DATED 22/04/2016

**CROWN COMMERCIAL SERVICE**

**and**

**THEBIGWORD GROUP LIMITED**

**LANGUAGE SERVICES FRAMEWORK AGREEMENT**

**LOT 1 MANAGED SERVICE PROVISION OF LANGUAGE SERVICES**

**LOT 2 WRITTEN TRANSLATION, TRANSCRIPTION AND ANCILLARY SERVICES**

**LOT 4A – PROVISION OF NON SPOKEN FACE TO FACE AND VIDEO LANGUAGE SERVICES GREATER LONDON INCLUDING OVERSEAS**

**LOT 4B – PROVISION OF NON SPOKEN FACE TO FACE AND VIDEO LANGUAGE SERVICES SOUTHERN ENGLAND**

**LOT 4C – PROVISION OF NON SPOKEN FACE TO FACE AND VIDEO LANGUAGE SERVICES MIDLANDS AND EAST OF ENGLAND**

**LOT 4D – PROVISION OF NON SPOKEN FACE TO FACE AND VIDEO LANGUAGE SERVICES NORTH OF ENGLAND**

**LOT 4E – PROVISION OF NON SPOKEN FACE TO FACE AND VIDEO LANGUAGE SERVICES SCOTLAND AND NORTHERN IRELAND**

**LOT 5A – SPOKEN FACE TO FACE INTERPRETING SERVICES GREATER LONDON**

**LOT 5C – SPOKEN FACE TO FACE INTERPRETING SERVICES SOUTH CENTRAL ENGLAND**

**LOT 5D – SPOKEN FACE TO FACE INTERPRETING SERVICES SOUTH EAST ENGLAND**

**LOT 5F – SPOKEN FACE TO FACE INTERPRETING SERVICES EAST MIDLANDS**

**LOT 5G – SPOKEN FACE TO FACE INTERPRETING SERVICES WEST MIDLANDS**

**LOT 5H – SPOKEN FACE TO FACE INTERPRETING SERVICES YORKSHIRE & HUMBERSIDE**

**LOT 5I - SPOKEN FACE TO FACE INTERPRETING SERVICES NORTH WEST ENGLAND**

**LOT 5J – SPOKEN FACE TO FACE INTERPRETING SERVICES NORTH EAST ENGLAND (EXCLUDING YORKSHIRE AND HUMBERSIDE)**

**LOT 5K – SPOKEN FACE TO FACE INTERPRETING SERVICES SCOTLAND**

**LOT 5L – SPOKEN FACE TO FACE INTERPRETING SERVICES SOUTH WALES**

**LOT 5M – SPOKEN FACE TO FACE INTERPRETING SERVICES NORTHERN IRELAND**

**LOT 5N – SPOKEN FACE TO FACE INTERPRETING SERVICES UK AND OVERSEAS**

**(Agreement Ref: RM1092)**

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This Agreement is made on ***Date 22/0/2016***

**BETWEEN:**

(1) the Minister for the Cabinet Office ("**Cabinet Office**") as represented by Crown Commercial Service, a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP (the "**Authority**");

(2) thebigword Group Limitedwhich is a company registered in ***England and Wales*** under company number 05551907 and whose registered office is at Link Up House, Ring Road, Lower Wortley, Leeds, West Yorkshire, LS12 6AB (the "**Supplier**").

**RECITALS:**

1. The Authority placed a contract notice ***2015/S 207-375997*** on ***21/10/2015*** (the **"OJEU Notice"**) in the Official Journal of the European Union seeking tenders from providers of ***Language Services*** interested in entering into a framework arrangement for the supply of such Goods and/or Services to Contracting Authorities.
2. On ***21/10/2015*** the Authority issued an invitation to tender (the "**Invitation to Tender**") for the provision of Language Services.
3. In response to the Invitation to Tender, the Supplier submitted a tender to the Authority on ***26/11/2015*** (set out in Framework Schedule 21 (Tender)) (the “**Tender**”) through which it represented to the Authority that it is capable of delivering the Goods and/or Services in accordance with the Authority's requirements as set out in the Invitation to Tender and, in particular, the Supplier made representations to the Authority in the Tender in relation to its competence, professionalism and ability to provide the Goods and/or Services in an efficient and cost effective manner.
4. On the basis of the Tender, the Authority selected the Supplier to enter into a framework agreement for:

Lot 1 Managed Service Provision

Lot 2 Written Translation, Transcription and Ancillary Services

Lot 4a –Non Spoken Face to Face and Video Language Services Greater London including Overseas

Lot 4b –Non Spoken Face to Face and Video Language Services Southern England

Lot 4c –Non Spoken Face to Face and Video Language Services Midlands and East of England

Lot 4d –Non Spoken Face to Face and Video Language Services North of England

Lot 4e –Non Spoken Face to Face and Video Language Services Scotland and Northern Ireland

Lot 5a – Spoken Face to Face Interpreting Services Greater London

Lot 5c – Spoken Face to Face Interpreting Services South Central England

Lot 5d – Spoken Face to Face Interpreting Services South East England

Lot 5f – Spoken Face to Face Interpreting Services East Midlands

Lot 5g – Spoken Face to Face Interpreting Services West Midlands

Lot 5h – Spoken Face to Face Interpreting Services Yorkshire & Humberside

Lot 5i - Spoken Face to Face Interpreting Services North West England

Lot 5j – Spoken Face to Face Interpreting Services North East England (excluding Yorkshire and Humberside)

Lot 5k – Spoken Face to Face Interpreting Services Scotland

Lot 5l – Spoken Face to Face Interpreting Services South Wales

Lot 5m – Spoken Face to Face Interpreting Services Northern Ireland

Lot 5n – Spoken Face to Face Interpreting Services UK and Overseas

along with a number of other suppliers appointed to the Framework to provide the Goods and/or Services to Contracting Authorities from time to time on a call off basis in accordance with this Framework Agreement.

1. This Framework Agreement sets out the award and calling-off ordering procedure for purchasing the Goods and/or Services which may be required by Contracting Authorities, the template terms and conditions for any Call Off Agreement which Contracting Authorities may enter into and the obligations of the Supplier during and after the Framework Period.
2. It is the Parties' intention that there will be no obligation for any Contracting Authority to award any Call Off Agreements under this Framework Agreement during the Framework Period.
3. PRELIMINARIES
4. DEFINITIONS AND INTERPRETATION
	1. **Definitions**
		1. In this Framework Agreement, unless the context otherwise requires, capitalised expressions shall have the meanings set out in Framework Schedule 1 (Definitions) or the relevant Framework Schedule in which that capitalised expression appears.
		2. If a capitalised expression does not have an interpretation in Framework Schedule 1 (Definitions) or the relevant Framework Schedule, it shall have the meaning given to it in this Framework Agreement. If no meaning is given to it in this Framework Agreement, it shall in the first instance be interpreted in accordance with the common interpretation within the relevant market sector/industry where appropriate. Otherwise, it shall be interpreted in accordance with the dictionary meaning.
	2. **Interpretation**
		1. In this Framework Agreement, unless the context otherwise requires:
			1. the singular includes the plural and vice versa;
			2. reference to a gender includes the other gender and the neuter;
			3. references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or Crown Body;
			4. a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
			5. the words "**including**", "**other**", "**in particular**", "**for example**" and similar words shall not limit the generality of the preceding words and shall be construed as if they were immediately followed by the words "without limitation";
			6. references to “**writing**” include typing, printing, lithography, photography, display on a screen, electronic and facsimile transmission and other modes of representing or reproducing words in a visible form and expressions referring to writing shall be construed accordingly;
			7. references to “**representations**” shall be construed as references to present facts; to “**warranties**” as references to present and future facts; and to “**undertakings**” as references to obligations under this Framework Agreement;
			8. references to “**Clauses**” and “**Framework Schedules**” are, unless otherwise provided, references to the clauses and schedules of this Framework Agreement and references in any Framework Schedule to paragraphs, parts, annexes and tables are, unless otherwise provided, references to the paragraphs, parts, annexes and tables of the Framework Schedule or the part of the Framework Schedule in which the references appear;
			9. any reference to this Framework Agreement includes Framework Schedule 1 (Definitions) and the Framework Schedules; and
			10. the headings in this Framework Agreement are for ease of reference only and shall not affect the interpretation or construction of this Framework Agreement.
		2. Subject to Clauses 1.2.3 and 1.2.4, in the event and to the extent only of a conflict between any of the provisions of this Framework Agreement, the conflict shall be resolved, in accordance with the following descending order of precedence:
			1. the Clauses and Framework Schedule 1 (Definitions);
			2. Framework Schedules 1 to 19 inclusive;
			3. Framework Schedule 21 (Tender).
		3. If there is any conflict between the provisions of this Framework Agreement and provisions of any Call Off Agreement, the provisions of this Framework Agreement shall prevail over those of the Call Off Agreement save that:
			1. any refinement to the Template Order Form and Template Call Off Terms permitted for the purposes of a Call Off Agreement under Clause 4 and Framework Schedule 5 (Call Off Procedure) shall prevail over Framework Schedule 4 (Template Order Form and Template Call –Off Terms); and
			2. subject to Clause 1.2.4, the Call Off Agreement shall prevail over Framework Schedule 21 (Tender).
		4. Where Framework Schedule 21 (Tender) contains provisions which are more favourable to the Authority in relation to the rest of the Framework Agreement, such provisions of the Tender shall prevail. The Authority shall in its absolute and sole discretion determine whether any provision in the Tender is more favourable to it in relation to this Framework Agreement.
5. DUE DILIGENCE

The Supplier acknowledges that:

* + 1. the Authority has delivered or made available to the Supplier all of the information and documents that the Supplier considers necessary or relevant for the performance or its obligations under this Framework Agreement;
		2. it has made its own enquiries to satisfy itself as to the accuracy of the Due Diligence Information;
		3. it has raised all relevant due diligence questions with the Authority before the Framework Commencement Date, has undertaken all necessary due diligence and has entered into this Call Off Contract in reliance on its own due diligence alone;
		4. it shall not be excused from the performance of any of its obligations under this Framework Agreement on the grounds of, nor shall the Supplier be entitled to recover any additional costs or charges, arising as a result of any:
			1. misrepresentation of the requirements of the Supplier in the Invitation to Tender or elsewhere;
			2. failure by the Supplier to satisfy itself as to the accuracy and/or adequacy of the Due Diligence Information; and/or
			3. failure by the Supplier to undertake its own due diligence.
1. SUPPLIER'S APPOINTMENT

The Authority hereby appoints the Supplier as a potential provider of the Goods and/or Services and the Supplier shall be eligible to be considered for the award of Call Off Agreements by the Authority and Other Contracting Authorities during the Framework Period.

In consideration of the Supplier agreeing to enter into this Framework Agreement and to perform its obligations under it the Authority agrees to pay and the Supplier agrees to accept on the signing of this Framework Agreement the sum of one pound (£1.00) sterling (receipt of which is hereby acknowledged by the Supplier).

1. SCOPE OF FRAMEWORK AGREEMENT

Without prejudice to Clause 45 (Third Party Rights), this Framework Agreement governs the relationship between the Authority and the Supplier in respect of the provision of the Goods and/or Services by the Supplier.

The Supplier acknowledges and agrees that:

* + 1. there is no obligation whatsoever on the Authority or on any Other Contracting Authority to invite or select the Supplier to provide any Goods and/or Services and/or to purchase any Goods and/or Services under this Framework Agreement and
		2. in entering into this Framework Agreement no form of exclusivity has been conferred on the Supplier nor volume or value guarantee granted by the Authority and/or Other Contracting Authorities in relation to the provision of the Goods and/or Services by the Supplier and that the Authority and Other Contracting Authorities are at all times entitled to enter into other contracts and agreements with other suppliers for the provision of any or all goods and/or services which are the same as or similar to the Goods and/or Services.

In the event that any Other Contracting Authority makes an approach to the Supplier with a request for the supply of Equivalent Goods and/or Services, the Supplier shall promptly and in any event within five (5) Working Days of the request by the Other Contracting Authority, and before any supply of Equivalent Goods and/or Services is made, inform such Other Contracting Authority of the existence of this Framework and the Other Contracting Authority’s ability to award Call Off Agreements for Goods and/or Services pursuant to this Framework Agreement.

1. CALL OFF PROCEDURE

If the Authority or any Other Contracting Authority decides to source any of the Goods and/or Services through this Framework Agreement, then it shall be entitled at any time in its absolute and sole discretion during the Framework Period to award Call Off Agreements for the Goods and/or Services from the Supplier by following Framework Schedule 5 (Call Off Procedure).

The Supplier shall comply with the relevant provisions in Framework Schedule 5 (Call Off Procedure).

1. ASSISTANCE IN RELATED PROCUREMENTS

Where a Relevant Supplier is bidding to provide New Goods and/or Services in circumstances where the Supplier or an Affiliate of the Supplier is already providing (or due to provide) Legacy Goods and/or Services to a Contracting Authority, the Supplier shall promptly provide the relevant Contracting Authority and/or the Relevant Supplier with all reasonable information and assistance as may be required from time to time to enable the relevant Contracting Authority and/or the Relevant Supplier, as appropriate, to:

* + 1. carry out appropriate due diligence with respect to the provision of the New Goods and/or Services;
		2. effect a smooth transfer and/or inter-operation (as the case may be) between the Legacy Goods and/or Services and the New Goods and/or Services;
		3. carry out a fair Further Competition Procedure for the New Goods and/or Services; and
		4. make a proper assessment as to the risk related to the New Goods and/or Services.

When performing its obligations in Clause 6.1 the Supplier shall act consistently, applying principles of equal treatment and non-discrimination, with regard to requests for assistance from and dealings with each Relevant Supplier.

1. REPRESENTATIONS AND WARRANTIES

Each Party represents and warrants that:

* + 1. it has full capacity and authority to enter into and to perform this Framework Agreement;
		2. this Framework Agreement is executed by its duly authorised representative;
		3. there are no actions, suits or proceedings or regulatory investigations before any court or administrative body or arbitration tribunal pending or, to its knowledge, threatened against it (or, in the case of the Supplier, any of its Affiliates) that might affect its ability to perform its obligations under this Framework Agreement; and
		4. its obligations under this Framework Agreement constitute its legal, valid and binding obligations, enforceable in accordance with their respective terms subject to applicable (as the case may be for each Party) bankruptcy, reorganisation, insolvency, moratorium or similar Laws affecting creditors’ rights generally and subject, as to enforceability, to equitable principles of general application (regardless of whether enforcement is sought in a proceeding in equity or law).

The Supplier represents and warrants that:

* + 1. it is validly incorporated, organised and subsisting in accordance with the Laws of its place of incorporation;
		2. it has obtained and will maintain all licences, authorisations, permits, necessary consents (including, where its procedures so require, the consent of its Parent Company) and regulatory approvals to enter into and perform its obligations under this Framework Agreement;
		3. it has not committed or agreed to commit a Prohibited Act and has no knowledge that an agreement has been reached involving the committal by it or any of its Affiliates of a Prohibited Act, save where details of any such arrangement have been disclosed in writing to the Authority before the Framework Commencement Date;
		4. its execution, delivery and performance of its obligations under this Framework Agreement does not and will not constitute a breach of any Law or obligation applicable to it and does not and will not cause or result in a breach of any agreement by which it is bound;
		5. as at the Framework Commencement Date, all written statements and representations in any written submissions made by the Supplier as part of the procurement process, and its Tender, and any other documents submitted remain true and accurate except to the extent that such statements and representations have been superseded or varied by this Framework Agreement;
		6. if the Charges payable under this Framework Agreement exceed or are likely to exceed five (5) million pounds, as at the Framework Commencement Date, it has notified the Authority in writing of any Occasions of Tax Non-Compliance or any litigation that it is involved in connection with any Occasions of Tax Non Compliance;
		7. it has and shall continue to have all necessary Intellectual Property Rights including in and to any materials made available by the Supplier (and/or any Sub-Contractor) to the Authority which are necessaryfor the performance of the Supplier’s obligations under this Framework Agreement;
		8. it shall take all steps, in accordance with Good Industry Practice, to prevent the introduction, creation or propagation of any disruptive elements (including any virus, worms and/or Trojans, spyware or other malware) into systems, data, software or the Authority’s Confidential Information (held in electronic form) owned by or under the control of, or used by, the Authority and/or Other Contracting Authorities.
		9. it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under this Framework Agreement;
		10. it is not affected by an Insolvency Event and no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, have been or are threatened) for the winding up of the Supplier or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Supplier’s assets or revenue;
		11. for the duration of this Framework Agreement and any Call-Off Agreements and for a period of twelve (12) Months after the termination or expiry of this Framework Agreement or, if later, any Call Off Agreements, the Supplier shall not employ or offer employment to any staff of the Authority or the staff of any Contracting Authority who has been associated with the procurement and/or provision of the Goods and/or Services without Approval or the prior written consent of the relevant Contracting Authority which shall not be unreasonably withheld; and
		12. in performing its obligations under this Framework Agreement and any Call Off Agreement, the Supplier shall not (to the extent possible in the circumstances) discriminate between Contracting Authorities on the basis of their respective sizes.

Each of the representations and warranties set out in Clauses 7.1 and 7.2 shall be construed as a separate representation and warranty and shall not be limited or restricted by reference to, or inference from, the terms of any other representation, warranty or any undertaking in this Framework Agreement.

If at any time a Party becomes aware that a representation or warranty given by it under Clauses 7.1 and 7.2 has been breached, is untrue or is misleading, it shall immediately notify the other Party of the relevant occurrence in sufficient detail to enable the other Party to make an accurate assessment of the situation.

For the avoidance of doubt, the fact that any provision within this Framework Agreement is expressed as a warranty shall not preclude any right of termination the Authority may have in respect of the breach of that provision by the Supplier which constitutes a material Default of this Framework Agreement.

Each time that a Call Off Agreement is entered into, the warranties and representations in Clauses 7.1 and 7.2 shall be deemed to be repeated by the Supplier with reference to the circumstances existing at the time.

1. GUARANTEE – NOT USED
2. CYBER ESSENTIALS SCHEME CONDITION

Where the Authority has notified the Supplier that the award of this Framework Agreement is conditional upon prior to the execution of the first Call Off Agreement the Supplier shall provide a valid Cyber Essentials Scheme Certificate or equivalent, then on or prior to the execution of the first Call Off Agreement the Supplier shall deliver to the Authority evidence of a valid Cyber Essentials Scheme Certificate or equivalent.

Where the Supplier continues to Process Cyber Essentials Data during the Framework Period or the term of any Call Off Agreement the Supplier shall deliver to the Authority evidence of renewal of a valid Cyber Essentials Scheme Certificate or equivalent on each anniversary of the first Cyber Essentials Scheme Certificate obtained by the Supplier under Clause 9.1.

Where the Supplier is due to Process Cyber Essentials Data after the [Framework Commencement Date] [commencement date of the first Call Off Agreement] but before the end of the Framework Period or term of the last Call Off Agreement, the Supplier shall deliver to the Authority evidence of:

* + 1. a valid Cyber Essentials Scheme Certificate or equivalent (before the Supplier Processes any such Cyber Essentials Data); and
		2. renewal of a valid Cyber Essentials Scheme Certificate or equivalent on each anniversary of the first Cyber Essentials Scheme Certificate obtained by the Supplier under Clause 9.3.1.

In the event that the Supplier fails to comply with Clauses 9.2 or 9.3 (as applicable), the Authority reserves the right to terminate this Framework Agreement for material Default.]

1. DURATION OF FRAMEWORK AGREEMENT
2. FRAMEWORK PERIOD

This Framework Agreement shall take effect on the Framework Commencement Date and shall expire either:

* + 1. at the end of the Initial Framework Period; or
		2. where the Authority elects to extend the Initial Framework Period in accordance with Clause 10.2 below, at the end of the Extension Framework Period,

The Authority may extend the duration of this Framework Agreement for any period or periods up to a maximum of one year (1) in total from the expiry of the Initial Framework Period by giving the Supplier no less than three (3) Months' written notice.

1. FRAMEWORK AGREEMENT PERFORMANCE
2. FRAMEWORK AGREEMENT PERFORMANCE

The Supplier shall perform its obligations under this Framework Agreement in accordance with:

* + 1. the requirements of this Framework Agreement, including Framework Schedule 8 (Framework Management);
		2. the terms and conditions of the respective Call Off Agreements;
		3. Good Industry Practice;
		4. all applicable Standards; and
		5. in compliance with all applicable Law.

The Supplier shall bring to the attention of the Authority any conflict between any of the requirements of Clause 11.1 and it shall comply with the Authority's decision on the resolution of any such conflict.

1. KEY PERFORMANCE INDICATORS

The Supplier shall at all times during the Framework Period comply with the Key Performance Indicators and achieve the KPI Targets set out in Part B of Framework Schedule 2 (Goods and/or Services and Key Performance Indicators).

1. STANDARDS

The Supplier shall comply with the Standards at all times during the performance by the Supplier of the Framework Agreement and any Call Off Agreement, including any Standards set out in Part A of Framework Schedule 2 (Goods and/or Services and Key Performance Indicators).

