

Call-Off Schedule 1 (Transparency Reports)

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 Framework 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.

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Call-Off Ref: RM1043.8

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Annex A: List of Transparency Reports

Title	Content	Format	Frequency
Performance metrics	Delivery RAG; milestone burn-down; sprint velocity; user-research counts and coverage by segment, prototype tests run & usability findings; accessibility checks; risks/issues with trend; benefits/learning log highlights. Anchored to the Discovery→Alpha plan (1 Oct 2025–31 Mar 2026).	Monthly dashboard (PDF) + machine-readable CSV for metrics; live view via Power BI/SharePoint where available.	Weekly short highlight (1 page); Monthly full pack (by 5th working day).
Key Subcontractors and supply chain governance	Named delivery team; declaration of any subcontractors/associates, changes since last period; supply-chain risks; Modern Slavery tool status (Low).	Supplier resource declaration (PDF/CSV); change log entry.	At award; within 5 working days of any change;
Technical	Links/attachments to: Discovery report; service blueprint; design histories; prototype notes; accessibility evidence; security/data-handling approach; GDS-style service assessments at Discovery/Alpha exits.	Evidence bundle (PDF) with annexed artefacts or links (SharePoint/Miro/Figma/GitHub).	At Discovery exit (Dec 2025) and Alpha exit (Mar 2026); Fortnightly update notes in sprint reviews.
Performance and underperformance management	Thresholds/triggers; exception RAG; rectification plan within 10 working days where triggered; root-cause analysis; impact on scope/schedule/cost; decision record and agreed actions.	Exception report template (PDF) + updated RAID.	As triggered; status reflected in weekly highlight and monthly pack.
Resource plans	Team resource matrix (names, roles, contact, %FTE, location, BPSS/SC status); joiners/leavers and backfill plan; skills coverage against plan; upcoming leave constraints vs school terms.	Resource matrix (CSV/XLSX) + 1-page narrative (PDF).	At contract award; within 5 working days of any change.