible with Microsoft Office 2016 or later, e.g. Microsoft Excel via electronic means.  Supplier should only use PDF format for the provision of contextual documentation to support the analysis of MI.	Monthly/Quarterly, no later than the 7 <sup>th</sup> working day of the following month
Social Value Reports	The Contracting Authority has identified 1 key theme which includes 2 associated policy outcomes under the Social Value Model to be reported on. The Reporting Metrics required against each Theme and Policy Outcome are detailed in the Social Value hyperlink <a href="#">Social Value Model</a> and below:	Reporting in formats compatible with Microsoft Office 2016 or later, e.g. Microsoft Word via electronic means.	Six (6) Months After the Contract Start Date and annually thereafter.

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	<p><b>Theme 4: Equal Opportunity.</b> <b>Policy Outcome: Reduce the disability employment gap.</b> <b>Reporting Metrics:</b></p> <ul style="list-style-type: none"><li>• Total percentage of full-time equivalent (FTE) disabled people employed under the contract, as a proportion of the total FTE contract workforce, by UK region.</li><li>• Number of full-time equivalent (FTE) disabled people employed under the contract, by UK region.</li><li>• Total percentage of disabled people on apprenticeship schemes (Level 2, 3, and 4+) under the contract, as a proportion of all people on apprenticeship schemes (Level 2, 3, and 4+) within the contract workforce, by UK region.</li><li>• Number of disabled people on apprenticeship schemes (Level 2, 3, and 4+) under the contract, by UK region.</li><li>• Total percentage of disabled people on other training schemes (Level 2, 3, and 4+) under the contract, as a proportion of all people on other training schemes (Level 2, 3, and 4+) within the contract workforce, by UK region.</li><li>• Number of disabled people on other training schemes (Level 2, 3, and 4+) under the contract, by UK region.</li></ul> <p><b>Theme 4: Equal Opportunity.</b> <b>Policy Outcome: Tackle workforce inequality (reducing inequality in the contract workforce and supporting in-work progression).</b> <b>Reporting Metrics:</b></p>		
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	<ul style="list-style-type: none"><li>● Total percentage of full-time equivalent (FTE) people from under-represented groups in the workforce employed under the contract, as a proportion of the total FTE contract workforce, by UK region.</li><li>● Number of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, by UK region.</li><li>● Total percentage of people from groups under-represented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the contract, as a proportion of all people on apprenticeship schemes (Level 2, 3, and 4+) within the contract workforce, by UK region.</li><li>● Number of people from groups under-represented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the contract, by UK region.</li><li>● Total percentage of people from groups under-represented in the workforce on other training schemes (Level 2, 3, and 4+) under the contract, as a proportion of all people on other training schemes (Level 2, 3, and 4+) within the contract workforce, by UK region.</li><li>● Number of people from groups under-represented in the workforce on other training schemes (Level 2, 3, and 4+) under the contract, by UK region.</li></ul>		
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	<ul style="list-style-type: none"><li>● Percentage of all companies in the supply chain under the contract to have committed to the five foundational principles of good work.</li><li>● Number of companies in the supply chain under the contract to have committed to the five foundational principles of good work.</li><li>● Percentage of the supply chain for which supply chain mapping has been completed to the appropriate tier or to source in order to reduce the risks of modern slavery.</li><li>● Number of people-hours devoted to supporting victims of modern slavery under the contract.</li></ul>		
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# Annex B: Additional Reporting

<b>Title</b>	<b>Content</b>	<b>Format</b>	<b>Frequency</b>
Performance Improvement Activities	Continuous Improvement: <ul style="list-style-type: none"><li>Initial Continuous Improvement Plan</li></ul> As referenced in Call Off Schedule 3 (Continuous Improvement).	Reporting in formats compatible with Microsoft Excel 2016 or later, e.g. Microsoft Excel via electronic means.	Within One Hundred (100) Working Days of the first Order or Six (6) Months following the Start Date, whichever is earlier.
Financial Stability & Invoicing	The Supplier is to report their financial stability as and when required.  Invoices are to meet the requirements as stated in the Statement of Requirements, 6.8.	Reporting in formats compatible with Microsoft Office Word/Excel 2016 or later, e.g. Microsoft Word/Excel via electronic means.	As required
Forward Planning	The Supplier is to keep the Buyer updated with strategic planning during the contract.	Reporting in formats compatible with Microsoft Office Word/Excel 2016 or later, e.g. Microsoft Word/Excel via electronic means.	As required
Changes to Management Team(s)	The Supplier is to update the Buyer on any changes to the Management Team(s).	Reporting in formats compatible with Microsoft Office Word/Excel 2016 or later, e.g. Microsoft Word/Excel via electronic means.	As required
Changes to Services	Proposals for changes to the service through a formal change control process.	Reporting in formats compatible with Microsoft Office Word/Excel 2016 or later, e.g. Microsoft Word/Excel via electronic means.	As required

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Business Disruption Incidents	Any business disruption incidents including mitigation to prevent re-occurrence as per Business Continuity Plans	Reporting in formats compatible with Microsoft Office Word/Excel 2016 or later, e.g. Microsoft Word/Excel via electronic means.	As required
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\*This list is not exhaustive.