Throughout the Framework Period, the Parties shall notify each other of any new or emergent standards which could affect the Supplier’s provision, or the receipt by a Contracting Authority under a Call Off Agreement, of the Goods and/or Services. The adoption of any such new or emergent standard, or changes to existing Standards, shall be agreed in accordance with the Variation Procedure.

Where a new or emergent standard is to be developed or introduced by the Authority, the Supplier shall be responsible for ensuring that the potential impact on the Supplier’s provision, or a Contracting Authority’s receipt under a Call Off Agreement, of the Goods and/or Services is explained to the Authority and the Contracting Authority (within a reasonable timeframe), prior to the implementation of the new or emergent Standard.

Where Standards referenced conflict with each other or with best professional or industry practice adopted after the Framework Commencement Date, then the later Standard or best practice shall be adopted by the Supplier. Any such alteration to any Standard(s) shall require Approval and shall be implemented within an agreed timescale.

Where a standard, policy or document is referred to in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators) by reference to a hyperlink, then if the hyperlink is changed or no longer provides access to the relevant standard, policy or document, the Supplier shall notify the Authority and the Parties shall agree the impact of such change.

1. NOT USED
2. CONTINUOUS IMPROVEMENT

The Supplier shall at all times during the Framework Period comply with its obligations to continually improve the Goods and/or Services and the manner in which it provides the Goods and/or Services as set out in Framework Schedule 12 (Continuous Improvement and Benchmarking).

1. CALL OFF PERFORMANCE UNDER FRAMEWORK AGREEMENT

The Supplier shall perform all its obligations under all Call Off Agreements:

* + 1. in accordance with the requirements of this Framework Agreement;
		2. in accordance with the terms and conditions of the respective Call Off Agreements.

The Supplier shall draw any conflict in the application of any of the requirements of Clauses 16.1.1 and 16.1.2 to the attention of the Authority and shall comply with the Authority's decision on the resolution of any such conflict.

1. FRAMEWORK AGREEMENT GOVERNANCE
2. FRAMEWORK AGREEMENT MANAGEMENT

The Parties shall manage this Framework Agreement in accordance with Framework Schedule 8 (Framework Management).

1. RECORDS, AUDIT ACCESS AND OPEN BOOK DATA

The Supplier shall keep and maintain, until the later of:

* + 1. seven (7) years after the date of termination or expiry of this Framework Agreement; or
		2. seven (7) years after the date of termination or expiry of the last Call-Off Agreement to expire or terminate; or
		3. such other date as may be agreed between the Parties,

full and accurate records and accounts of the operation of this Framework Agreement, including the Call-Off Agreements entered into with Contracting Authorities, the Goods and/or Services provided pursuant to the Call-Off Agreements, and the amounts paid by each Contracting Authority under the Call-Off Agreements and those supporting tests and evidence that underpin the provision of the annual Self Audit Certificate and supporting Audit Report.

The Supplier shall keep the records and accounts referred to in Clause 18.1 in accordance with Good Industry Practice and Law.

The Supplier shall provide the Authority with a completed and signed annual Self Audit Certificate in respect of each Contract Year. Each Self Audit Certificate shall be completed and signed by an authorised senior member of the Supplier’s management team or by the Supplier’s external auditor and the signatory must be professionally qualified in a relevant audit or financial discipline.

Each Self Audit Certificate should be based on tests completed against a representative sample of 10% of transactions carried out during the period of being audited or 100 transactions (whichever is less) and should provide assurance that:

* + 1. Orders are clearly identified as such in the order processing and invoicing systems and, where required, Orders are correctly reported in the MI Reports;
		2. all related invoices are completely and accurately included in the MI Reports;
		3. all Charges to Contracting Authorities comply with any requirements under this Framework Agreement on maximum mark-ups, discounts, charge rates, fixed quotes (as applicable); and
		4. an additional sample of twenty (20) public sector orders identified from the Supplier’s order processing and invoicing systems as orders not placed under this Framework Agreement have been correctly identified as such and that an appropriate and legitimately tendered procurement route has been used to place those orders, and those orders should not otherwise have been routed via centralised mandated procurement processes executed by the Authority.

Each Self Audit Certificate should be supported by an Audit Report that provides details of the methodology applied to complete the review, the sampling techniques applied, details of any issues identified and remedial action taken.

The Supplier shall afford any Auditor access to the records and accounts referred to in Clause 18.1 at the Supplier's premises and/or provide such records and accounts or copies of the same, as may be required and agreed with any of the Auditors from time to time, in order that the Auditor may carry out an inspection to assess compliance by the Supplier and/or its Sub-Contractors of any of the Supplier’s obligations under this Framework Agreement, in order to:

* + 1. verify the accuracy of the Charges and any other amounts payable by a Contracting Authority under a Call Off Agreement (including proposed or actual variations to them in accordance with this Framework Agreement);
		2. verify the costs of the Supplier (including the costs of all Sub-Contractors and any third party suppliers) in connection with the provision of the Services;
		3. verify the Open Book Data;
		4. verify the Supplier’s and each Sub-Contractor’s compliance with the applicable Law;
		5. identify or investigate actual or suspected Prohibited Acts, impropriety or accounting mistakes or any breach or threatened breach of security and in these circumstances the Authority shall have no obligation to inform the Supplier of the purpose or objective of its investigations;
		6. identify or investigate any circumstances which may impact upon the financial stability of the Supplier and/or any Sub-Contractors or their ability to perform the Services;
		7. obtain such information as is necessary to fulfil the Authority’s obligations to supply information for parliamentary, ministerial, judicial or administrative purposes including the supply of information to the Comptroller and Auditor General;
		8. review any books of account and the internal contract management accounts kept by the Supplier in connection with this Framework Agreement;
		9. carry out the Authority’s internal and statutory audits and to prepare, examine and/or certify the Authority's annual and interim reports and accounts;
		10. enable the National Audit Office to carry out an examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources;
		11. verify the accuracy and completeness of any Management Information delivered or required by this Framework Agreement;
		12. review any MI Reports and/or other records relating to the Supplier’s performance of the Services and to verify that these reflect the Supplier’s own internal reports and records;
		13. review the integrity, confidentiality and security of the Authority Personal Data; and/or
		14. receive from the Supplier on request summaries of all central government public sector expenditure placed with the Supplier including through routes outside the Framework in order to verify that the Supplier’s practice is consistent with the Government’s transparency agenda which requires all public sector bodies to publish details of expenditure on common goods and services.

The Authority shall use reasonable endeavours to ensure that the conduct of each Audit does not unreasonably disrupt the Supplier or delay the provision of the Goods and/or Services pursuant to the Call Off Agreements, save insofar as the Supplier accepts and acknowledges that control over the conduct of Audits carried out by the Auditors is outside of the control of the Authority.

Subject to the Authority's obligations of confidentiality, the Supplier shall on demand provide the Auditors with all reasonable co-operation and assistance in relation to each Audit, including by providing:

* + 1. all information within the scope of the Audit requested by the Auditor;
		2. reasonable access to any sites controlled by the Supplier and to equipment used in the provision of the Goods and/or Services; and
		3. access to the Supplier Personnel.

If an Audit reveals that the Supplier has underpaid an amount equal to or greater than one per cent (1%) of the Management Charge due in respect of any one Contract Year or year of any Call Off Agreements then, without prejudice to the Authority’s other rights under this Framework Agreement, the Supplier shall reimburse the Authority its reasonable costs incurred in relation to the Audit.

If an Audit reveals that:

* + 1. that the Supplier has underpaid an amount equal to or greater than five per cent (5%) of the Management Charge due during any Contract Year of this Framework Agreement and any Call Off Agreement; and/or
		2. a material Default has been committed by the Supplier;

 then the Authority shall be entitled to terminate this Framework Agreement.

The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Clause, save as specified in Clause 18.9.

1. CHANGE
	1. Variation Procedure
		1. Subject to the provisions of this Clause 19 and, in respect of any change to the Framework Prices, subject to the provisions of Framework Schedule 3 (Framework Prices and Charging Structure), the Authority may, at its own instance or where in its sole and absolute discretion it decides to having been requested to do so by the Supplier, request a variation to this Framework Agreement provided always that such variation does not amount to a material change of this Framework Agreement within the meaning of the Regulations and the Law. Such a change once implemented is hereinafter called a **"Variation**".
		2. The Authority may request a Variation by completing and sending the Variation Form as set out in Framework Schedule 19 (Variation Form) to the Supplier giving sufficient information for the Supplier to assess the extent of the proposed Variation and any additional cost that may be incurred.
		3. The Supplier shall respond to the Authority’s request pursuant to Clause 19.1.2 within the time limits specified in the Variation Form. Such time limits shall be reasonable and ultimately at the discretion of the Authority having regard to the nature of the proposed Variation.
		4. In the event that:
			1. the Supplier is unable to agree to or provide the Variation; and/or
			2. the Parties are unable to agree a change to the Framework Prices that may be included in a request for a Variation or response to it as a consequence thereof,

the Authority may:

* + - * 1. agree to continue to perform its obligations under this Framework Agreement without the Variation; or
				2. terminate this Framework Agreement with immediate effect.
	1. Legislative Change
		1. The Supplier shall neither be relieved of its obligations under this Framework Agreement nor be entitled to an increase in the Framework Prices as the result of:
			1. a General Change in Law; or
			2. a Specific Change in Law where the effect of that Specific Change in Law on the Goods and/or Services is reasonably foreseeable at the Framework Commencement Date.
		2. If a Specific Change in Law occurs or will occur during the Framework Period (other than as referred to in Clause 19.2.1(b)), the Supplier shall:
			1. notify the Authority as soon as reasonably practicable of the likely effects of that change including whether any Variation is required to the Goods and/or Services, the Framework Prices or this Framework Agreement; and
			2. provide the Authority with evidence:
				1. that the Supplier has minimised any increase in costs or maximised any reduction in costs, including in respect of the costs of its Sub-Contractors;
				2. as to how the Specific Change in Law has affected the cost of providing the Goods and/or Services; and
				3. demonstrating that any expenditure that has been avoided, for example which would have been required under the provisions of Framework Schedule 12 (Continuous Improvement and Benchmarking), has been taken into account in amending the Framework Prices.
		3. Any change in the Framework Prices or relief from the Supplier's obligations resulting from a Specific Change in Law (other than as referred to in Clause 19.2.1(b) shall be implemented in accordance with Clause 19.1(Variation Procedure).
1. MANAGEMENT CHARGE, TAXATION AND VALUE FOR MONEY PROVISIONS
2. MANAGEMENT CHARGE

In consideration of the establishment and award of this Framework Agreement and the management and administration by the Authority of the same, the Supplier agrees to pay to the Authority the Management Charge in accordance with this Clause 20.

The Authority shall be entitled to submit invoices to the Supplier in respect of the Management Charge due each Month based on the Management Information provided pursuant to Framework Schedule 9 (Management Information), and adjusted:

* + 1. in accordance with paragraphs 5.4 to 5.7 of Framework Schedule 9 (Management Information) to take into account of any Admin Fee(s) that may have accrued in respect of the late provision of Management Information; and
		2. in accordance with paragraph 6 of Framework Schedule 9 (Management Information)to take into account of any underpayment or overpayment as a result of the application of the Default Management Charge.

Unless otherwise agreed in writing, the Supplier shall pay by BACS (or by such other means as the Authority may from time to time reasonably require)) the amount stated in any invoice submitted under Clause 20.2 to such account as shall be stated in the invoice (or otherwise notified from time to time by the Authority to the Supplier) within thirty (30) calendar days of the date of issue of the invoice.

The Management Charge shall apply to the full Charges as specified in each and every Call Off Agreement and shall not be varied as a result of any discount or any reduction in the Charges due to the application of any Service Credits (as defined in Annex 2 of Framework Schedule 4 (Template Order Form and Template Call Off terms) and/or any other deductions made under any Call Off Agreement.

The Supplier shall not pass through or recharge to, or otherwise recover from any Contracting Authority the cost of the Management Charge in addition to the Charges. The Management Charge shall be exclusive of VAT. In addition to the Management Charge, the Supplier shall pay the VAT on the Management Charge at the rate and in the manner prescribed by Law from time to time.

Interest shall be payable on any late payments of the Management Charge under this Framework Agreement in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

1. PROMOTING TAX COMPLIANCE

This Clause 21 shall apply if the Charges payable under this Framework Agreement are or are likely to exceed five (5) million pounds during the Framework Period.

If, at any point during the Framework Period, an Occasion of Tax Non-Compliance occurs, the Supplier shall:

* + 1. notify the Authority in writing of such fact within five (5) Working Days of its occurrence; and
		2. promptly provide to the Authority:
			1. details of the steps that the Supplier is taking to address the Occasion of Tax Non-Compliance, together with any mitigating factors that it considers relevant; and
			2. such other information in relation to the Occasion of Tax Non-Compliance as the Authority may reasonably require.

In the event that the Supplier fails to comply with this Clause 21 and/or does not provide details of proposed mitigating factors which in the reasonable opinion of the Authority are acceptable, then the Authority reserves the right to terminate this Framework Agreement for material Default.

1. BENCHMARKING

The Parties shall comply with the provisions of Framework Schedule 12 (Continuous Improvement and Benchmarking) in relation to the benchmarking of any or all of the Goods and/or Services.

1. FINANCIAL DISTRESS

The Parties shall comply with the provisions of Framework Schedule 16 (Financial Distress) in relation to the assessment of the financial standing of the Supplier and the consequences of a change to that financial standing.

1. SUPPLIER PERSONNEL AND SUPPLY CHAIN MATTERS
2. STAFF TRANSFER – NOT USED
3. SUPPLY CHAIN RIGHTS AND PROTECTION
	1. Appointment of Sub-Contractors
		1. The Authority has consented to the engagement of the Sub-Contractors listed in Framework Schedule 7 (Sub-Contractors).
		2. Where during the Framework Period the Supplier wishes to enter into a new Sub-Contract or replace a Sub-Contractor, it must obtain the prior written consent of the Authority and the Contracting Authority with whom it has entered into a Call Off Agreement and shall at the time of requesting such consent, provide the Authority with the information detailed in Clause 25.1.3. The decision of the Authority to consent or not will not be unreasonably withheld or delayed. The Authority and/or the Contracting Authority may reasonably withhold their consent to the appointment of a Sub-Contractor if either of them considers that:
			1. the appointment of a proposed Sub-Contractor may prejudice the provision of the Goods and/or Services or may be contrary to its interests;
			2. the proposed Sub-Contractor is unreliable and/or has not provided reasonable services to its other customers; and/or
			3. the proposed Sub-Contractor employs unfit persons.
		3. The Supplier shall provide the Authority and the Contracting Authority with whom the Supplier has entered into a Call Off Agreement with the following information in respect of the proposed Sub-Contractor:
			1. the proposed Sub-Contractor’s name, registered office and company registration number;
			2. the scope/description of any Goods and/or Services to be provided by the proposed Sub-Contractor;
			3. where the proposed Sub-Contractor is an Affiliate of the Supplier, evidence that demonstrates to the reasonable satisfaction of the Authority that the proposed Sub-Contract has been agreed on "arm’s-length" terms;
			4. Sub-Contract price expressed as a percentage of the total projected Framework Price over the Framework Period; and
			5. Credit Rating Threshold (as defined in Framework Schedule 16 (Financial Distress)) of the Sub-Contractor.
		4. If requested by the Authority and/or the Contracting Authority with whom the Supplier has entered into a Call Off Agreement, within ten (10) Working Days of receipt of the information provided by the Supplier pursuant to Clause 25.1.3, the Supplier shall also provide:
			1. a copy of the proposed Sub-Contract; and
			2. any further information reasonably requested by the Authority and/or the Contracting Authority with whom the Supplier has entered into a Call Off Agreement.
		5. The Supplier shall ensure that each new or replacement Sub-Contract shall include:
			1. provisions which will enable the Supplier to discharge its obligations under this Framework Agreement;
			2. a right under CRTPA for the Authority to enforce any provisions under the Sub-Contract which confer a benefit upon the Authority;
			3. a provision enabling the Authority to enforce the Sub-Contract as if it were the Supplier;
			4. a provision enabling the Supplier to assign, novate or otherwise transfer any of its rights and/or obligations under the Sub-Contract to the Authority;
			5. obligations no less onerous on the Sub-Contractor than those imposed on the Supplier under this Framework Agreement in respect of:
				1. the data protection requirements set out in Clause 27.5 (Protection of Personal Data);
				2. the FOIA requirements set out in Clause 27.4 (Freedom of Information);
				3. the obligation not to embarrass the Authority or otherwise bring the Authority into disrepute set out in Clause 28 (Publicity and Branding);
				4. the keeping of records in respect of the goods and/or services being provided under the Sub-Contract, including the maintenance of Open Book Data; and
				5. the conduct of audits set out in Clause 18 (Records, Audit Access and Open Book Data);
			6. provisions enabling the Supplier to terminate the Sub-Contract on notice on terms no more onerous on the Supplier than those imposed on the Authority under Clauses 33 (Authority Termination Rights) and 35 (Consequences of Expiry or Termination) of this Framework Agreement;
			7. a provision restricting the ability of the Sub-Contractor to Sub-Contract all or any part of the provision of the Goods and/or Services provided to the Supplier under the Sub-Contract without first seeking the written consent of the Authority;
	2. Supply Chain Protection
		1. The Supplier shall ensure that all Sub-Contracts contain a provision:
			1. requiring the Supplier to pay any undisputed sums which are due from the Supplier to the Sub-Contractor within a specified period not exceeding thirty (30) days from the receipt of a valid invoice;
			2. requiring that any invoices submitted by a Sub-Contractor shall be considered and verified by the Supplier in a timely fashion and that undue delay in doing so shall not be sufficient justification for failing to regard an invoice as valid and undisputed;
			3. requiring the Sub-Contractor to include in any Sub-Contract which it in turn awards suitable provisions to impose, as between the parties to that Sub-Contract, requirements to the same effect as those required by sub-clauses (a) and (b) above; and
			4. conferring a right to the Authority and any Contracting Authority with whom the Supplier has entered a Call Off Agreement to publish the Supplier’s compliance with its obligation to pay undisputed invoices within the specified payment period.
		2. The Supplier shall ensure that all Sub-Contracts with Sub-Contractors who Process Cyber Essentials Data contain provisions no less onerous on the Sub-Contractors than those imposed on the Supplier under this Framework Agreement in respect of the Cyber Essentials Scheme under Clause 9.
		3. The Supplier shall pay any undisputed sums which are due from the Supplier to a Sub-Contractor within thirty (30) days from the receipt of a valid invoice.
		4. Any invoices submitted by a Sub-Contractor shall be considered and verified by the Supplier in a timely fashion. Undue delay in doing so shall not be sufficient justification for the Supplier failing to regard an invoice as valid and undisputed.
		5. Notwithstanding any provision of Clauses 27.2 (Confidentiality) and 28 (Publicity and Branding) if the Supplier notifies the Authority that the Supplier has failed to pay an undisputed Sub-Contractor’s invoice within thirty (30) days of receipt, or the Authority otherwise discovers the same, the Authority shall be entitled to publish the details of the late payment or non-payment (including on government websites and in the press).
	3. Termination of Sub-Contracts
		1. The Authority may require the Supplier to terminate:
			1. a Sub-Contract where:
				1. the acts or omissions of the relevant Sub-Contractor have caused or materially contributed to the Authority's right of termination pursuant to any of the termination events in Clause 33 (Authority Termination Rights) except Clause 33.4 (Termination for Authority Conveniencefor Authority); and/or
				2. the relevant Sub-Contractor or its Affiliates embarrassed the Authority or otherwise brought the Authority into disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in the Authority, regardless of whether or not such act or omission is related to the Sub-Contractor’s obligations in relation to the Goods and/or Services or otherwise; and/or
			2. a Sub-Contract where there is a Change of Control of the relevant Sub-Contractor, unless:
				1. the Authority has given its prior written consent to the particular Change of Control, which subsequently takes place as proposed; or
				2. the Authority has not served its notice of objection within six (6) months of the later of the date the Change of Control took place or the date on which the Authority was given notice of the Change of Control.
		2. Where the Authority requires the Supplier to terminate a Sub-Contract or a Sub-Contract pursuant to Clause 25.3.1 above, the Supplier shall remain responsible for fulfilling all its obligations under this Framework Agreement including the provision of the Goods and/or Services.
	4. Competitive Terms
		1. If the Authority is able to obtain from any Sub-Contractor or any other third party more favourable commercial terms with respect to the supply of any materials, equipment, software, goods or services used by the Supplier or the Supplier Personnel in the supply of the Goods and/or Services, then the Authority may:
			1. require the Supplier to replace its existing commercial terms with its Sub-Contractor with the more favourable commercial terms obtained by the Authority in respect of the relevant item; or
			2. subject to Clause 25.3 (Termination of Sub-Contracts), enter into a direct agreement with that Sub-Contractor or third party in respect of the relevant item.
		2. If the Authority exercises either option pursuant to Clause 25.4.1, then the Framework Prices shall be reduced by an amount that is agreed in accordance with Clause 19.1 (Variation Procedure).
		3. The Authority's right to enter into a direct agreement for the supply of the relevant items is subject to:
			1. the Authority shall make the relevant item available to the Supplier where this is necessary for the Supplier to provide the Goods and/or Services; and
			2. any reduction in the Framework Prices taking into account any unavoidable costs payable by the Supplier in respect of the substituted item, including in respect of any licence fees or early termination charges.
	5. Retention of Legal Obligations
		1. Notwithstanding the Supplier's right to sub-contract pursuant to this Clause 25, the Supplier shall remain responsible for all acts and omissions of its Sub-Contractors and the acts and omissions of those employed or engaged by the Sub-Contractors as if they were its own.
4. INTELLECTUAL PROPERTY AND INFORMATION
5. INTELLECTUAL PROPERTY RIGHTS
	1. Allocation of title to IPR
		1. Save as granted under this Framework Agreement, neither Party shall acquire any right, title or interest in or to the Intellectual Property Rights of the other Party.
		2. Where either Party acquires, by operation of Law, title to Intellectual Property Rights that is inconsistent with the allocation of title set out in Clause 26.1.1, it shall assign in writing such Intellectual Property Rights as it has acquired to the other Party on the request of the other Party (whenever made).
		3. Subject to Clauses 26.1.4, neither Party shall have any right to use any of the other Party's names, logos or trademarks on any of its products or services without the other Party's prior written consent.
		4. Subject to full compliance with the Branding Guidance, the Supplier shall be entitled to use the Authority’s logo exclusively in connection with the provision of the Goods and/or Services during the Framework Period and for no other purpose.
	2. IPR Indemnity
		1. The Supplier shall ensure and procure that the availability, provision and use of the Goods and/or Services and the performance of the Supplier's responsibilities and obligations hereunder shall not infringe any Intellectual Property Rights of any third party.
		2. The Supplier shall, during and after the Framework Period, on written demand, indemnify the Authority against all Losses incurred by, awarded against, or agreed to be paid by the Authority (whether before or after the making of the demand pursuant to the indemnity hereunder) arising from an IPR Claim.
		3. If an IPR Claim is made, or the Supplier anticipates that an IPR Claim might be made, the Supplier may, at its own expense and sole option, either:
			1. procure for the Authority the right to continue using the relevant item which is subject to the IPR Claim; or
			2. replace or modify the relevant item with non-infringing substitutes provided that:
				1. the performance and functionality of the replaced or modified item is at least equivalent to the performance and functionality of the original item;
				2. the replaced or modified item does not have an adverse effect on any other Goods and/or Services;
				3. there is no additional cost to the Authority; and
				4. the terms and conditions of this Framework Agreement shall apply to the replaced or modified Goods and/or Services.
		4. If the Supplier elects to procure a licence in accordance with Clause 26.2.3(a) or to modify or replace an item pursuant to Clause 26.2.3(b), but this has not avoided or resolved the IPR Claim, then:
			1. the Authority may terminate this Framework Agreement by written notice with immediate effect; and
			2. without prejudice to the indemnity set out in Clause 26.2.2, the Supplier shall be liable for all reasonable and unavoidable costs of the substitute items and/or services including the additional costs of procuring, implementing and maintaining the substitute items.
6. PROVISION AND PROTECTION OF INFORMATION
	1. Provision of Management Information
		1. The Supplier shall, at no charge to the Authority, submit to the Authority complete and accurate Management Information in accordance with the provisions of Framework Schedule 9 (Management Information).
		2. The Supplier grants the Authority a non-exclusive, transferable, perpetual, irrevocable, royalty free licence to:
			1. use and to share with any Other Contracting Authority and Relevant Person; and/or
			2. publish (subject to any information that is exempt from disclosure in accordance with the provisions of FOIA being redacted),

any Management Information supplied to the Authority for the Authority's normal operational activities including but not limited to administering this Framework Agreement and/or all Call Off Agreements, monitoring public sector expenditure, identifying savings or potential savings and planning future procurement activity.

* + 1. The Authority shall in its absolute and sole discretion determine whether any Management Information is exempt from disclosure in accordance with the provisions of the FOIA.
		2. The Authority may consult with the Supplier to help with its decision regarding any exemptions under Clause 27.1.3 but, for the purpose of this Framework Agreement, the Authority shall have the final decision in its absolute and sole discretion.
	1. Confidentiality
		1. For the purposes of this Clause 27.2, the term **“Disclosing Party”** shall mean a Party which discloses or makes available directly or indirectly its Confidential Information and **“Recipient”** shall mean the Party which receives or obtains directly or indirectly Confidential Information.
		2. Except to the extent set out in this Clause 27.2 or where disclosure is expressly permitted elsewhere in this Framework Agreement, the Recipient shall:
			1. treat the Disclosing Party's Confidential Information as confidential and keep it in secure custody (which is appropriate depending upon the form in which such materials are stored and the nature of the Confidential Information contained in those materials); and
			2. not disclose the Disclosing Party's Confidential Information to any other person except as expressly set out in this Framework Agreement or without obtaining the Disclosing Party's prior written consent;
			3. not use or exploit the Disclosing Party’s Confidential Information in any way except for the purposes anticipated under this Framework Agreement; and
			4. immediately notify the Disclosing Party if it suspects or becomes aware of any unauthorised access, copying, use or disclosure in any form of any of the Disclosing Party’s Confidential Information.
		3. The Recipient shall be entitled to disclose the Confidential Information of the Disclosing Party where:
			1. the Recipient is required to disclose the Confidential Information by Law, provided that Clause 27.4 (Freedom of Information) shall apply to disclosures required under the FOIA or the EIRs;
			2. the need for such disclosure arises out of or in connection with:
				1. any legal challenge or potential legal challenge against the Authority arising out of or in connection with this Framework Agreement;
				2. the examination and certification of the Authority's accounts (provided that the disclosure is made on a confidential basis) or for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority is making use of its resources; or
				3. the conduct of a Central Government Body review in respect of this Framework Agreement; or
			3. the Recipient has reasonable grounds to believe that the Disclosing Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010 and the disclosure is being made to the Serious Fraud Office.
		4. If the Recipient is required by Law to make a disclosure of Confidential Information, the Recipient shall as soon as reasonably practicable and to the extent permitted by Law notify the Disclosing Party of the full circumstances of the required disclosure including the relevant Law and/or regulatory body requiring such disclosure and the Confidential Information to which such disclosure would apply.
		5. Subject to Clauses 27.2.2 and 27.2.3, the Supplier may only disclose the Confidential Information of the Authority on a confidential basis to:
			1. Supplier Personnel who are directly involved in the provision of theGoods and/or Services and need to know the Confidential Information to enable the performance of the Supplier’s obligations under this Framework Agreement; and
			2. its professional advisers for the purposes of obtaining advice in relation to this Framework Agreement.
		6. Where the Supplier discloses the Confidential Information of the Authority pursuant to Clause 27.2.5, it shall remain responsible at all times for compliance with the confidentiality obligations set out in this Framework Agreement by the persons to whom disclosure has been made.
		7. The Authority may disclose the Confidential Information of the Supplier:
			1. to any Central Government Body or Other Contracting Authority on the basis that the information may only be further disclosed to Central Government Bodies or Other Contracting Authorities;
			2. to the British Parliament and any committees of the British Parliament or if required by any British Parliamentary reporting requirement;
			3. to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
			4. on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause 27.2.7(a) (including any benchmarking organisation) for any purpose relating to or connected with this Framework Agreement;
			5. on a confidential basis for the purpose of the exercise of its rights under this Framework Agreement; or
			6. to a proposed transferee, assignee or novatee of, or successor in title to the Authority,
			7. and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Authority under this Clause 27.2.7.
		8. For the avoidance of doubt, the Confidential Information that the Authority may disclose under Clause 27.2.7 shall include information relating to Call Off Agreements, including service levels, pricing information (which includes information on prices tendered in a Further Competition Procedure, even where such a Further Competition Procedure does not result in the award of a Call Off Agreement) and the terms of any Call Off Agreement may be shared with any Central Government Body or Other Contracting Authority from time to time.
		9. Nothing in this Clause 27.2 shall prevent a Recipient from using any techniques, ideas or Know-How which the Recipient has gained during the performance of this Framework Agreement in the course of its normal business to the extent that this use does not result in a disclosure of the Disclosing Party’s Confidential Information or an infringement of Intellectual Property Rights.
		10. In the event that the Supplier fails to comply with Clauses 27.2.2 to 27.2.5, the Authority reserves the right to terminate this Framework Agreement for material Default.
	2. Transparency
		1. The Parties acknowledge and agree that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Framework Agreement and any Transparency Reports under it is not Confidential Information and shall be made available in accordance with the procurement policy note 13/15 <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/458554/Procurement_Policy_Note_13_15.pdf> and the Transparency Principles referred to therein. The Authority shall determine whether any of the content of this Framework Agreement is exempt from disclosure in accordance with the provisions of the FOIA. The Authority may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion.
		2. Notwithstanding any other provision of this Framework Agreement, the Supplier hereby gives its consent for the Authority to publish this Framework Agreement in its entirety (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted), including any changes to this Framework Agreement agreed from time to time.
		3. The Supplier acknowledges that publication of this Framework Agreement will include the publication of the name and contact details of the Supplier Representative. Such details will not be redacted.
		4. By executing this Framework Agreement, the Supplier confirms that it has ensured that the Supplier Representative has given their consent to the publication of their name and contact details or otherwise taken steps to ensure that publication will not breach the Data Protection Act 1998. The name and contact details of any subsequent Supplier Representative details will also be published and in every such case the Supplier will ensure that consent is obtained or otherwise takes steps to ensure that publication of those details will not amount to a breach of the Data Protection Act 1998.
		5. The Supplier shall assist and cooperate with the Authority to enable the Authority to publish this Framework Agreement.
	3. Freedom of Information
		1. The Supplier acknowledges that the Authority is subject to the requirements of the FOIA and the EIRs. The Supplier shall:
			1. provide all necessary assistance and cooperation as reasonably requested by the Authority to enable the Authority to comply with its Information disclosure obligations under the FOIA and EIRs;
			2. transfer to the Authority all Requests for Information relating to this Framework Agreement that it receives as soon as practicable and in any event within two (2) Working Days of receipt;
			3. provide the Authority with a copy of all Information belonging to the Authority requested in the Request for Information which is in the Supplier’s possession or control in the form that the Authority requires within five (5) Working Days (or such other period as the Authority may reasonably specify) of the Authority's request for such Information; and
			4. not respond directly to a Request for Information unless authorised in writing to do so by the Authority.
		2. The Supplier acknowledges that the Authority may be required under the FOIA and EIRs to disclose Information (including Commercially Sensitive Information) without consulting or obtaining consent from the Supplier. The Authority shall take reasonable steps to notify the Supplier of a Request for Information (in accordance with the Secretary of State’s Section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in this Framework Agreement) for the purpose of this Framework Agreement, the Authority shall be responsible for determining in its absolute discretion whether any Commercially Sensitive Information and/or any other information is exempt from disclosure in accordance with the FOIA and/or the EIRs.
	4. Protection of Personal Data
		1. Where any Personal Data are Processed in connection with the exercise of the Parties’ rights and obligations under this Framework Agreement, the Parties acknowledge that the Authority is the Data Controller and that the Supplier is the Data Processor.
		2. The Supplier shall:
			1. Process the Personal Data only in accordance with instructions from the Authority to perform its obligations under this Framework Agreement;
			2. ensure that at all times it has in place appropriate technical and organisational measures to guard against unauthorised or unlawful Processing of the Personal Data and/or accidental loss, destruction, or damage to the Personal Data;
			3. not disclose or transfer the Personal Data to any third party or Supplier Personnel unless necessary for the provision of the Goods and/or Services and, for any disclosure or transfer of Personal Data to any third party, obtain the prior written consent of the Authority (save where such disclosure or transfer is specifically authorised under this Framework Agreement);
			4. take reasonable steps to ensure the reliability and integrity of any Supplier Personnel who have access to the Personal Data and ensure that the Supplier Personnel:
				1. are aware of and comply with the Supplier’s duties under this Clause 27.5.2 and Clause 27.2 (Confidentiality);
				2. are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Authority or as otherwise permitted by this Framework Agreement; and
				3. have undergone adequate training in the use, care, protection and handling of personal data (as defined in the DPA);
			5. notify the Authority within five (5) Working Days if it receives:
				1. from a Data Subject (or third party on their behalf) a Data Subject Access Request (or purported Data Subject Access Request), a request to rectify, block or erase any Personal Data or any other request, complaint or communication relating to the Authority's obligations under the DPA;
				2. any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data; or
				3. a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law;
			6. provide the Authority with full cooperation and assistance (within the timescales reasonably required by the Authority) in relation to any complaint, communication or request made (as referred to at Clause 27.5.2(e), including by promptly providing:
				1. the Authority with full details and copies of the complaint, communication or request;
				2. where applicable, such assistance as is reasonably requested by the Authority to enable the Authority to comply with the Data Subject Access Request within the relevant timescales set out in the DPA; and
				3. the Authority, on request by the Authority, with any Personal Data it holds in relation to a Data Subject; and
			7. if requested by the Authority, provide a written description of the measures that the Supplier has taken and technical and organisational security measures in place, for the purpose of compliance with its obligations pursuant to this Clause 27.5.2  and provide to the Authority copies of all documentation relevant to such compliance including, protocols, procedures, guidance, training and manuals.
		3. The Supplier shall not Process or otherwise transfer any Personal Data in or to any country outside the European Economic Area or any country which is not determined to be adequate by the European Commission pursuant to Article 25(6) of Directive 95/46/EC (together “**Restricted Countries**”). If, after the Framework Commencement Date, the Supplier or any Sub-Contractor wishes to Process and/or transfer any Personal Data in or to anywhere outside the European Economic Area, the following provisions shall apply:
			1. the Supplier shall propose a variation to the Authority which, if it is agreed by the Authority, shall be dealt with in accordance with Clause 19.1 (Variation Procedure) and Clauses 27.5.3(b) to 27.5.3(d);
			2. the Supplier shall set out in its proposal to the Authority for a Variation, details of the following:
				1. the Personal Data which will be transferred to and/or Processed in or to any Restricted Countries;
				2. the Restricted Countries to which the Personal Data will be transferred and/or Processed; and
				3. any Sub-Contractors or other third parties who will be Processing and/or receiving Personal Data in Restricted Countries;
				4. how the Supplier will ensure an adequate level of protection and adequate safeguards in respect of the Personal Data that will be Processed in and/or transferred to Restricted Countries so as to ensure the Authority’s compliance with the DPA;
			3. in providing and evaluating the Variation, the Parties shall ensure that they have regard to and comply with the Authority, Central Government Bodies and Information Commissioner Office policies, procedures, guidance and codes of practice on, and any approvals processes in connection with, the Processing in and/or transfers of Personal Data to any Restricted Countries; and
			4. the Supplier shall comply with such other instructions and shall carry out such other actions as the Authority may notify in writing, including:
				1. incorporating standard and/or model clauses (which are approved by the European Commission as offering adequate safeguards under the DPA) into this Framework Agreement or a separate data processing agreement between the Parties; and
				2. procuring that any Sub-Contractor or other third party who will be Processing and/or receiving or accessing the Personal Data in any Restricted Countries either enters into:

a direct data processing agreement with the Authority on such terms as may be required by the Authority; or

a data processing agreement with the Supplier on terms which are equivalent to those agreed between the Authority and the Supplier relating to the relevant Personal Data transfer,

and the Supplier acknowledges that in each case, this may include the incorporation of model contract provisions (which are approved by the European Commission as offering adequate safeguards under the DPA) and technical and organisation measures which the Authority deems necessary for the purpose of protecting Personal Data.

* + 1. The Supplier shall use its reasonable endeavours to assist the Authority to comply with any obligations under the DPA and shall not perform its obligations under this Framework Agreement in such a way as to cause the Authority to breach any of the Authority’s obligations under the DPA to the extent the Supplier is aware, or ought reasonably to have been aware, that the same would be a breach of such obligations.
1. PUBLICITY AND BRANDING

Subject to Clause 29 (Marketing), the Supplier shall not:

* + 1. make any press announcements or publicise this Framework Agreement in any way; or
		2. use the Authority's name or brand in any promotion or marketing or announcement of Orders,

without Approval (the decision of the Authority to Approve or not shall not be unreasonably withheld or delayed).

Each Party acknowledges to the other that nothing in this Framework Agreement either expressly or by implication constitutes an approval and/or endorsement of any products or services of the other Party (including the Goods and/or Services) and each Party agrees not to conduct itself in such a way as to imply or express any such approval and/or endorsement.

The Authority shall be entitled to publicise this Framework Agreement in accordance with any legal obligation upon the Authority, including any examination of this Framework Agreement by the National Audit Office pursuant to the National Audit Act 1983 or otherwise.

1. MARKETING

The Supplier shall undertake marketing of this Framework Agreement and the Goods and/or Services on behalf of the Authority to Other Contracting Authorities in accordance with the provisions of Framework Schedule 11 (Marketing).

The Supplier shall obtain the Authority's Approval prior to publishing any content in relation to this Framework Agreement using any media, including on any electronic medium, and the Supplier will ensure that such content is regularly maintained and updated. In the event that the Supplier fails to maintain or update the content, the Authority may give the Supplier notice to rectify the failure and if the failure is not rectified to the reasonable satisfaction of the Authority within one (1) Month of receipt of such notice, the Authority shall have the right to remove such content itself or require that the Supplier immediately arranges the removal of such content.

1. LIABILITY AND INSURANCE
2. LIABILITY

Neither Party excludes or limits its liability for:

* + 1. death or personal injury caused by its negligence, or that of its employees, agents or Sub-Contractors (as applicable);
		2. bribery or Fraud by it or its employees; or
		3. any liability to the extent it cannot be excluded or limited by Law.

The Supplier does not exclude or limit its liability in respect of the indemnity in clause 26.2 (IPR Indemnity) and in each case whether before or after the making of a demand pursuant to the indemnity therein.

Subject to Clauses 30.1 and 30.2, each Party's total aggregate liability in respect of all Losses incurred under or in connection with this Framework Agreement as a result of Defaults or Authority Cause (as the case may be) shall in no event exceed:

* + 1. in relation to any Default or Authority Cause (as the case may be) occurring from the Framework Commencement Date to the end of the first Contract Year, the sum of one hundred thousand pounds (£100,000);
		2. in relation to any Default or Authority Cause (as the case may be) occurring in each subsequent Contract Year following the end of the first Contract Year, that commences during the remainder of the Framework Period, the sum of one hundred thousand pounds (£100,000) in each such Contract Year; and
		3. in relation to any Default or Authority Cause occurring in each Contract Year that commences after the end of the Framework Period, one hundred thousand pounds (£100,000) in each such Contract Year.

Subject to Clause 30.1, neither Party shall be liable to the other Party for any:

* + 1. indirect, special or consequential Loss;
		2. loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

Subject to Clause 30.3, and notwithstanding Clause 30.4, the Supplier acknowledges that the Authority may, amongst other things, recover from the Supplier the following Losses incurred by the Authority to the extent that they arise as a result of a Default by the Supplier:

* + 1. any Management Charge or Default Management Charge which are due and payable to the Authority;
		2. any additional operational and/or administrative costs and expenses incurred by the Authority, including costs relating to time spent by or on behalf of the Authority in dealing with the consequences of the Default;
		3. any wasted expenditure or charges;
		4. the additional cost of procuring Replacement Goods and/or Services for the remainder of the Framework Period, which shall include any incremental costs associated with such Replacement Goods and/or Services above those which would have been payable under this Framework Agreement;
		5. any compensation or interest paid to a third party by the Authority;
		6. any fine, penalty or costs incurred by the Authority pursuant to Law.

Each Party shall use all reasonable endeavours to mitigate any loss or damage suffered arising out of or in connection with this Framework Agreement.

Any Default Management Charge shall not be taken into consideration when calculating the Supplier’s liability under Clause 30.3.

For the avoidance of doubt, the Parties acknowledge and agree that this Clause 30 shall not limit the Supplier’s liability to a Contracting Authority under any Call Off Agreement and the Supplier’s liability under a Call Off Agreement shall be as provided for in that Call Off Agreement only.

1. INSURANCE

The Supplier shall effect and maintain insurances in relation to the performance of its obligations under this Framework Agreement, and shall procure that Subcontractors shall effect and maintain insurances in relation to the performance of their obligations under any Sub-Contract, in accordance with Schedule 14 (Insurance Requirements).

The terms of any insurance or the amount of cover shall not relieve the Contractor of any liabilities arising under this Framework Agreement or any Call Off Agreements.

1. REMEDIES
2. AUTHORITY REMEDIES

Without prejudice to any other rights or remedies arising under this Framework Agreement, including under Clause 33.2 (Termination on Material Default), if the Supplier fails to achieve a KPI Target on two or more occasions within any twelve (12) Month rolling period, the Supplier acknowledges and agrees that the Authority shall have the right to exercise (in its absolute and sole discretion) all or any of the following remedial actions:

* + 1. The Authority shall be entitled to require the Supplier, and the Supplier agrees to prepare and provide to the Authority, an Improvement Plan within ten (10) Working Days of a written request by the Authority for such Improvement Plan. Such Improvement Plan shall be subject to Approval and the Supplier will be required to implement any Approved Improvement Plan, as soon as reasonably practicable.
		2. The Authority shall be entitled to require the Supplier, and the Supplier agrees to attend, within a reasonable time one (1) or more meetings at the request of the Authority in order to resolve the issues raised by the Authority in its notice to the Supplier requesting such meetings.
		3. The Authority shall be entitled to serve an Improvement Notice on the Supplier and the Supplier shall implement such requirements for improvement as set out in the Improvement Notice.
		4. In the event that the Authority has, in its absolute and sole discretion, invoked one or more of the remedies set out above and the Supplier either:
			1. fails to implement such requirements for improvement as set out in the Improvement Notice; and/or
			2. fails to implement an Improvement Plan Approved by the Authority;

then (without prejudice to any other rights and remedies of termination provided for in this Framework Agreement), the Authority shall be entitled to terminate this Framework Agreement for material Default.

1. TERMINATION AND SUSPENSION
2. AUTHORITY TERMINATION RIGHTS
	1. **Grounds for termination**

The Authority may terminate this Framework Agreement by issuing a Termination Notice to the Supplier for:

33.1.1 convenience at any time in accordance with clause 33.4;

33.1.2 breach of any of the conditions referred to in clause 33.5;

33.1.3 repeated breaches of contractual obligations by the Supplier;

33.1.4 a material default;

33.1.5 the Supplier commits Default, which in the opinion of the Authority is either not remediable or is remediable but the Supplier has not remedied such default to the satisfaction of the Authority within twenty (20) Working days, or such other period as may be specified by the Authority to the Supplier specifying the remediable Default and requesting it to be remedied in accordance with any instructions of the Authority.

33.1.6 any of the statutory provisos contained in Regulation 73(1)(a) to (c)

33.1.7 a Change of Control pursuant to clause 33.5.6

and the Framework Agreement shall terminate on the date specified in the

Termination Notice.

* 1. Where the Authority is terminating this Framework Agreement pursuant to:
		1. clause 33.1.3 it may rely on a number of breaches whether of the same or different obligations and regardless of whether such breaches are remedied.
		2. clause 33.1.4 it may rely on a single material Default whether or not the breach is remediable.
	2. **Partial Termination**
		1. Where the Authority has the right to terminate this Framework Agreement in whole or part pursuant to this clause 33.3 it may do so if in the Authority’s reasonable opinion the parts not terminated can operate effectively to deliver the purpose of the surviving arts of this Framework Agreement.
		2. The Parties shall endeavour to agree the effect of any Variation necessitated by a partial termination in accordance with clause 19.1 (Variation Procedure) including the effect that the partial termination may have on the provision of any other Goods and/or Services and the Framework Prices provided that:
			1. The Supplier shall not be entitled to an increase in the Framework Prices in respect of the Goods and/or Services that have not been terminated if the partial termination arises due to the exercise of any of the Customer’s termination rights under Clause 33 (Authority’s Termination Rights) with the exception of Clause 33.4 (Termination for Authority Convenience); and
			2. The Supplier shall not be entitled to reject the Variation.
	3. **Termination for Authority Convenience**
		1. The Authority shall have the right to terminate this Framework Agreement at any time following nine (9) Months from the Framework Commencement Date by issuing a Termination Notice providing at least three (3) Months written notice to the Supplier.

* 1. **Termination for Breach of a Condition**

The Authority may exercise its right to terminate this Framework pursuant to Clause 33.1.2 in whole or part in accordance with clause 33.3 by issuing a Termination Notice to the Supplier in any of the circumstances below**:**

**Termination in Relation to Financial Standing**

33.5.1 in the reasonable opinion of the Authority there is a material detrimental change in the financial standing and/or the credit rating of the Supplier which:

(a) in the reasonable opinion of the Authority there is a material detrimental change in the financial change in the financial standing and/or the credit rating of the Supplier which; or

(b) could reasonably be expected to have an adverse impact on the Supplier’s ability to supply the Goods and/or Services under this Framework Agreement;

**Termination on Insolvency**

33.5.2 an Insolvency Event affecting the Supplier occurs.

33.5**.**3 NOT USED

33.5.4 NOT USED

 **Termination for breach of general condition**

 33.5.5 In the event of an occurrence of any of the events below:

 (a) the Supplier fails to accept a Call Off Agreement pursuant to paragraph 7.2 of Framework Schedule 5 (Call Off Procedure)

 (b) a Contracting Authority terminates a Call Off Authority for the Supplier’s breach of that Call Off Agreement;

 (c) an Audit reveals that the Supplier has underpaid an amount equal to or greater than five (5%) percent of the Management Charge due;

 (d) not used

 (e) the Supplier refuses or fails to comply with its obligations as set out in Framework Schedule 12 (Continuous Improvement and Benchmarking);

 (f) in the event of two or more failures by the Supplier to meet the KPI Targets (except in relation to the “Spend under Management” KPI set out in Part B of Framework Schedule 2 (Goods and/or Services and key Performance), whether the failures relate to the same or different KPI targets, in any rolling period of three (3) targets;

 (g) a breach of the Supplier’s obligations pursuant to:

 (i) clause 9.4 (Cyber Essentials Scheme condition)

 (ii) clause 19.1.4 (c) (ii) (Variation Procedure)

 (iii) clause 27.2.10 (Confidentiality)

 (iv) clause 40.6.2 (Prevention of Fraud and Bribery)

 (v) clause 36.1.2 (Compliance)

 (vi) clause 41.3 (Conflicts of Interest)

 (vii) paragraph 6.2 of Framework Schedule 9 (Management Information); and/or

 (viii) anywhere that is stated in this Framework Agreement that the Supplier by its act or omission will have committed a breach of a condition of the Framework Agreement;

 (h) the Supplier commits a breach of the following conditions of the Framework Agreement:

 **(i)** Clause 7 (Representations and Warranties) except Clause 7.2.6

 (ii) Clause 11 (Framework Agreement Performance);

 (iii) not used

 (iv) Clause 18 (Records, Audit Access and Open Book Data);

 (v) Clause 20 (Management Charge)

 (vi) Clause 21 (Promoting Tax Compliance)

 (vii) Clause 25 (Supply Chain Rights and Protection);

 (viii) Clause 27.1 (Provision of management Information)

 (ix) Clause 27.4 (Freedom of Information)

 **(x)** Clause 27.5 (Protection of Personal Data);

 (xi) paragraph 1.2 of Part B of Framework Schedule 2 (goods and Services and Key Performance Indicators); and/or

 (xii) paragraph 4 of Framework Schedule 16 (Financial Distress)

 (i) the representation and warranty given by the Supplier pursuant to clause 7.2.6 is materially untrue or misleading, and the Supplier fails to provide details of proposed mitigating factors which in the reasonable opinion of the Authority are acceptable;

**Termination on Change of Control**

33.5.6The Supplier shall notify the Authority immediately if the Supplier is intending to undergo, undergoes or has undergone a Change of Control and provided this does not contravene any Law, shall notify the Authority immediately in writing of the circumstances suggesting and/or explaining that a Change of Control is planned or is in contemplation or has taken place. The Authority may terminate this Framework Agreement by issuing a Termination Notice to the Supplier within six (60 Months of:

 (a) being notified in writing that a Change of Control is planned or is in contemplation or has occurred; or

 (b) where no notification has been made, the date that the Authority becomes aware that a Change of Control is planned or is in contemplation or has occurred

but shall not be permitted to terminate where an Approval was granted prior to the Change of Control

1. SUSPENSION OF SUPPLIER'S APPOINTMENT

If the Authority is entitled to terminate this Framework Agreement pursuant to Clause 33 (Authority Termination Rights), the Authority may instead elect in its sole discretion to suspend the Supplier's ability to accept Orders under this Framework Agreement by giving notice in writing to the Supplier, and the Supplier agrees that it shall not be entitled to enter into any new Call Off Agreement during the period specified in the Authority’s notice.

Any suspension under Clause 34.1 shall be without prejudice to any right of termination which has already accrued, or subsequently accrues, to the Authority.

The Parties acknowledge that suspension shall not affect the Supplier's obligation to perform any existing Call Off Agreements concluded prior to the suspension notice.

If the Authority provides notice to the Supplier in accordance with this Clause 34.1, the Supplier's appointment under this Framework Agreement shall be suspended for the period set out in the notice or such other period notified to the Supplier by the Authority in writing from time to time.

For the avoidance of doubt, no period of suspension under this Clause 34 shall result in an extension of the Framework Period.

1. CONSEQUENCES OF EXPIRY OR TERMINATION

Notwithstanding the service of a notice to terminate this Framework Agreement, the Supplier shall continue to fulfil its obligations under this Framework Agreement until the date of expiry or termination of this Framework Agreement or such other date as required under this Clause 35.

Termination or expiry of this Framework Agreement shall not cause any Call Off Agreements to terminate automatically. For the avoidance of doubt, all Call Off Agreements shall remain in force unless and until they are terminated or expire in accordance with the provisions of the Call Off Agreement and the Supplier shall continue to pay any Management Charge due to the Authority in relation to such Call Off Agreements, notwithstanding the termination or expiry of this Framework Agreement.

If the Authority terminates this Framework Agreement under Clause  33.2 (Termination on Material Default) and then makes other arrangements for the supply of the Goods and/or Services to Contracting Authorities, the Supplier shall indemnify the Authority in full upon demand for the cost of procuring, implementing and operating any alternative or replacement goods and/or services to the Goods and/or Services and no further payments shall be payable by the Authority until the Authority has established and recovered from the Supplier the full amount of such cost.

Within ten (10) Working Days of the date of termination or expiry of this Framework Agreement, the Supplier shall return to the Authority any and all of the Authority’s Confidential Information in the Supplier's possession, power or control, either in its then current format or in a format nominated by the Authority, and any other information and all copies thereof owned by the Authority, save that it may keep one copy of any such data or information to the extent reasonably necessary to comply with its obligations under this Framework Agreement or under any Law, for a period of up to twelve (12) Months (or such other period as Approved by the Authority and is reasonably necessary for such compliance).

Termination or expiry of this Framework Agreement shall be without prejudice to any rights, remedies or obligations of either Party accrued under this Framework Agreement prior to termination or expiry.

Termination or expiry of this Framework Agreement shall be without prejudice to the survival of any provision of this Framework Agreement which expressly (or by implication) is to be performed or observed notwithstanding termination or expiry of this Framework Agreement, including the provisions of:

* + 1. Clauses 1 (Definitions and Interpretation), 7 (Representations and Warranties), 9 (Cyber Essentials Scheme Condition), 11 (Framework Agreement Performance), 18 (Records, Audit Access and Open Book Data), 20 (Management Charge) , 23 (Financial Distress) , 26 (Intellectual Property Rights), 27.1 (Provision of Management Information), 27.2 (Confidentiality), 27.3 (Transparency), 27.4 (Freedom of Information), 27.5 (Protection of Personal Data), 30 (Liability), 31 (Insurance), 35 (Consequences of Expiry or Termination), 36 (Compliance), 38 (Waiver and Cumulative Remedies), 40 (Prevention of Fraud and Bribery), 42 (Severance), 44 (Entire Agreement), 45 (Third Party Rights), 46 (Notices), 47 (Complaints Handling), 48 (Dispute Resolution) and 49 (Governing Law and Jurisdiction); and
		2. Framework Schedules  2 (Goods and/or Services and Key Performance Indicators), 3 (Framework Prices and Charging Structure), 7 (Sub-Contractors), 8 (Framework Management), 9 (Management Information), 10 (Annual Self Audit Certificate), 12 (Continuous Improvement and Benchmarking), 14 (Insurance Requirements),16 (Financial Distress), 17 (Commercially Sensitive Information) and 19 (Tender).
1. MISCELLANEOUS AND GOVERNING LAW
2. COMPLIANCE
	1. Compliance with Law
		1. The Supplier shall comply with all applicable Law in connection with the performance of this Framework Agreement.
		2. In the event that the Supplier or the Supplier Personnel fails to comply with Clause 36.1.1, this shall be deemed to be a material Default and the Authority reserves the right to terminate this Framework Agreement by giving notice in writing to the Supplier.
	2. Equality and Diversity
		1. The Supplier shall:
			1. perform its obligations under this Framework Agreement (including those in relation to the provision of the Goods and/or Services) in accordance with:
				1. all applicable equality Law (whether in relation to race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise); and
				2. any other requirements and instructions which the Authority reasonably imposes in connection with any equality obligations imposed on the Authority at any time under applicable equality Law;
			2. take all necessary steps, and inform the Authority of the steps taken, to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission or (any successor organisation).
	3. Official Secrets Act and Finance Act
		1. The Supplier shall comply with the provisions of:
			1. the Official Secrets Acts 1911 to 1989; and
			2. section 182 of the Finance Act 1989.
3. ASSIGNMENT AND NOVATION

The Supplier shall not assign, novate, or otherwise dispose of or create any trust in relation to any or all of its rights, obligations or liabilities under this Framework Agreement or any part of it without Approval.

The Authority may assign, novate or otherwise dispose of any or all of its rights, liabilities and obligations under this Framework Agreement or any part thereof to:

* + 1. any Other Contracting Authority; or
		2. any Central Government Body or other body established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Authority; or
		3. any private sector body which substantially performs the functions of the Authority,

and the Supplier shall, at the Authority’s request, enter into a novation agreement in such form as the Authority shall reasonably specify in order to enable the Authority to exercise its rights pursuant to this Clause 37.2.

A change in the legal status of the Authority such that it ceases to be a Contracting Authority shall not, subject to Clause 37.4 affect the validity of this Framework Agreement and this Framework Agreement shall be binding on any successor body to the Authority.

If the Authority assigns, novates or otherwise disposes of any of its rights, obligations or liabilities under this Framework Agreement to a body which is not a Contracting Authority or if a body which is not a Contracting Authority succeeds the Authority (both “**Transferee**” in the rest of this Clause) the right of termination of the Authority in Clause 33.3.15.2 (Termination on Insolvency) shall be available to the Supplier in the event of the insolvency of the Transferee (as if the references to Supplier in Clause 33.3.15.2 (Termination on Insolvency)) and to Supplier in the definition of Insolvency Event were references to the Transferee.

1. WAIVER AND CUMULATIVE REMEDIES

The rights and remedies under this Framework Agreement may be waived only by notice in accordance with Clause 46 (Notices) and in a manner that expressly states that a waiver is intended. A failure or delay by a Party in ascertaining or exercising a right or remedy provided under this Framework Agreement or by Law shall not constitute a waiver of that right or remedy, nor shall it prevent or restrict the further exercise thereof.

Unless otherwise provided in this Framework Agreement, rights and remedies under this Framework Agreement are cumulative and do not exclude any rights or remedies provided by Law, in equity or otherwise.

1. RELATIONSHIP OF THE PARTIES

Except as expressly provided otherwise in this Framework Agreement, nothing in this Framework Agreement, nor any actions taken by the Parties pursuant to this Framework Agreement, shall create a partnership, joint venture or relationship of employer and employee or principal and agent between the Parties, or authorise either Party to make representations or enter into any commitments for or on behalf of any other Party.

1. PREVENTION OF FRAUD AND BRIBERY

The Supplier represents and warrants that neither it, nor to the best of its knowledge any Supplier Personnel, have at any time prior to the Framework Commencement Date:

* + 1. committed a Prohibited Act or been formally notified that it is subject to an investigation or prosecution which relates to an alleged Prohibited Act; and/or
		2. been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act.

The Supplier shall not during the Framework Period:

* + 1. commit a Prohibited Act; and/or
		2. do or suffer anything to be done which would cause the Authority or any of the Authority’s employees, consultants, contractors, sub-contractors or agents to contravene any of the Relevant Requirements or otherwise incur any liability in relation to the Relevant Requirements.

The Supplier shall during the Framework Period:

* + 1. establish, maintain and enforce, policies and procedures which are adequate to ensure compliance with the Relevant Requirements and prevent the occurrence of a Prohibited Act;
		2. require that its Sub-Contractors establish, maintain and enforce the policies and procedures referred to in Clause 40.3.1;
		3. keep appropriate records of its compliance with its obligations under Clause 40.3.1 and make such records available to the Authority on request;
		4. if so required by the Authority, within twenty (20) Working Days of the Framework Commencement Date, and annually thereafter, certify in writing to the Authority, the compliance with this Clause 40.340.3 of all persons associated with the Supplier or its Sub-Contractors who are responsible for supplying the Goods and/or Services in connection with this Framework Agreement. The Supplier shall provide such supporting evidence of compliance as the Authority may reasonably request; and
		5. have, maintain and where appropriate enforce an anti-bribery policy (which shall be disclosed to the Authority on request) to prevent it and any Supplier Personnel or any person acting on the Supplier's behalf from committing a Prohibited Act.

The Supplier shall immediately notify the Authority in writing if it becomes aware of any breach of Clause 40.1, 40.2 and 40.3.2, or has reason to believe that it has or any of the Supplier Personnel has:

* + 1. been subject to an investigation or prosecution which relates to an alleged Prohibited Act;
		2. been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act; and/or
		3. received a request or demand for any undue financial or other advantage of any kind in connection with the performance of this Framework Agreement or otherwise suspects that any person or Party directly or indirectly connected with this Framework Agreement has committed or attempted to commit a Prohibited Act.

If the Supplier makes a notification to the Authority pursuant to Clause 40.4, the Supplier shall respond promptly to the Authority's enquiries, co-operate with any investigation, and allow the Authority to audit any books, records and/or any other relevant documentation in accordance with Clause 18 (Records, Audit Access and Open Book Data).

If the Supplier breaches Clause 40.1,the Authority may by notice:

* + 1. require the Supplier to remove from the performance of this Framework Agreement any Supplier Personnel whose acts or omissions have caused the Supplier’s breach; or
		2. immediately terminate this Framework Agreement for material Default.

Any notice served by the Authority under Clause 40.6 shall specify the nature of the Prohibited Act, the identity of the Party who the Authority believes has committed the Prohibited Act and the action that the Authority has elected to take (including, where relevant, the date on which this Framework Agreement shall terminate).

1. CONFLICTS OF INTEREST

The Supplier shall take appropriate steps to ensure that neither the Supplier nor the Supplier Personnel are placed in a position where (in the reasonable opinion of the Authority) there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier or the Supplier Personnel and the duties owed to the Authority and Other Contracting Authorities under the provisions of this Framework Agreement or any Call Off Agreement.

The Supplier shall promptly notify and provide full particulars to the Authority or the relevant Other Contracting Authority if such conflict referred to in Clause 41.1 arises or may reasonably been foreseen as arising.

The Authority reserves the right to terminate this Framework Agreement immediately by giving notice in writing to the Supplier and/or to take such other steps it deems necessary where, in the reasonable opinion of the Authority, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier and the duties owed to the Authority under the provisions of this Framework Agreement or any Call Off Agreement. The action of the Authority pursuant to this Clause 41.3 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Authority.

1. SEVERANCE

If any provision of this Framework Agreement (or part of any provision) is held to be void or otherwise unenforceable by any court of competent jurisdiction, such provision (or part) shall to the extent necessary to ensure that the remaining provisions of this Framework Agreement are not void or unenforceable be deemed to be deleted and the validity and/or enforceability of the remaining provisions of this Framework Agreement shall not be affected.

In the event that any deemed deletion under Clause 42.1 is so fundamental as to prevent the accomplishment of the purpose of this Framework Agreement or materially alters the balance of risks and rewards in this Framework Agreement, either Party may give notice to the other Party requiring the Parties to commence good faith negotiations to amend this Framework Agreement so that, as amended, it is valid and enforceable, preserves the balance of risks and rewards in this Framework Agreement and, to the extent that is reasonably practicable, achieves the Parties' original commercial intention.

If the Parties are unable to resolve any Dispute arising under this Clause 42 within twenty (20) Working Days of the date of the notice given pursuant to Clause 42.2, this Framework Agreement shall automatically terminate with immediate effect. The costs of termination incurred by the Parties shall lie where they fall if this Framework Agreement is terminated pursuant to this Clause 42.3.

1. FURTHER ASSURANCES

Each Party undertakes at the request of the other, and at the cost of the requesting Party to do all acts and execute all documents which may be necessary to give effect to the meaning of this Framework Agreement.

1. ENTIRE AGREEMENT

This Framework Agreement constitutes the entire agreement between the Parties in respect of the subject matter and supersedes and extinguishes all prior negotiations, course of dealings or agreements made between the Parties in relation to its subject matter, whether written or oral.

Neither Party has been given, nor entered into this Framework Agreement in reliance on, any warranty, statement, promise or representation other than those expressly set out in this Framework Agreement.

Nothing in this Clause 44 shall exclude any liability in respect of misrepresentations made fraudulently.

1. THIRD PARTY RIGHTS

The provisions of:

* + 1. Clauses: 4 (Scope of Framework Agreement), 5 (Call Off Procedure), 6 (Assistance in Related Procurements), 7 (Representations and Warranties), 16 (Call Off Performance Under Framework Agreement Performance), 18 (Records, Audit Access and Open Book Data), 27.5 (Protection of Personal Data), 31 (Insurance), 36.2 (Equality and Diversity) and 45 (Third Party Rights); and
		2. Framework Schedules 3 (Framework Prices and Charging Structure), 5 (Call Off Procedure), 14 (Insurance Requirements) and 19 (Tender),

(together “Third Party Provisions”) confer benefits on persons named in such provisions other than the Parties (each such person a “Third Party Beneficiary”) and are intended to be enforceable by Third Parties Beneficiaries by virtue of the CRTPA.

Subject to Clause 45.1, a person who is not Party to this Framework Agreement has no right to enforce any term of this Framework Agreement under the CRTPA but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to the CRTPA.

No Third Party Beneficiary may enforce, or take any step to enforce, any Third Party Provision without Approval, which may, if given, be given on and subject to such terms as the Authority may determine.

Any amendments or modifications to this Framework Agreement may be made, and any rights created under Clause 45.1 may be altered or extinguished, by the Parties without the consent of any Third Party Beneficiary.

The Authority may act as agent and trustee for each Third Party Beneficiary and/or enforce on behalf of that Third Party Beneficiary any Third Party Provision and/or recover any Loss suffered by that Third Party Beneficiary in connection with a breach of any Third Party Provision.

1. NOTICES

Except as otherwise expressly provided within this Framework Agreement, any notices issued under this Framework Agreement must be in writing. For the purpose of this Clause 46, an e-mail is accepted as being "in writing".

Subject to Clause 46.3, the following table sets out the method by which notices may be served under this Framework Agreement and the respective deemed time and proof of service:

|  |  |  |
| --- | --- | --- |
| Manner of delivery | Deemed time of delivery | Proof of Service |
| Email (Subject to Clause 46.3) | 9.00am on the first Working Day after sending | Dispatched as a pdf attachment to an e-mail to the correct e-mail address without any error message  |
| Personal delivery | On delivery, provided delivery is between 9.00am and 5.00pm on a Working Day. Otherwise, delivery will occur at 9.00am on the next Working Day | Properly addressed and delivered as evidenced by signature of a delivery receipt |
| Royal Mail Signed For™ 1st Class or other prepaid, next Working Day service providing proof of delivery | At the time recorded by the delivery service, provided that delivery is between 9.00am and 5.00pm on a Working Day. Otherwise, delivery will occur at 9.00am on the same Working Day (if delivery before 9.00am) or on the next Working Day (if after 5.00pm) | Properly addressed prepaid and delivered as evidenced by signature of a delivery receipt |

The following notices may only be served as an attachment to an email if the original notice is then sent to the recipient by personal delivery or Royal Mail Signed For™ 1st Class or other prepaid in the manner set out in the table in Clause 46.2 within twenty four (24) hours of transmission of the email:

* + 1. any Termination Notice under Clause 33 (Authority Termination Rights), including in respect of partial termination;
		2. any notice in respect of:
			1. Suspension of Supplier’s appointment (Clause 34)
			2. Waiver (Clause 38);
			3. Default or Authority Cause; and
		3. any Dispute Notice.

Failure to send any original notice in accordance with Clause 46.3 shall invalidate the service of the related e-mail transmission. The deemed time of delivery of such notice shall be the deemed time of delivery of the original notice sent by personal delivery or Royal Mail Signed For™ 1st Class delivery (as set out in the table in Clause 46.2) or, if earlier, the time of response or acknowledgement by the receiving Party to the email attaching the notice.

This Clause 46 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution (other than the service of a Dispute Notice under Framework Schedule 18 (Dispute Resolution Procedure).

For the purposes of this Clause 46, the address of each Party shall be:

* + 1. For the Authority:

**Crown Commercial Service**
9th Floor
The Capital
Old Hall Street
Liverpool
L3 9PP

For the attention of: CCS Framework Manager

* + 1. For the Supplier:

thebigword Group Limited

Address:

Link Up House,

Ring Road,

Lower Wortley,

Leeds,

West Yorkshire,

LS12 6AB

For the attention of: [REDACTED]

Either Party may change its address for service by serving a notice in accordance with this Clause 46.

This Clause 46 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution (other than the service of a Dispute Notice under the Dispute Resolution Procedure)

1. COMPLAINTS HANDLING

Either Party shall notify the other Party of any Complaints made by Other Contracting Authorities, which are not resolved by operation of the Supplier's usual complaints handling procedure within five (5) Working Days of becoming aware of that Complaint and, if the Supplier is the Party providing the notice, such notice shall contain full details of the Supplier's plans to resolve such Complaint.

Without prejudice to any rights and remedies that a complainant may have at Law (including under this Framework Agreement and/or a Call Off Agreement), and without prejudice to any obligation of the Supplier to take remedial action under the provisions of this Framework Agreement and/or a Call Off Agreement, the Supplier shall use its best endeavours to resolve the Complaint within ten (10) Working Days and in so doing, shall deal with the Complaint fully, expeditiously and fairly.

Within two (2) Working Days of a request by the Authority, the Supplier shall provide full details of a Complaint to the Authority, including details of steps taken to achieve its resolution.

1. DISPUTE RESOLUTION
	1. The Parties shall resolve Disputes arising out of or in connection with this Framework Agreement in accordance with the Dispute Resolution Procedure.

The Supplier shall continue to provide the Goods and/or Services in accordance with the terms of this Framework Agreement until a Dispute has been resolved.

1. GOVERNING LAW AND JURISDICTION

This Framework Agreement and any issues, disputes or claims (whether contractual or non-contractual) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the laws of England and Wales.

Subject to Clause 48 (Dispute Resolution) and Framework Schedule 18 (Dispute Resolution Procedure) (including the Authority’s right to refer the Dispute to arbitration), the Parties agree that the courts of England and Wales shall have exclusive jurisdiction to settle any Dispute or claim (whether contractual or non-contractual) that arises out of or in connection with this Framework Agreement or its subject matter or formation.

1. Exit Management

The Supplier shall comply with the exit management provisions set out in Clause 45.5 (Exit Management) of the Schedule 4 (Template Order form and Template Call Off terms) for the duration of this Framework Agreement.

**IN WITNESS** of which this Framework Agreement has been duly executed by the Parties.

Signed duly authorised for and on behalf of the SUPPLIER

Signature: ……………………………………………….

Name: ……………………………………………….

Position: ……………………………………………….

Date ……………………………………………….

Signed for and on behalf of the AUTHORITY

Signature: ……………………………………………….

Name: ……………………………………………….

Position: ……………………………………………….

Date ……………………………………………….

FRAMEWORK SCHEDULE 1: DEFINITIONS

1. In accordance with Clause 1.1 (Definitions), in this Framework Agreement including its Recitals the following expressions shall have the following meanings:

|  |  |
| --- | --- |
| "Admin Fees" | 1. means the costs incurred by the Authority in dealing with MI Failures calculated in accordance with the tariff of administration charges published by the Authority at the following link: [http://CCS.cabinetoffice.gov.uk/i-am-supplier/management-information/admin-fees](http://gps.cabinetoffice.gov.uk/i-am-supplier/management-information/admin-fees);
 |
| "Affiliates" | 1. means in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control of that body corporate from time to time;
 |
|  |  |
| "Approval" | 1. means the prior written consent of the Authority and "**Approve**" and "**Approved**" shall be construed accordingly;
 |
| “Arms Length Body(s)” “Assignment” | 1. isan organization or agency that is financed by a government but that acts independently of it.
2. means an assignment established pursuant to a Requisition under which a Linguist sourced by a Contracting Authority via this Framework Agreement provides Linguist Services to that Contracting Authority;
 |
|  |  |
| "Audit" | 1. means an audit carried out pursuant to Clause 18 (Records, Audit Access and Open Book Data);
 |
| "Audit Report" | 1. means a report summarising the testing completed and the actions arising following an Audit;
 |
| "Auditor" | 1. means the Authority, and/or Other Contracting Authority who is a party to a Call Off Agreement, and/or the National Audit Office and/or any auditor appointed by the Audit Commission, and /or the representatives of any of them;
 |
| "Authority" | 1. means **THE MINISTER FOR THE CABINET OFFICE** ("**Cabinet Office**") as represented by Crown Commercial Service, a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP;
 |
| “Authority Cause” | 1. means any breach of the obligations of the Authority (including but not limited to any fundamental breach or breach of a fundamental term) or any other default, act, omission, misrepresentation, negligence or negligent statement of the Authority in connection with or in relation to this Framework Agreement or the subject matter of this Framework Agreement and in respect of which the Authority is liable to the Supplier;
 |
| "Authority Personal Data" | 1. means any Personal Data supplied for the purposes of or in connection with this Framework Agreement by the Authority to the Supplier;
 |
| "Authority Representative" | 1. means the representative appointed by the Authority from time to time in relation to this Framework Agreement;
 |
| "Authority's Confidential Information" | 1. means all Authority Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, Know How, personnel, and suppliers of the Authority and/or Other Contracting Authorities, including all IPR, together with all information derived from any of the above, and any other information clearly designated as being confidential (whether or not it is marked “confidential”) or which ought reasonably to be considered to be confidential;
 |
| "Branding Guidance" | 1. means the Authority's guidance in relation to the use of branding available at http://gcloud.civilservice.gov.uk/files/2012/10/supplier-guides-April-2012.pdf
 |
| "Call Off Agreement" | 1. means a legally binding agreement (entered into pursuant to the provisions of this Framework Agreement) for the provision of the Goods and/or Services made between a Contracting Authority and the Supplier pursuant to Framework Schedule 5 (Call Off Procedure);
 |
| "Call Off Procedure" | 1. means the process for awarding a Call Off Agreement pursuant to Clause 5 (Call Off Procedure) and Framework Schedule 5 (Call Off Procedure);
 |
| "CEDR" | 1. means the Centre for Effective Dispute Resolution;
 |
| "Central Government Body" | 1. 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:
	1. Government Department;
	2. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
	3. Non-Ministerial Department; or
	4. Executive Agency;
 |
| "Change in Law" | 1. means any change in Law which impacts on the supply of the Goods and/or Services and performance of the Template Call Off Terms which comes into force after the Framework Commencement Date;
 |
| "Change of Control" | 1. means a change of control within the meaning of Section 450 of the Corporation Tax Act 2010;
 |
| "Charges" | 1. means the charges raised under or in connection with a Call Off Agreement from time to time, which Charges shall be calculated in a manner which is consistent with the Charging Structure;
 |
| "Charging Structure" | 1. means the structure to be used in the establishment of the charging model which is applicable to each Call Off Agreement, which structure is set out in Framework Schedule 3 (Framework Prices and Charging Structure);
 |
| "Commercially Sensitive Information" | 1. means the Supplier’s Confidential Information listed in Framework Schedule 17 (Commercially Sensitive Information) comprised of commercially sensitive information:
	1. relating to the Supplier, its IPR or its business or information which the Supplier has indicated to the Authority that, if disclosed by the Authority, would cause the Supplier significant commercial disadvantage or material financial loss; and
	2. that constitutes a trade secret;
 |
| "Comparable Supply" | 1. means the supply of Goods and/or Services to another customer of the Supplier that are the same or similar to the Goods and/or Services;
 |
| "Complaint" | 1. means any formal written complaint raised by a Contracting Authority in relation to the performance of this Framework Agreement or any Call Off Agreement in accordance with Clause 47 (Complaints Handling);
 |
| "Confidential Information" | 1. means the Authority's Confidential Information and/or the Supplier's Confidential Information, as the context requires;
 |
| “Consecutive interpreting” | 1. is the *spoken transfer* of messages exchanged between parties, with the meaning being conveyed by an interpreter from one language into another, either after the speaker has finished speaking or during appropriate pauses between thoughts
 |
| "Continuous Improvement Plan" | 1. means a plan for improving the provision of the Goods and/or Services and/or reducing the Charges produced by the Supplier pursuant to Framework Schedule 12 (Continuous Improvement and Benchmarking);
 |
| "Contract Year" | 1. means a consecutive period of twelve (12) Months commencing on the Framework Commencement Date or each anniversary thereof;
 |
| "Contracting Authorities" | 1. means the bodies listed in the OJEU Notice and “**Contracting Authority**” shall be construed accordingly;
 |
| "Control" | 1. means control in either of the senses defined in sections  450 and 1124 of the Corporation Tax Act 2010 and "**Controlled**" shall be construed accordingly;
 |
| "CPI" | 1. means the last released **Consumer Prices Index** as published by the Office of National Statistics “table 6a CPI All Items”<http://ons.gov.uk/ons/rel/cpi/consumer-price-indices/may-2015/ref-table-cpi.xls>
 |
| "Costs" | 1. means the following costs (without double recovery) to the extent that they are reasonably and properly incurred by the Supplier in providing the Goods and/or Services:
	1. the cost to the Supplier or the Sub-Contractor (as the context requires), calculated per Man Day, of engaging the Supplier Personnel, including:
		1. base salary paid to the Supplier Personnel;
		2. employer’s national insurance contributions;
		3. pension contributions;
		4. car allowances;
		5. any other contractual employment benefits;
		6. staff training;
		7. work place accommodation;
		8. work place IT equipment and tools reasonably necessary to provide  the Goods and/or Services (but not including items included within limb (b) below); and
		9. reasonable recruitment costs, as agreed with the Contracting Authorities under any Call Off Agreements;
	2. costs incurred in respect of those Supplier Assets which are detailed on the Registers (“Supplier Assets” and “Register” shall have the meaning given to them under Call Off Schedule 1 (Definitions)) and which would be treated as capital costs according to generally accepted accounting principles within the UK, which shall include the cost to be charged in respect of Supplier Assets by the Supplier to the Contracting Authorities or (to the extent that risk and title in any Supplier Asset is not held by the Supplier) any cost actually incurred by the Supplier in respect of those Supplier Assets;
	3. operational costs which are not included within (a) or (b) above, to the extent that such costs are necessary and properly incurred by the Supplier in the provision of the Goods and/or Services;
	4. Reimbursable Expenses to the extent these are incurred in delivering any Goods and/or Services where the Charges for those Goods and/or Services are to be calculated on a Fixed Price or Firm Price pricing mechanism (as set out in Framework Schedule 3 (Framework Prices and Charging Structure);
2. but excluding:
	* 1. Overhead;
		2. financing or similar costs;
		3. maintenance and support costs to the extent that these relate to maintenance and/or support services provided beyond the Framework Period and term of any Call Off Agreements whether in relation to Supplier Assets or otherwise;
		4. taxation;
		5. fines and penalties;
		6. amounts payable under the benchmarking provisions of Framework Schedule 12  (Continuous Improvement and Benchmarking); and
		7. non-cash items (including depreciation, amortisation, impairments and movements in provisions);
 |
| "Crown" | 1. means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;
 |
| "Crown Body" | 1. means any department, office or executive agency of the Crown;
 |
| "CRTPA" | 1. means the Contracts (Rights of Third Parties) Act 1999;
 |
| “Cyber Essentials Scheme ” | 1. means the Cyber Essentials Scheme developed by the Government which provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats. Details of the Cyber Essentials Scheme can be found here:
2. https://www.gov.uk/government/publications/cyber-essentials-scheme-overview;
 |
| “Cyber Essentials Scheme Basic Certificate”  | 1. means the certificate awarded on the basis of self-assessment, verified by an independent certification body, under the Cyber Essentials Scheme and is the basic level of assurance;
 |
| “Cyber Essentials Scheme Data” | 1. means sensitive and personal information and other relevant information as referred to in the Cyber Essentials Scheme;
 |
| "Data Controller" | 1. has the meaning given to it in the Data Protection Act 1998, as amended from time to time;
 |
| "Data Processor" | 1. has the meaning given to it in the Data Protection Act 1998, as amended from time to time;
 |
| "Data Protection Legislation" | 1. means the Data Protection Act 1998, as amended from time to time and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
 |
| "Data Subject" | 1. has the meaning given to it in the Data Protection Act 1998, as amended from time to time;
 |
| "Data Subject Access Request" | 1. means a request made by a Data Subject in accordance with rights granted pursuant to the DPA to access his or her Personal Data;
 |
| "Default" | 1. means any breach of the obligations of the Supplier (including but not limited to any fundamental breach or breach of a fundamental term) or any other default, act, omission, misrepresentation, negligence or negligent statement of the Supplier or the Supplier Personnel in connection with or in relation to this Framework Agreement or the subject matter of this Framework Agreement and in respect of which the Supplier is liable to the Authority;
 |
| "Default Management Charge" | 1. has the meaning given to it in paragraph 6.2 of Framework Schedule 9 (Management Information);
 |
| "Direct Award Criteria" | 1. means the award criteria to be applied for the direct award of Call Off Agreements for Goods and/or Services set out in Part A of Framework Schedule 6 (Award Criteria);
 |
| "Dispute" | 1. means any dispute, difference or question of interpretation arising out of or in connection with this Framework Agreement, including any dispute, difference or question of interpretation relating to the Goods and/or Services, failure to agree in accordance with the procedure for variations in Clause 16.1(Variation Procedure) or any matter where this Framework Agreement directs the Parties to resolve an issue by reference to the Dispute Resolution Procedure;
 |
| "Dispute Notice" | 1. means a written notice served by one Party on the other stating that the Party serving the notice believes that there is a Dispute;
 |
| "Dispute Resolution Procedure" | 1. means the dispute resolution procedure set out in Framework Schedule 18 (Dispute Resolution);
 |
| "DOTAS" | 1. means the Disclosure of Tax Avoidance Schemes rules which require a promoter of tax schemes to tell HMRC of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act 2004 and as extended to national insurance contributions by the National Insurance Contributions (Application of Part 7 of the Finance Act 2004) Regulations 2012, SI 2012/1868) made under section 132A of the Social Security Administration Act 1992;
 |
| "DPA" | 1. means the Data Protection Act 1998 as amended from time to time;
 |
| "Due Diligence Information" | 1. means any information supplied to the Supplier by or on behalf of the Authority prior to the Framework Commencement Date;
 |
| "Environmental Information Regulations or EIRs" | 1. means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations;
 |
| "Equivalent Goods and/or Services" | 1. means goods and/or services which the Supplier can supply which are the same or similar to the Goods and/or Services;
 |
|  |  |
| “Extension Framework Period”"Financial Distress Event" | 1. means such period or periods up to a maximum of one year in total as may be specified by the Authority pursuant to Clause 10.2 (Framework Period);]
2. means the occurrence or one or more of the events listed in paragraph 3 of Schedule 16 (Financial Distress);
 |
| "FOIA" | 1. means the Freedom of Information Act 2000 as amended from time to time and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
 |
| "Framework" | 1. means the framework arrangements established by the Authority for the provision of the Goods and/or Services to Contracting Authorities by suppliers (including the Supplier) pursuant to the OJEU Notice;
 |
| "Framework Agreement" | 1. means this agreement consisting of the Clauses together with the Framework Schedules and any appendices and annexes to the same;
 |
| "Framework Commencement Date" | 1. means 22/04/2016
 |
| "Framework Period" | 1. means the period from the Framework Commencement Date until the expiry or earlier termination of this Framework Agreement;
 |
| "Framework Price(s)" | 1. means the price(s) applicable to the provision of the Goods and/or Services set out in Framework Schedule 3 (Framework Prices and Charging Structure);
 |
| "Framework Schedules" | 1. means the schedules to this Framework Agreement;
 |
| "Framework Suppliers" | 1. means thesuppliers (including the Supplier) appointed under this Framework Agreement or agreements on the same or similar terms to this Framework Agreement as part of the Framework;
 |
| "Fraud" | 1. means any offence under Laws creating offences in respect of fraudulent acts (including the Misrepresentation Act 1967) or at common law in respect of fraudulent acts including acts offorgery;
 |
| "Further Competition Award Criteria" | 1. means the award criteria set out in Part B of Framework Schedule 6 (Award Criteria);
 |
| "Further Competition Procedure" | 1. means the further competition procedure described in paragraph 3 of Framework Schedule 5 (Call Off Procedure);
 |
| “Gainshare” | 1. is where a Supplier makes a proposal to a Contracting Authority(s) and the Authority for a new or improved way of providing the Services which will provide actual savings which will shared between the Authority, Supplier and Contracting Authority(s)
 |
| "General Anti-Abuse Rule" | 1. means (a) the legislation in Part 5 of the Finance Act 2013; and (b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid national insurance contributions;
 |
| "General Change in Law" | 1. means a Change in Law where the change is of a general legislative nature (including taxation or duties of any sort affecting the Supplier) or which affects or relates to a Comparable Supply;
 |
| "Good Industry Practice" | 1. means 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;
 |
| "Goods" | 1. means the goods described in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators) which the Supplier shall make available to Contracting Authorities;
 |
| "Goods and/or Services Requirements" | 1. means the requirements of the Authority or any other Contracting Authority (as appropriate) for the Goods and/or Services from time to time;
 |
| "Government"“GLD” | 1. means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including government ministers and government departments and other bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;
2. Government Legal Department;
 |
| "Halifax Abuse Principle" | 1. means the principle explained in the CJEU Case C-255/02 Halifax and others;
 |
| "Holding Company" | 1. has the meaning given to it in section 1159 of the Companies Act 2006;
 |
| "Improvement Plan" | 1. means the plan required by the Authority from the Supplier which shall detail how the Supplier will improve the provision of the Goods and/or Services pursuant to Clause 32.1.1 (Authority Remedies);
 |
| "Improvement Notice" | 1. means the notice issued by the Authority to the Supplier pursuant to Clause 32.1.3 (Authority Remedies) which will detail how the Supplier shall improve the provision of the Goods and/or Services;
 |
| "Information" | 1. has the meaning given under section 84 of the Freedom of Information Act 2000 as amended from time to time;
 |
| “Initial Framework Period”"Insolvency Event" | 1. means the period from the Framework Commencement Date until its third anniversary;
2. means, in respect of the Supplier (as applicable):
	1. a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors; or
	2. a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation); or
	3. a petition is presented for its winding up (which is not dismissed within fourteen (14) Working Days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to section 98 of the Insolvency Act 1986; or
	4. a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or
	5. an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given; or
	6. it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986; or
	7. being a "small company" within the meaning of section 382(3) of the Companies Act 2006, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
	8. where the Supplier is an individual or partnership, any event analogous to those listed in limbs (a) to (g) (inclusive) occurs in relation to that individual or partnership; or
	9. any event analogous to those listed in limbs (a) to (h) (inclusive) occurs under the law of any other jurisdiction;
 |
| "Intellectual Property Rights" or "IPR" | 1. means:
	1. copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in Internet domain names and website addresses and other rights in trade names, designs, Know-How, trade secrets and other rights in Confidential Information;
	2. applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and
	3. all other rights having equivalent or similar effect in any country or jurisdiction;
 |
| “Interpreter” | 1. is a trained professional who transfers the meaning of the *spoken words* from one language into another.
 |
| "Invitation to Tender" or “ITT” | 1. has the meaning given to it in Recital C to this Framework Agreement;
 |
|  |  |
|  |  |
| "IPR Claim" | 1. means any claim of infringement or alleged infringement (including the defence of such infringement or alleged infringement) of any IPR used to provide the Services or as otherwise provided and/or licensed by the Supplier (or to which the Supplier has provided access) to the Authority in the fulfilment of its obligations under this Framework Agreement;
 |
| "Key Performance Indicators" or "KPIs" | 1. means the performance measurements and targets set out in Part B of Framework Schedule 2 (Goods and/or Services and Key Performance Indicators);
 |
| "Know-How" | 1. means all ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the Goods and/or Services but excluding know-how already in the other Party's possession before the Framework Commencement Date;
 |
| "KPI Target" | 1. means the acceptable performance level for a KPI as set out in relation to each KPI;
 |
| “Language” | 1. is the [human](http://en.wikipedia.org/wiki/Human) ability to acquire and use complex systems of [communication](http://en.wikipedia.org/wiki/Communication)
 |
| "Law" | 1. means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Supplier is bound to comply;
 |
| "Legacy Goods and/or Services" | 1. means goods and/or services similar to the New Goods and/or Services and/or goods and/or services which interface with or are intended to interface with or be replaced by the New Goods and/or Services;
 |
| “Linguist” | is a person skilled in languages. CCS will include Translators, Interpreters, Transcribers, Communication Professionals who allow communication to take place between Deaf and Deafblind people to Include British Sign Language (BSL) Interpreters, Irish Sign Language (ISL) Interpreters, [Foreign Sign Language Interpreters](http://www.clarioncall.net/communication-professionals-working-deaf-people#foreign), Deaf Relay (Intralingua language modification) Interpreters, Lip-speakers, Deafblind Interpreters - Visual Frame, Hands On or Manual, Sign Supported English (SSE), Cued Speech/Makaton, electronic and manual Note Taking, Speech to text Reporting with in this definition |
| “Linguistic Model of Interpreting” | 1. This is where the Linguist ONLY interprets what (s)he hears, i.e. does not ask questions or gets involved in the discussion.
 |
| "Losses" | 1. means all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation on otherwise and **“Loss”** shall be interpreted accordingly;
 |
| "Lot" | 1. means any of the twenty two (22) lots specified in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators) and "Lots" shall be construed accordingly;
 |
| "Management Charge" | 1. means the sum payable by the Supplier to the Authority being an amount equal to 1 per cent (1%) of all Charges for the Goods and/or Services invoiced to the Contracting Authorities by the Supplier (net of VAT) in each Month throughout the Framework Period and thereafter until the expiry or earlier termination of all Call Off Agreements entered pursuant to this Framework Agreement;
 |
| "Management Information" or “MI” | 1. means the management information specified in Framework Schedule 9 (Management Information);
 |
| “Marketing/Publication Translation” | 1. is where customers require the translation into source or target languages of wording which will be published nationally.
 |
| "MI Default" | 1. has the meaning given to it in paragraph 6.1 of Framework Schedule 9 (Management Information);
 |
| "MI Failure" | 1. means when an MI report:
	1. contains any material errors or material omissions or a missing mandatory field; or
	2. is submitted using an incorrect MI reporting Template; or
	3. is not submitted by the reporting date(including where a Nil Return should have been filed);
 |
|  |  |
| "MI Report" | 1. means a report containing Management Information submitted to the Authority in accordance with Framework Schedule 9 (Management Information);
 |
| "MI Reporting Template" | 1. means the form of report set out in the Annex to Framework Schedule 9 (Management Information) setting out the information the Supplier is required to supply to the Authority;
 |
| "Ministry of Justice Code" | 1. means the Ministry of Justice's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 as amended from time to time;
 |
| "MISO" | 1. means 'Management Information System Online'. An online portal located at <https://miso.ccs.cabinetoffice.gov.uk> provided by the Authority for collection and receipt of Management Information;
 |
| "Month" | 1. means a calendar month and "**Monthly**" shall be interpreted accordingly;
 |
| "New Goods and/or Services" | 1. means goods and/or services which a Contracting Authority wishes to procure from a third party which are the same or similar to the Goods and/or Services;
 |
| “NRCPD (National Registers of Communication Professionals Working with Deaf and Deafblind People)” | 1. is a database of British Sign Language interpreters, lip speakers, verbatim speech to text reporters and communication professionals working with Deafblind people. Access to the database is free at [www.nrcpd.org.uk](http://www.nrcpd.org.uk).
 |
| “NRPSI (National Register of Public Service Interpreters” | 1. is a database of qualified interpreters of spoken languages. The access to the database is free at <http://www.nrpsi.org.uk>.
 |
| "Nil Return" | 1. has the meaning given to it in paragraph 3.3 of Framework Schedule 9 (Management Information);
 |
| "Occasion of Tax Non –Compliance" | 1. means where:
	1. any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 which is found on or after 1 April 2013 to be incorrect as a result of:
		1. a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax abuse principle or under any tax rules or legislation in any jurisdiction that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax abuse principle;
		2. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime in any jurisdiction; and/or
	2. any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 which gives rise, on or after 1 April 2013, to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Framework Commencement Date or to a civil penalty for fraud or evasion;
 |
| "OJEU Notice" | 1. has the meaning given to it in Recital A to this Framework Agreement;
 |
| "Open Book Data" | 1. means complete and accurate financial and non-financial information which is sufficient to enable the Authority to verify the Charges already paid or payable and Charges forecast to be paid during the Framework Period and term of any Call Off Agreements, including details and all assumptions relating to:
	1. the Supplier’s Costs broken down against each Good and/or Service and/or deliverable, including actual capital expenditure (including capital replacement costs) and the unit cost and total actual costs of all Goods and/or Services;
	2. operating expenditure relating to the provision of the Goods and/or Services including an analysis showing:
		1. the unit costs and quantity of Goods and any other consumables and bought-in services;
		2. manpower resources broken down into the number and grade/role of all Supplier Personnel (free of any contingency) together with a list of agreed rates against each manpower grade;
		3. a list of Costs underpinning those rates for each manpower grade, being the agreed rate less the Supplier Profit Margin; and
		4. Reimbursable Expenses;
	3. Overheads;
	4. all interest, expenses and any other third party financing costs incurred in relation to the provision of the Services;
	5. the Supplier Profit achieved over the Framework Period and term of any Call Off Agreements and on an annual basis;
	6. confirmation that all methods of Cost apportionment and Overhead allocation are consistent with and not more onerous than such methods applied generally by the Supplier;
	7. an explanation of the type and value of risk and contingencies associated with the provision of the Goods and/or Services, including the amount of money attributed to each risk and/or contingency; and
	8. the actual Costs profile for each Service Period under any Call Off Agreements;
 |
| "Order" | 1. means an order for the provision of the Goods and/or Services placed by a Contracting Authority with the Supplier under a Call Off Agreement;
 |
| "Other Contracting Authorities" | 1. means all Contracting Authorities except the Authority and **“Other Contracting Authority”** shall be construed accordingly;
 |
| "Overhead" | 1. means those amounts which are intended to recover a proportion of the Supplier’s or the Sub-Contractor’s (as the context requires) indirect corporate costs (including financing, marketing, advertising, research and development and insurance costs and any fines or penalties) but excluding allowable indirect costs apportioned to facilities and administration in the provision of Supplier Personnel and accordingly included within limb (a) of the definition of “Costs”;
 |
| "Party" | 1. means the Authority or the Supplier and **"Parties"** shall mean both of them;
 |
| "Personal Data" | 1. has the meaning given to it in the Data Protection Act 1998 as amended from time to time;
 |
|  |  |
| "Processing" | 1. has the meaning given to it in the Data Protection Legislation but, for the purposes of this Framework Agreement, it shall include both manual and automatic processing and “**Process**” and “**Processed**” shall be interpreted accordingly;
 |
| "Prohibited Act" | 1. means:
	1. to directly or indirectly offer, promise or give any person working for or engaged by a Contracting Authority and/or the Authority a financial or other advantage to:
		1. induce that person to perform improperly a relevant function or activity; or
		2. reward that person for improper performance of a relevant function or activity;
	2. to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Agreement; or
	3. committing any offence:
		1. under the Bribery Act 2010; or
		2. under legislation creating offences concerning Fraud; or
		3. at common law concerning Fraud; or
		4. committing (or attempting or conspiring to commit) Fraud;
 |
| “QCF” | The Qualifications and Credit Framework is the national [credit transfer system](http://uk.ask.com/wiki/Course_credit?qsrc=470) for education qualification in [England](http://uk.ask.com/wiki/Education_in_England?qsrc=470), [Northern Ireland](http://uk.ask.com/wiki/Education_in_Northern_Ireland?qsrc=470) and [Wales](http://uk.ask.com/wiki/Education_in_Wales?qsrc=470) |
| “Qualified interpreter” | is an independent professional who is registered with the National Register ([www.nrpsi.org.uk](http://www.nrpsi.org.uk) / [www.nrcpd.org.uk](http://www.nrcpd.org.uk)) or is equally qualified by holding a formal, recognised interpreting qualification, e.g. Diploma in Public Service Interpreting (DPSI), Metropolitan Police Test or a Diploma in Police Interpreting (DPI). They are subject to the professional code of conduct.  |
| "Regulations" | 1. means the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2012 (as the context requires) as amended from time to time;
 |
| "Relevant Person" | 1. means any employee, agent, servant, or representative of the Authority, or of any Other Contracting Authority or other public body;
 |
| "Relevant Requirements" | 1. means all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State for Justice pursuant to section 9 of the Bribery Act 2010;
 |
| "Relevant Tax Authority" | 1. means HMRC, or, if applicable, the tax authority in the jurisdiction in which the Supplier is established;
 |
| "Relevant Supplier" | 1. means a third party bidding to provide New Goods and/or Services;
 |
| "Replacement Goods and/or Services" | 1. means any goods and/or services which are substantially similar to any of the Goods and/or Services and which are received in substitution for the Goods and/or Services following the expiry or termination of this Framework Agreement;
 |
| "Replacement Supplier" | 1. means any third party provider of Replacement Goods and/or Services appointed by or at the direction of the Authority from time to time;
 |
| "Reporting Date" | 1. means the 5th working day of each Month following the Month to which the relevant Management Information relates, or such other date as may be agreed between the Parties;
 |
| "Requests for Information" | 1. means a request for information relating to this Framework Agreement or the provision of the Goods and/or Services or an apparent request for such information under the Code of Practice on Access to Government Information, FOIA or the EIRs;
 |
| "Restricted Countries" | 1. shall have the meaning given to it in Clause 27.5.3 (Protection of Personal Data);
 |
| “SASLI (Scottish Association of Sign Language Interpreters)” | 1. is a registering and membership body in Scotland for British Sign Language (BSL)/English Interpreters.
 |
| "Self Audit Certificate" | 1. means the certificate in the form as set out in Framework Schedule 10 (Annual Self Audit Certificate) to be provided to the Authority in accordance with Clause 18 (Records, Audit Access and Open Book Data);
 |
| “Service Improvement Proposal”"Service Period" | 1. a Supplier proposal to the Authority and the Contracting Authority for an improved, new or different way of providing the Services which will deliver benefits.
2. has the meaning given to it in Framework Schedule 4 (Template Order Form and Template Call Off Terms) as refined by a Contracting Authority in a Call Off Agreement between that Contracting Authority and the Supplier;
 |
| "Services" | 1. means the services described in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators) which the Supplier shall make available to Contracting Authorities;
 |
| “Simultaneous interpreting” | 1. is the spoken transfer by an interpreter, for the comprehension of one or more listeners, at normal voice level, of the meaning from one language into another, while the speaker is speaking;
 |
| “Source Language Group” | 1. means the language in which text appears that is to be translated into another language;
 |
| "Specific Change in Law" | 1. means a Change in Law that relates specifically to the business of the Authority and which would not affect a Comparable Supply;
 |
| "Standards" | 1. means:
	1. any standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardisation or other reputable or equivalent bodies (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Supplier would reasonably and ordinarily be expected to comply with;
	2. any standards detailed in the specification in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators);
	3. any standards detailed by a Contracting Authority in a Call Off Agreement following a Further Competition Procedure; or agreed between the Parties from time to time;
	4. any relevant Government codes of practice and guidance applicable from time to time.
 |
| "Statement of Requirements" | 1. means a statement issued by the Authority or any Other Contracting Authority detailing its Goods and/or Services Requirements issued in accordance with the Call Off Procedure;
 |
| "Sub-Contract" | 1. means any contract or agreement (or proposed contract or agreement), other than this Framework or a Call Off Agreement, pursuant to which a third party:
2. (a) provides the Goods and/or Services (or any part of them);
3. (b) provides facilities or services necessary for the provision of the Goods and/or Services (or any part of them); and/or
4. (c) is responsible for the management, direction or control of the provision of the Goods and/or Services (or any part of them);
 |
| "Sub-Contractor" | 1. means any person other than the Supplier who is a party to a Sub-Contract and the servants or agents of that person;
 |
| “Summary Translation” | 1. issituations where the turnaround time is extremely short. A translator will read through the document, following the specific instructions provided by the client to assess the most important parts of the document. This information is then summarised and translated into the target language, providing readers with a concise and accurate summary of the document.
 |
| "Supplier" | 1. means the person, firm or company stated in the preamble to this Framework Agreement;
 |
| "Supplier Action Plan" | 1. means a document, maintained by the Authority, capturing information about the relationship between the Parties including, but not limited to strategic objectives, actions, initiatives, communication channels, risks and supplier performance;
 |
| "Supplier Personnel" | 1. means all persons employed or engaged by the Supplier together with the Supplier's servants, agents, suppliers, consultants and Sub-Contractors (and all persons employed by any Sub-Contractor together with the Sub-Contractor’s servants, consultants, agents, suppliers and sub-contractors) used in the performance of its obligations under this Framework Agreement or any Call Off Agreements;
 |
| "Supplier Profit" | 1. means, in relation to a period, the difference between the total Charges (in nominal cash flow terms but excluding any Deductions (as defined in Call Off Schedule 1 (Definitions)) and total Costs (in nominal cash flow terms) in respect of any Call Off Agreements for the relevant period;
 |
| "Supplier Profit Margin" | 1. means, in relation to a period, the Supplier Profit for the relevant period divided by the total Charges over the same period in respect of any Call Off Agreements and expressed as a percentage;
 |
| "Supplier Representative" | 1. means the representative appointed by the Supplier from time to time in relation to this Framework Agreement;
 |
| "Supplier's Confidential Information" | 1. means any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, Know-How, personnel and suppliers of the Supplier, including IPRs, together with information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential;
 |
| “Target Language Group” | 1. means the language in to
2. which text has to be translated
 |
| “Technical Translation” | 1. is the translation of various specialties. These shall include, but are not limited to, legal, medical, pharmaceutical, financial, IT, media, mental health, transportation, engineering, procurement, marketing, housing, benefits, immigration, defence, security.
 |
| "Template Call Off Terms" | 1. means the template terms and conditions in Annex 2 to Framework Schedule 4 (Template Order Form and Template Call Off terms);
 |
| "Template Order Form" | 1. means the template form in Annex 1 to Framework Schedule 4 (Template Order Form and Template Call Off terms);
 |
| "Tender" | 1. means the tender submitted by the Supplier to the Authority on a copy of which is set out in Framework Schedule 21 (Tender);
 |
| "Termination Notice" | 1. means a written notice of termination given by one Party to the other, notifying the Party receiving the notice of the intention of the Party giving the notice to terminate this Agreement on a specified date and setting out the grounds for termination;
 |
| “Transcription”“Transcriptor”“Translation” | 1. is the act or process of making a written, printed, or typed copy of words that have been spoken
2. is someone who makes a written version of spoken material.
3. is the transfer of meaning from one language to another in *written* form.
 |
| “Translator” | 1. is a person who transfers the meaning of written words from one language to another.
 |
| "TUPE" | 1. means the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) as amended or replaced or any other regulations or UK legislation implementing the Acquired Rights Directive;
 |
| "Variation" | 1. has the meaning given to it in Clause 19.1.1 (Variation Procedure);
 |
| "Variation Form" | 1. means the form that will be completed and signed by the Parties to effect a Variation which shall be in the form set out in Framework Schedule 19 (Variation Form);
 |
| "Variation Procedure" | 1. means the procedure for carrying out a Variation as set out in Clause 19.1 (Variation Procedure);
 |
| "VAT" | 1. means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
 |
| “Website and Software Localisation” | 1. is the global adaptation of a product (software, web site) to bring it in line with a market that uses another language. The localisation of software, for example, implies not only the translation of all the technical (manual, online help, etc.) and advertising documentation, but also the adaptation of the various screens, keyboard shortcuts, images and text areas, and not forgetting the indexing which must be completely recreated in the target language
 |
| “Whispered interpreting (chuchotage)” | 1. is a variety of the simultaneous interpreting, the spoken transfer by an interpreter, at lowered but audible voice level, usually for the comprehension and directly into the ear of a single listener, of a meaning from one language into another, while the speaker is speaking.
 |
| "Working Days" | 1. means any day other than a Saturday, Sunday or public holiday in England and Wales.
 |

**FRAMEWORK SCHEDULE 2: GOODS AND SERVICES AND KEY PERFORMANCE INDICATORS**

**PART A: GOODS AND SERVICES**

1. INTRODUCTION

Crown Commercial Service (the Authority) is seeking to establish a Framework Agreement for the provision of Language Services including Written Translation, Transcription and Ancillary Services, Telephone Interpreting and Video Language Services, Non-spoken Face to Face and Video Language Services and Face to Face Interpreting Services. The Framework Agreement shall comprise of 22 Lots as detailed in paragraph 2 – Description of Lots.

The purpose of this Framework Schedule 2 (Goods and Services and Key Performance Indicators) Part A: Goods and Services is to provide a description of the Goods and Services that the Supplier shall be required to deliver to Contracting Authorities under the lotting structure of this Framework Agreement.

* 1. This Framework Agreement shall be available to public sector organisations to provide Language Services throughout the United Kingdom. There shall be a requirement for the Goods and Services to be provided Overseas and Suppliers shall ensure that they can cover this factor where indicated.
	2. The information published in section VI.3 of the OJEU Contract Notice provides a list of the UK Central Government Departments, their Agencies and Arm’s Length Bodies and all other Contracting Authorities who will be eligible to access this Language Services Framework Agreement.
	3. The Contracting Authority Language Service requirements under the Lotting structure of this Framework Agreement span a wide and diverse customer base which requires a variety of specialisms. These shall include, but are not limited to, criminal justice procedures, legal, medical and medical trauma, pharmaceutical, financial, IT, media, children, mental health, transportation, engineering, procurement, marketing, housing, benefits, immigration, defence, security, technical and government (central and local).
	4. The Framework Agreement is structured to offer a Contracting Authority flexibility and choice. It shall be a matter of judgment for the Contracting Authority to decide which particular Lot(s) are most appropriate to meet with their specific requirements and best delivers their business need, and to ensure the most appropriate fit for the Contracting Authority requirements including value for money.
	5. The Goods and Services required under the Lotting structure of this Framework Agreement and all Standards set out in this Specification and Appendices may be refined (to the extent permitted and set out in Framework Schedule 6 (Call Off Procedure) by a Contracting Authority during a Call Off Procedure to reflect its Service Requirements for entering a particular Call Off Agreement.
	6. The Framework Agreement shall be awarded for an initial period of three (3) years, with the option for the Authority to extend for a further one (1) year.
	7. This Framework Agreement shall be managed centrally by the Authority and the Call Off Agreements will be managed by the Contracting Authority.
	8. The Procurement has been advertised by publishing a Contract Notice in the OJEU advertising the Open Procedure under Regulation 27 of the Public Contracts Regulations 2015 (the “Regulations”).
1. DESCRIPTION OF LOTS

It is important to note that the Goods and Services under a Lotting structure of this Framework Agreement are the types of requirements typically arising under each Lot; this list is not exhaustive and additional Languages/dialects shall be added if required. In utilising the Lots, a Contracting Authority shall not be restricted to seeking the specific Services listed under each sub-category (as long as their requirements are relevant to the broad heading of the Lot). The Framework Agreement consists of the following Lots:

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| **Description of the Lots** |
| **Lot 1 - Managed Service Provision of Language Services**The provision of a Managed Service Provision throughout the United Kingdom and Overseas. The scope of this Lot includes the provision of a multi (i.e. more than one) Language Service delivery channel providing flexibility for a Contracting Authority to define their specific requirements. Suppliers of Lot 1 shall provide a tailored solution that covers advisory services, administrative support and efficient business processes through to the delivery of the Language Service requirements. The provision of Language Services shall be available throughout the United Kingdom and Overseas. The Supplier shall be able to provide all the following Services included in:* Written Translation, Transcription and Ancillary Services
* Telephone Interpreting and Video Language Services
* Non Spoken Face to Face and Video Language Services
* Face to Face Interpreting Services

Suppliers shall be able to provide all the Mandatory Requirements relating to, Written Translation, Transcription and Ancillary Services as detailed in Appendix 2, Telephone Interpreting and Video Language Services as detailed in Appendix 3, as Non Spoken Face to Face and Video Language Services as detailed in Appendix 4, Face to Face Interpreting Services as detailed in Appendix 5. The Supplier shall provide an end to end service to the Contracting Authority, providing Language Service requirements, through its own Linguists and Linguists via Sub Contractors if required. The Supplier shall be responsible for the compliance of the Sub Contractors used in accordance with the terms and conditions of the Framework Agreement as outlined in Framework AgreementSchedule Clause 25 : Sub Contractors*,* and in accordance with all legislative and regulatory requirements.Full specific Mandatory Requirements pertaining to Lot 1 are outlined in Appendix 1. All Translator, Interpreter and Linguist qualifications are outlined in Appendices 2, 3, 4 and 5. |
| **Lot 2 - Written Translation, Transcription and Ancillary Services**The provision of Written Translation, Transcription and Ancillary Services throughout the United Kingdom and Overseas.This Lot 2 includes the provision of a Written Translation, Transcription and Ancillary Services from English into the Language requested by the Contracting Authority and from those languages into English or other Languages. Please refer to Annex A – Languages List Translation refers to the conversion of written documents into another language as text. In this context it includes transcription i.e. the conversion of written documents into alternative formats such as Braille, Large Print, Audio, Video or pictorial English and normal print.It includes the Written Translation and Transcription of documentation, audio, tapes and other forms of electronic media. Ancillary Services such as Voiceovers, Subtitles, EasyRead and Large Print are also within the scope of this Lot.The Services which shall be provided under this Lot include the Translation and Transcription of the following;* Advisory / guidance and instruction documents
* Correspondence, information leaflets
* Technical, scientific, legal, medical, financial or any other specialist category
* Verbatim (word for word)
* Artwork, design, illustration and typesetting
* Proof reading
* Translation Memory Software
* Multimedia and e-learning
* Campaign collateral for example press kits
* Website localisation
* Software localisation
* Audio/Video recordings to written text

Full specific mandatory requirements including Translator qualifications pertaining to Lot 2 are outlined in Appendix 2. |

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| **Lot 3 - Telephone Interpreting and Video Language Services**The provision of a Telephone Interpreting and Video Language Services Spoken and Non Spoken throughout the United Kingdom and Overseas.This Lot 3 includes the provision of a consecutive interpreting service via the medium of telephone and video conferencing technology. Simultaneous interpreting as available through video conferencing technology. Telephone Interpreters shall convert a spoken language from one language to another, enabling listeners and speakers to understand each other. Please refer to Annex A – Languages List.Video Interpreters (Spoken) shall convert a spoken language from one language to another, enabling listeners and speakers to understand each other. Please refer to Annex A – Languages List.Video Linguists (Non Spoken), shall allow communication to take place between Deaf and Deafblind people and others requiring support to access English, and hearing people. Non Spoken service to be provided include:* Interpreting:
	+ British Sign Language (BSL) Interpreters
	+ Irish Sign Language (ISL) Interpreters
	+ Foreign Sign Language Interpreters
* Non Interpreting Services
	+ Deaf Relay (Intralingual language modification)
	+ Lipspeakers
	+ Video Relay Interpreting Services
	+ Cued Speech/Makaton

The Services which shall be provided under this Lot include:* Immediate Telephone/Video Interpreting for Contracting Authority customers and non-English speakers who need to use an Interpreter immediately over the telephone/video.
* Scheduled telephone/video interpreting service or customers who prefer to book an interpreter in advance of an Assignment.
* Recording of Telephone/Video conferences.

Full specific mandatory requirements pertaining to Lot 3 and the range of interpreter qualifications are outlined in Appendix 3. |

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| --- |
| Lots 4a to 4e - Non Spoken Face to Face and Video Language ServicesThe provision of Non Spoken Face to Face and Video Language.Non Spoken Face to Face Services - Lots 4a to 4e will provide Non Spoken Face to Face Services coverage of English Regions and Scotland/Northern Ireland. Welsh Contracting Authorities will be able to utilise the nearest available Region, Lot 4b, 4c or 4d. Contracting Authorities requiring Overseas coverage will utilise Lot 4a Greater London including Overseas. Each Lot 4a to 4e will provide Video Language Services throughout the United Kingdom and Overseas.The scope of these Lots includes the provision of Linguists who allow communication to take place between Deaf and Deafblind people and others requiring support to access English, and hearing people, in personal attendance or via agreed video conferencing technology. The Service which shall be provided under this Lot include: * Interpreting:
	+ British Sign Language (BSL) Interpreters
	+ Irish Sign Language (ISL) Interpreters
	+ Foreign Sign Language Interpreters
	+ Deafblind Interpreters: Visual Frame, Hands On or Manual
* Non Interpreting Services
	+ Deaf Relay (Intralingual language modification)
	+ Lipspeakers
	+ Speech-to-text reporting
	+ Electronic and manual notetakers
	+ Video Relay Interpreting Services
	+ Cued Speech/Makaton

Please refer to Annex B for counties listed for each Lot.Lots 4a to 4e provide coverage for English Regions and Scotland/Northern Ireland as below:Lot 4a Greater London including OverseasLot 4b Southern England Comprising of the following Regions from Annex B – South West England – South Central England – South East England -WalesLot 4c Midlands and East of England Comprising of the following Regions from Annex B – West Midlands – East Midlands – East of England – WalesLot 4d North of England Comprising of the following Regions from Annex B – North West England –– North East England including Yorkshire & Humberside - WalesLot 4e Scotland and Northern IrelandFull specific mandatory requirements pertaining to Lots 4a to 4e and the range of Linguist qualifications are outlined in Appendix 4. |
| **Lots 5a to 5n - Spoken Face to Face Interpreting Services**The provision of Spoken Face to Face Interpreting. Lots 5a to 5n provide Regional, Devolved Governments and UK and Overseas coverage as detailed below.

|  |  |
| --- | --- |
| 5a – Greater London | 5h – Yorkshire & Humberside |
| 5b – South West England | 5i – North West England |
| 5c – South Central England | 5j – North East England (excluding Yorkshire and Humberside)  |
| 5d – South East England | 5k – Scotland |
| 5e – East of England | 5l – Wales |
| 5f – East Midlands | 5m – Northern Ireland |
| 5g – West Midlands | 5n – UK and Overseas |
| The scope of Lots 5a to 5n includes the provision of a Face-to-Face Interpreting Service (Simultaneous, Consecutive and Whispering) whereby the meaning of what is said in one language is transferred at the event in spoken form into a second language, by an Interpreter in personal attendance.The Services which shall arise under these Lots include:* Interviews
* Hearings
* Conference Interpreting
* Judicial / Legal Interpreting
* Escort Interpreting
* Community Interpreting
* Medical / Health Interpreting
* Media Interpreting
* Defence Interpreting

Please refer to Annex A of this document for the core Languages List and Annex B counties listed for each Lot.Full specific requirements pertaining to Lots 5a to 5n and the range of interpreter qualifications are outlined in Appendix 5. |

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1. Mandatory Requirements - FOR ALL CONTRACTING Authorities

This paragraph provides details of the mandatory requirements that ALL Suppliers shall fulfil in their entirety in order to meet the service delivery requirements of this Framework Agreement. It is important that Suppliers take time to fully understand this important part of the Service Delivery requirement. ALL mandatory requirements (a through to q) shall be required to commence from the start date of the Call Off Agreements with the Contracting Authorities.

1. **Codes of Conduct Mandatory Requirements -** The Supplier shall comply will all aspects of the NRCPD and/or SASLI and/or the NRPSI Codes of Conduct or equivalent. Please refer to paragraph 3.1.
2. **Mandatory Service Requirements *–*** The Supplier shall fulfil all aspects of the Service Requirements for Contracting Authorities. Please refer to paragraph 3.2
3. **Appointment and Recruitment of Linguists Mandatory Requirements -** The Supplier shall have selection and recruitment procedures in place which fully satisfy the requirements described in paragraph 3.3.
4. **Professional Requirements for Linguists within the Criminal Justice System Mandatory Requirements -** The Supplier shall provide Linguists to work within the Criminal Justice System with the professional requirements described in paragraph 3.4.
5. **Training and Continuing Professional Development Mandatory Requirements –** The Supplier shall have in place robust processes to provide monitor and record training and continuing professional development of Linguists as detailed in paragraph 3.5**.**
6. **Security Vetting / Clearance Mandatory Requirements –** The Supplier shall comply with all aspects of the security vetting / clearance mandatory requirements as detailed in paragraph 3.6.
7. **Data Security Mandatory Requirements –** The Supplier shall fully comply with all aspects of the Data Security as detailed in paragraph 3.7.
8. **Ordering / Booking Process Mandatory Requirements –** The Supplier shall provide an ordering / booking service to the Contracting Authorities as detailed in paragraph 3.8.
9. **Cancellation of Bookings Mandatory Requirements –** The Supplier shall process cancellations to orders / bookings from the Contracting Authorities which fully satisfy the requirements in paragraph 3.9.
10. **Payment and Invoicing Mandatory Requirements –** The Supplier shall comply with all aspects of the payments and invoicing processes as detailed in paragraph 3.10.
11. **Travel and Related Costs Mandatory Requirements –** The Supplier shall comply with the Contracting Authorities travel and related costs requirements as described in paragraph 3.11
12. **Procurement Specific Standards Mandatory Requirements –** The Supplier shall comply with the required procurement specific standards as described in paragraph 3.12.
13. **Management Information, Monitoring and Data Reporting Mandatory Requirements –** The Supplier shall provide all of the Management Information requirements as described in Framework Agreement Schedule 9, and also as detailed in paragraph 3.13.
14. **Framework Management and Account Management Mandatory Requirements –** The Supplier shall provide a framework contract management services and account management services which fully supports all of the requirements of the Framework Agreement and the requirements of the Contracting Authorities as detailed in paragraph 3.14.
15. **Complaint Procedure Mandatory Requirements -** The Supplier shall have in place a complaints procedure which fully satisfies the requirements as described in paragraph 3.1
16. **Gainshare -** The Supplier may make a Service Improvement Proposal to a Contracting Authority and the Authority for a new or different way of providing the Services as described in paragraph 3.16.
17. **Supply Chain Management Mandatory Requirements –** The Supplier shall comply with all aspects of the Supply Chain requirements. Please refer to paragraph 3.17.

## **CODES OF CONDUCT MANDATORY REQUIREMENTS**

This paragraph describes the Codes of Conduct mandatory requirements that Suppliers shall ensure all Linguists comply with.

### The Supplier shall ensure all Linguists comply with all aspects of the NRCPD Code of Conduct <http://www.nrcpd.org.uk/> or the NRPSI Code of Conduct <http://www.nrpsi.org.uk/for-clients-of-interpreters/code-of-professional-conduct.html> or the SASLI Code of Conduct <http://www.sasli.co.uk/> or equivalents as specified by the Contacting Authorities at the Call Off Agreement stage.

### The Supplier shall ensure that all translations shall be completed in accordance with the Code of Professional Conduct of the ITI (Institute of Translation & Interpreting). <http://www.iti.org.uk/attachments/article/154/Code%20of%20Conduct%20-%20individual.pdf> or equivalents.

### The Supplier shall ensure that all Linguists shall not add nor take anything from the intended meaning and shall keep to the spirit of what is said or signed as stated in the NRCPD Code of Conduct or the NRPSI Code of Conduct or equivalents.

### The Supplier shall ensure annual checks or as specified by the Contracting Authority at the Call Off Agreement stage are completed either by its own staff or an external agency, so as to ensure that all Linguists are still compliant with the above codes of conduct.

## **MANDATORY SERVICE REQUIREMENTS**

This paragraph describes the mandatory service requirements that the Supplier is obligated to fulfil as part of the delivery of this Language Services Framework.

### The Supplier shall ensure it has access to a sufficient number of appropriately qualified and experienced Linguists to ensure that it can fulfil the requirement under the Lotting structure of this Framework Agreement and any subsequent Call Off Agreements.

### The Supplier’s staff and Linguists shall possess the qualifications and competence appropriate to the tasks for which they are employed. The Supplier shall ensure that all staff and Linguists supplying the Services and any subsequent Call Off Agreements shall behave in a responsible and professional manner, and shall provide the Services with all due skill, care and diligence.

### The level of qualifications, skills, competence, experience, registration (where appropriate) and security vetting/clearance (as per 3.6) required shall vary from assignment to assignment. The Contracting Authority shall specify the minimum standards required at the Call Off Agreement stage and subsequent time of booking.

### Where the Supplier has been asked to provide a Linguist who meets the specified qualifications and registration but is unable to provide the level of Linguist requested but can supply a Linguist with equivalent qualifications, skills, competence, experience, registration (where appropriate) and security vetting/clearance, the Supplier shall inform the Contracting Authority of the circumstances and then request their consent before proceeding. The Contracting Authority shall specify the particular Code of Conduct, and/or equivalent minimum standards to which Linguists shall be obliged to comply at Call Off Agreement stage.

### If and when so directed in writing by the Authority the Supplier shall within five (5) working days provide details of the qualifications and competence of any person employed or contracted and proposed to be employed or contracted by the Supplier of this Framework Agreement and shall provide a copy of any certificate or qualification or competence that has been issued in respect of any such person employed or contracted and proposed to be employed or contracted.

### Upon receipt of each booking request, the Supplier shall identify and contact a Linguist(s) who can meet the requirement, for example can communicate in the identified language and has appropriate qualifications and experience in accordance with the Contracting Authority’s specification.

### The Supplier shall, where possible, provide sufficient information on the nature of the assignment and the Contracting Authority(s) requirements to enable the Linguist to confirm their ability to fulfil the requirement.

### If requested by the Contracting Authority the Supplier’s staff and or contracted Linguists shall be required to sign the Official Secrets Act 1911-1989 and the Contracting Authority’s confidentiality agreement which shall be provided at Call Off Agreement stage.

### The Supplier shall provide the Contracting Authority prior to the commencement of the assignment, with the following;

#### full name of Linguist

1. a clear up to date photograph, which is of passport quality, of the Linguist
2. the current level of Government Security Clearance of the Linguist
3. the language(s) in which the Linguist has been assessed as competent to work

A Contracting Authority may require additional information to be badged and this will be covered at the Call Off stage.

The Supplier shall ensure that Non Spoken Linguists in Lot 1, 3 and 4, carry their NRCPD/SASLI ID Cards and all other Linguist carry official photo ID e.g. driving license or passport, to all assignments.

### In the event of a Linguist’s quality, ability, or integrity being compromised in any way, the Authority and/or Contracting Authority shall reserve the right to require the Supplier to cease to deploy that Linguist. Each decision shall be taken on a case by case basis and be appropriately evidenced and supported.

### The Supplier shall include the capacity to provide reasonable requests for Linguists of specific gender, religion, religious origins, cultural background and who reflect awareness and understanding of the environment and circumstances in which the Language Services are required.

### Suppliers shall be aware that the Contracting Authority will have full discretion when occasions arise that for political, religious, competence or other reasons, certain Linguists must not to be sent to particular Assignments.

### Suppliers shall be aware that it may be necessary for the Contracting Authority to stipulate that a Linguist from the local area is not to be used for sensitive Assignments. The Contracting Authority will inform Suppliers at the time of booking if this is the case.

### The Supplier shall find a suitable Linguist in sufficient timescale to meet the Contracting Authority’s booking, in the event that a Linguist declines an assignment that they do not feel competent or comfortable accepting. The Supplier shall provide a compliant replacement Linguist.

### **Ethical and Professional Behaviour**

The Supplier shall have adequate controls and procedures in place to ensure, the Supplier, the Suppliers’ staff and all Linguists employed, contracted or involved in the delivery of services under this Framework Agreement shall

#### Maintain confidentiality at all times and not seek to make personal gain through information disclosed during their work.

#### Act impartially and professionally in all actions related to the provision of Language Services under this Framework Agreement.

#### Not discriminate for or against parties, either directly or indirectly, on any grounds including, but not limited to race, colour, ethnic origin, age, nationality, religion, gender, sexuality, disability, or political allegiance.

#### Disclose to the Contracting Authority any information, including criminal record, which may make them unsuitable in any particular case.

#### Disclose immediately if the subject or immediate family or other conflict of interest is known or related to them.

#### Disclose any business, financial, family, or other interest, whether personal or otherwise, which they might have in relation to the matter being held.

#### Not accept payment for information about the Authority or details of the Contracting Authority’s Assignments or information contained within.

#### Not engage in any behaviour likely to discredit the Authority including, but not limited to, impairment through drugs or alcohol, sexual misconduct, violence, intimidation or abusive behaviour.

#### Highlight any areas of concern, poor practice or potential risk they identify in the course of their duties to the Supplier, who shall bring these to the attention of the Authority.

#### Always act in accordance with the Ethical Standards of their Professional Bodies, where membership is held.

### **Compliance with Law**

#### Without prejudice to the generality of clause 36 Compliance with Law, set out in the Framework terms and conditions, Contracting Authority’s and Suppliers shall be aware of the relevant legislation contained in:

* United Nations Convention on the Rights of Persons with Disabilities 2006
* Care Act 2014
* Health and Social Care Act 2012
* EU Directive 2010/64/EU
* EU Public Procurement Directive 2014/24/EU
* Mental Health Act 1983 Code of Practice
* Human Rights Act 1998
* European Convention for the Protection of Human Rights and Fundamental

Freedoms 1950

* United Nations Convention on the Rights of the Child 1989
* Equality Act 2010
* Data Protection Act 2003

#### Contracting Authorities and Suppliers shall ensure that they consider other relevant and applicable best practice guidance reports and recommendations in the provision of the services under this Framework Agreement.

### **Policy**

#### The Supplier shall ensure a robust Health and Safety policy is in place within their organisation and act in accordance with the law for both staff and contracted Linguists.

#### The Supplier shall ensure that a robust Security Incident/Breach procedure is in place for their premises and that the Contracting Authority is immediately informed of any compromise to the Supplier and or Contracting Authority’s assets.

### **Duty of Care**

#### The Supplier shall ensure that the current Health and Safety legislation applies to both the physical and psychological health of Linguists and that their organisation’s Health and Safety policy shall cover this. Suppliers shall have a 'duty of care' to protect psychological as well as physical health and to act in a reasonable manner in the light of what is known about psychological reactions to traumatic events.

#### Suppliers shall have standard operating procedures in place to prevent Linguists being unduly traumatised due to the nature of some Assignments and provide appropriate aftercare e.g. access to counselling services.

### **Equality and Diversity**

#### The Authority is committed to providing Services which embrace diversity and which promote equality of opportunity. Given the diverse range of Contracting Authorities who will access this Language Service, Suppliers shall give appropriate consideration to any potential diversity and equality impacts and risks and be capable of demonstrating how they will address these in delivery of the services.

####  The Supplier shall conform to and demonstrate compliance with all equality legislation and Contracting Authority equality and diversity policies.

#### The Supplier shall ensure a robust equality and diversity policy is in place within their organisation and that this is reviewed at least annually.

#### The Supplier, as the service provider to the end user, shall carry out an Equality Impact Assessment in a form agreed with the Contracting Authority by a date set by the Contracting Authority and be reviewed at a frequency determined by the Contracting Authority.

#### The Supplier shall ensure that the recipient of the services, or the customer in respect of the services, enjoys equal access to, and is equally satisfied with, performance and quality irrespective of any other factor.

#### The Supplier shall operate a policy of continuous improvement with respect to all elements of equality and diversity.

## **APPOINTMENT AND RECRUITMENT OF LINGUISTS – MANDATORY REQUIREMENTS**

This paragraph describes the mandatory Appointment and Recruitment requirements that the Supplier is obligated to fulfil irrespective of whether the Linguist is employed or contracted on a freelance basis, as part of the delivery of this Language Services Framework.

### Suppliers shall ensure that their Framework pricing allows for the full recruitment process as no allowance will be made by the Authority or Contracting Authority for price increases due to Suppliers having to improve and/or amend their recruitment process.

### The Supplier shall have in place, robust appointment and recruitment procedures that ensures the Linguists are suitably qualified to undertake all Contracting Authority related translation and or interpreting aligned to the Linguistic Model of Interpreting, or in the case of British Sign Language Interpreting, Linguistic/cultural facilitation interpreting and national standards in interpreting. The Supplier shall ensure that the Linguist can provide a true and accurate interpreting/translation of the speech/text/sign.

### The Supplier shall employ and or contract relevant and Linguistic specific, qualified language assessors/testers/teachers to conduct the appointment and interview process as appropriate.

### The Supplier shall ensure, prior to appointment, that the Linguist completes an application form that meets the requirements of enacted laws and requests full details of that Linguist’s employment history.

### The Supplier shall ensure that they have received copies of the Linguists appropriate qualifications and/or accredited training certificates, prior to appointment. The Supplier shall perform reasonable verification and validation checks of the qualifications and accredited training certificates and this may include liaison with relevant regulatory bodies.

### Suppliers shall verify the nationality and immigration status of applicants and ensure that Linguists who are overseas nationals and who do not live in the UK or EU have a valid UK permit from Work Permits (UK) prior to submitting them for engagement. A copy of a valid permit shall be held on file, the copy shall be in date and verified.

### The Supplier shall ensure that information is obtained as to whether Linguists are suspended from duty with any other organisation. Suppliers who suspend a Linguist shall inform the Authority and agree that the Authority may inform other Suppliers within the Lot(s). The Authority shall inform the relevant Register (NRPSI, NRCPD, SASLI or equivalents) of any suspension.

### The Supplier shall undertake individual face-to-face selection interviews in a location that is secure and private for all potential Linguists that are short-listed and may be recruited or appointed. Where face to face selection interviews are not practical they may be conducted via another channel i.e. telephone / video conferencing and in any event the Supplier shall ensure that adequate controls are in place to support robust procedures in the identification and verification of the Linguist.

### The Supplier shall ensure that the Linguist has provided the following to the Supplier, prior to being involved with any element of the Service for the Contracting Authority:

#### An up to date curriculum vitae or employment history and evidence of all relevant training undertaken.

#### Where the Linguist holds additional certificates or qualifications, copies of such certificates and proof of any other such qualifications shall be retained on the file of the Linguist concerned (the Supplier having previously viewed the originals of such certificates or evidence of such other qualifications).

### The Supplier shall confirm that the Linguist can communicate clearly and effectively in both English and their chosen language or dialect (i.e. they are readily able to understand and be understood).

### The Supplier shall ensure that Linguists are aware and have sufficient knowledge of relevant legislative requirements to the specific industry sector or specialist area that they are working in e.g. Health and Education, working with vulnerable people and confidentiality issues.

### The terms and conditions of the Linguist legal relationship; full/part time employment, associate, self-employed, to the Supplier, shall be given to the Linguist in full and in writing before the Supplier accepts the Linguist for work.

### The Supplier shall ensure that Linguists are aware of and are responsible for adhering to the Working Time Directive and any other relevant Directive which may come into force during the Framework Period and the term of any Call Off Agreement(s).

### The Supplier shall keep a written record of any formal interview conducted with Linguists. Such interviews shall be held within a secure database system and be made available during an Authority Audit.

### The Supplier shall keep a secure database from which they are able to demonstrate that all Linguists provided possess the qualifications, competencies and skills to meet the standards required by the Authority/Contracting Authority. This system shall be made available for a Quality Assurance and Audit inspection by the Authority/Contracting Authority or Agents acting on their behalf.

### When directed by a Contracting Authority at the Call Off Agreement stage the Supplier shall undertake a robust language assessment/testing using language competency assessment tools and techniques to determine the Linguistic ability and standard of the Linguist and to ascertain the Linguist’s fluency in English and the target language(s). Contracting Authorities will specify details of the exact requirements at the Call Off stage. The assessment/testing shall be completed as part of the selection process with repeated assessments, at a frequency to be agreed with the Contracting Authority, to ensure compliance. Separate assessments shall be completed for each language the Linguist proposes practising. The type and level of assessment must be of a sufficient standard to assure compliance with the Qualifications and Banding (please refer to Annex C) the assessment of the first or other language in various genres as indicated in paragraph 1.5. The assessment may include listening, speaking, reading, writing, an integration of two or more of these skills, or other constructs of language ability. These assessments will form part of a Quality Assurance inspection by the Authority, Contracting Authority or Agents acting on their behalf, and the Supplier agrees to provide access to the Linguists together with any information that the Authority requires in order to carry out its Quality Assurance inspection. The Supplier shall ensure that the Linguist must not be made to bear the cost of such testing.

### The Authority and/or the Contracting Authority shall have in place a Quality Assessment which will be carried out at the Suppliers premises. Suppliers not complying with the recruitment requirements shall be subject to Performance Improvement procedures to ensure compliance.

## **PROFESSIONAL REQUIREMENTS FOR LINGUISTS WITHIN THE CRIMINAL JUSTICE SYSTEM - MANDATORY REQUIREMENTS**

This paragraph describes the mandatory Professional Requirements for Linguists within the Criminal Justice System.

### A protocol on arrangements for the use of Linguists in investigations and proceedings within the Criminal Justice system has been established between police, courts and other legal agencies. The Protocol relates to the Police and Criminal Evidence Act 1984 (PACE) and the Directive of 2010S/64/EU of the European Parliament and Council and of the Council of 20 October 2010 on the right to interpreting and translating criminal proceedings. The standardised requirement is that a Linguist(s) working in a court, police station and/or other legal agencies should, be registered (“full” status with law option) with the National Register of Public Service Interpreters (NRPSI) <http://www.nrpsi.org.uk> or the National Registers of Communication Professionals working with Deaf and Deafblind people (NRCPD) <http://www.nrcpd.org.uk/> or the Scottish Association of Sign Language Interpreters (SASLI) <http://www.sasli.co.uk/>. The Supplier shall ensure that any Linguists provided on any Assignment to the Criminal Justice System meets this requirement.

### If, for any Assignment, it is impossible to select a Linguist from the NRCPD/SASLI and/or NRPSI registers, the Supplier shall ensure that the Linguist selected meets, as an absolute minimum, standards at least equal to those required for registration, in terms of academic qualifications and proven experience of interpreting within the Criminal Justice System and professional accountability before the Assignment. Where this is the case, the Supplier shall notify the Contracting Authority as soon as possible to seek approval to proceed.

### If at any point this protocol in 3.4.1 is amended or replaced (whether by enhancement, another agreement or by alternative Government arrangements), Suppliers shall ensure that they are fully aware of the changes and they shall comply with the new arrangements once they are enforced.

## **TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT - MANDATORY REQUIREMENTS**

This paragraph describes the mandatory training and continuing personal development requirements that the Supplier shall be obligated to fulfil as part of the delivery of Language Services.

### The Supplier shall be responsible for the professional development, accountability and quality of the directly employed Linguists used to provide Language Services to Contracting Authorities. Where the Linguists are not directly employed by the Supplier for example they are self-employed, contracted or provided by a Sub Contractor, the Supplier shall ensure that they have the correct level of professional development, training, and quality to perform the assignment allocated to them.

### The Supplier shall provide evidence of Linguists having undertaken and completed foundation, accredited training as detailed in paragraph 3.3.5 and shall ensure their Linguists are working towards the appropriate qualifications at an appropriate level. For rare/specialist Languages as listed in Annex A, Suppliers shall ensure that Linguists are able to provide evidence of having received basic translation and/or interpreter awareness (Linguistic model-based) and induction training (of a suitable and sufficient duration and content).

### The Supplier shall provide and routinely update the Authority and Contracting Authorities with information about how the professional development, accountability and quality of Linguists are being managed and the numbers. Such information shall be made available on request to the Authority and/or Contracting Authority.

### Where the Linguist is directly employed by the Supplier any training and continuing professional development (CPD) of Linguists shall be provided by and at the expense of the Supplier. The Supplier shall not pass on any costs of such training to Linguists.

### Training records of Linguists shall be made available to the Authority and Contracting Authority on request. The Supplier shall maintain the records on a secure database (refer to paragraph 3.7) and ensure they are an accurate account of the level of training. Suppliers shall demonstrate evidence of monitoring and reviewing Linguist’s CPD by making quarterly reports available to the Authority and Contracting Authority in a format acceptable to them.

### The Supplier shall regularly assess and monitor the performance of individual Linguists and address poor performance issues.

## **SECURITY VETTING / CLEARANCE - MANDATORY REQUIREMENTS**

This paragraph describes the Security Vetting/Clearance mandatory requirements that the Supplier shall be obligated to fulfil as part of the delivery of Language Services to commence from the implementation of any Call Off Agreements

### The Supplier shall ensure that all staff, Linguists and sub-contractors are security cleared to the appropriate level as specified by the Contracting Authority, prior to them undertaking work on this Framework Agreement.

### As a minimum, for all Central Government Departments and members of the Armed Forces, a Baseline Personnel Security Standard (BPSS) or an equivalent of BPSS of all Supplier Personnel, all Linguists and all approved sub-contractors must be undertaken by the Supplier in accordance with HMG Baseline Personnel Security Standard.

### The Supplier shall comply with the BPSS pre-employment controls, accessible via the link below:

### <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

### For each wider public sector Contracting Authority, the Supplier shall comply with the BPSS, or an equivalent BPSS and the Personnel Security and pre-employment screening requirements as specified during the Call Off Agreement stage.

### As a minimum, the Framework Agreement requires Suppliers to undertake mandatory pre-engagement checks of all staff, including Linguists in accordance with the BPSS or a Contracting Authority equivalent of the BPSS.

### The Suppliers shall also comply with List X security requirements depending on the Contracting Authority requirements. Certain Contracting Authorities shall require additional levels of security vetting this will be established at Call Off Agreement stage. The links below provide details of the List X requirements:

### <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/367514/Security_Requirements_for_List_X_Contractors.pdf>

### All Linguists and staff of the Supplier working in Central Government or with the Armed Forces under this Framework Agreement, shall comply with the Authority’s staff vetting procedures as outlined below:

### https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/410888/Applicants\_guide\_to\_completing\_the\_DBS\_app\_form\_v1\_5.pdf

* + - 1. Baseline Personnel Security Standard (BPSS) pre-engagement checks:Baseline Personnel Security Standard (BPSS) pre-engagement checks - Suppliers shall conduct pre-employment checks, completing a Basic Check Verification Record (BCVR). A Basic Check is essential to formalise the checks into the background and identity of individuals. Basic Checks are a pre-requisite to any security vetting. The Contracting Authority reserve the right carry out their own BPSS checks.
			2. Prospective Linguists shall be asked to provide original documents to establish their security vetting position. The Supplier shall not accept duplicates and photocopies of the original documents. The Supplier shall be aware of their responsibility for checking the original documents and initiating any additional security checks required (see below).
			3. The Supplier shall conduct face-to-face interviews and verify the identity of Linguists prior to their submission for engagement. This shall be through photographic ID and check of one of the following and a copy shall be created and verified:
* Valid Passport (including front cover)
* Original birth certificate
* Valid Driving Licence
* Utilities bill to confirm address
* P45
* Indefinite Leave to Remain (ILTR)
	+ - 1. The Supplier shall verify the nationality and immigration status of applicants and ensure that Linguists who are overseas nationals and who do not live in the UK or EU have a valid UK permit from Work Permits (UK) prior to submitting them for engagement. A copy of a valid permit shall be held on file, copy shall be in date and verified.
			2. The Supplier shall obtain professional work references, from an appropriate senior level at the previous employment / agency, that indicates the Linguist is suitable for employment within a public sector environment and has a positive track record. They shall, where possible, and as a minimum, include two from the most recent engagements held by the Linguist and shall contain details of work undertaken during these engagements. The Supplier shall use its best endeavours to ensure that these references are relevant to each specialty in which the Linguist may be placed.
			3. Three years’ employment details should be recorded to establish employment history.
			4. The Supplier shall ensure verification of potential applicants’ unspent criminal records via Disclosure and Barring Service (DBS) certification and / or Disclosure Scotland certification where appropriate.
			5. The Supplier shall ensure that the Linguist is required to account for any significant periods of time spent overseas.
			6. The Supplier shall retain evidence of signed and dated declaration regarding unspent previous criminal convictions subject to the Rehabilitation of Offenders Act 1974 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, S.I. 2013/1198.
* A result of the Basic DBS disclosure check, including checks against both DBS Barred Lists, performed at recruitment and remains valid throughout the duration of the Assignment. The following information is required:
1. A copy of the original DBS Certificate sent to the applicant and signed & dated confirmation that the original document was seen
2. issue date of the DBS certificated
3. full name of the candidate
4. level of check requested, including checks against both DBS Barred Lists
5. position the certificate was requested for
6. name of the employer
7. name of the counter-signatory and position
8. Unique reference number of the disclosure certificate

### Copies of DBS Certificates and accompanying documentary evidence of update service checks should be handled and retained in line with the [Disclosure & Barring Service Code of Practice concerning the Handling of DBS certificate information](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143669/handling-dbs-cert.pdf)

1. Where the candidate has registered for the DBS update service the Supplier shall access this service in line with the [DBS update service employer guide](https://www.gov.uk/government/publications/dbs-update-service-employer-guide). DBS update service checks shall be performed on a minimum of an annual basis. In the event of the Applicant not registering for the service the DBS certificate shall be deemed to have expired one year following the issue date.
2. Where the Candidate has registered for the [DBS update service](https://www.gov.uk/dbs-update-service) the evidence of the online check and candidate’s registration number should be retained in line with the DBS Code of Practice as referred to in Paragraph 10.1.9.2 (viii) within the code indicated in 4.4.
3. The Supplier should interpret the DBS update service status check in line with the [DBS update service Employer’s Guide](https://www.gov.uk/government/publications/dbs-update-service-employer-guide). In the event that the result is ‘This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information ’The Supplier shall not place the candidate until a new DBS check has been issued, reviewed and copied by the Supplier and in line with 10.1.9.2 within the code shown in the link at 4.4.
	* + 1. Where applicable, a certificate of good conduct or overseas criminal record check (‘Police check’) conducted on the potential candidate who has entered the UK or has become resident in the UK (either temporarily or permanently) within the six (6) Months immediately prior to recruitment. The Police check obtained shall not be more than three (3) Months old at recruitment.
			2. The Supplier shall note that the Contracting Authority may specify additional and / or alternative requirements to some, or all of, the above requirements.
			3. The Supplier shall note that the Contracting Authority may specify additional levels of security clearance before a Linguist shall be permitted to undertake delivery of Services i.e. Counter Terrorism Clearance (CTC) or higher.
			4. Costs for the above shall be borne by the Supplier. The Authority accepts no liability for costs incurred in the process of obtaining such disclosure certification.

### Contracting Authorities may perform audits which may include checking compliance with the security requirements above and or the additional requirements specified by the Contracting Authority and as mandated by HM Government.

## **DATA SECURITY – MANDATORY REQUIREMENTS**

This paragraph describes the Data Security requirements that the Supplier shall be obligated to fulfil as part of the delivery of Languages Services.

### Due to the sensitive nature of some of the information encountered at both the Framework Agreement and Contracting Authority statement of requirements level, as defined in the Call Off Agreement, for all the organisations in this contract, the Supplier shall remain compliant with HMG Security Policy Framework (SPF) <https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework> and its mandatory minimum requirements mentioned therein. A copy of which can be found on the Cabinet Office website <https://www.gov.uk/government/collections/government-security> .

### The Supplier shall at all times ensure that the level of data security employed in the provision of the Services is appropriate to maintain acceptable risk levels for the handling of data securely to be defined by the Contracting Authority at Call Off Agreement stage.

### Linguists shall not keep notes of the Assignment electronically. Any paper notes made by the Linguist shall be shredded and securely disposed of in a manner that complies at least with HMG Standard No.5 or its equivalent.

### **CYBER ESSENTIALS SCHEME**

#### It is mandatory for Suppliers by the date of the commencement of the Framework Agreement or at a later date when Cyber Essentials Data are received by the Supplier to demonstrate that they meet the technical requirements prescribed by Cyber Essentials. This is in order to further reduce the levels of cyber security risks in their supply chains. The Cyber Essentials Scheme and the related Assurance Framework both indicate that there are two levels of protection in dealing with cyber security risks. These include a more basic level of assurance which is known as Cyber Essentials and a more advanced level of assurance known as "Cyber Essentials Plus". With regard to the Services, Suppliers must demonstrate that they have achieved the level of assurance known as Cyber Essentials. Suppliers shall demonstrate this in one of the ways listed below:

#### A Supplier has a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months; or

#### A Supplier has not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but is working towards gaining it, and will confirm that it has been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the date of the Framework Agreement or a later date when Cyber Essentials Data are received by the Supplier; or

#### A Supplier has not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but can demonstrate (or, will be able to demonstrate by the date of the Framework Agreement or a later date when Cyber Essentials Data are received by the Supplier) that its organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link: <https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf> and that the Supplier can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that its organisation demonstrates compliance with Cyber Essentials technical requirements.

#### A Supplier will be exempt from complying with the requirements at paragraphs 3.7.4.1 where a Supplier conforms to the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in paragraph 3.7.4.2 above.

#### The Supplier shall throughout the Framework Period and any Call Off Agreement Period renew its Cyber Essentials certificate immediately after the expiration of a period of 12 consecutive months from the date that the same was first issued or last renewed; or where the Supplier does not have a Cyber Essentials certificate but has provided evidence from a technically competent and independent third party that its organisation demonstrates compliance with Cyber Essentials requirements, it shall immediately after the expiration of a period of 12 months from any date that such evidence was provided, provide the Authority or a Customer, as the case may be, with evidence of the same kind by way of a renewal of the demonstration that it is able to comply with Cyber Essentials requirements.

#### The Supplier shall ensure that its Sub Contractors comply with the provisions of paragraphs 3.7.4.1 to 3.7.4.8 (inclusive) where such Sub Contractors are responsible for receiving Cyber Essentials Data.

#### Details about the Cyber Essentials Scheme and the Assurance Framework can be accessed via the following link: <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

## **ORDERING / BOOKING PROCESS – MANDATORY REQUIREMENTS**

This paragraph describes the mandatory Ordering/Booking process requirements that the Supplier shall be obligated to fulfil as part of the delivery of the Language Services.

### The Supplier shall be required to provide appropriate training to each Contracting Authority placing a Call Off Agreement. This training shall cover all procedures relating to the Call Off Agreement, ensuring people are conversant with booking process and how to use the appropriate booking forms. The Supplier shall provide this training free of charge.

### The Supplier shall enable a Linguist to be booked via a single point of contact which the Contracting Authority can access 24 hours a day 7 days a week every day of the year.

### The Supplier shall have a procedure for identifying Languages in those instances where the Contracting Authority’s staff have been unable to do so.

### The Supplier shall provide an ordering system which allows the Contracting Authority staff to place orders via each of the following methods:

1. telephone
2. facsimile
3. post
4. e-mail
5. secure on-line / web based order form
6. Purchase to Pay

### The Supplier shall provide the Contracting Authority with a single point of contact for this service including a unique Freephone number. The Suppliers telephone service shall require a dedicated non premium rate and/or a 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able to accept calls from outside the UK.

### Where a web based or other innovative technology based booking solution is offered this should employ an appropriate level of encryption (as agreed with the Contracting Authority and in accordance with HMG standards) to prevent interception of data contained within the booking process. Contracting Authorities who are part of the UK Government Security Services shall require an increased level of encryption. Details of which shall be established with the Contracting Authority at Call Off Agreement stage. The Supplier shall provide a Freephone helpdesk facility to provide advice and support on booking, ordering, invoicing, performance issues, general enquiries, Linguist status and any other day to day enquiries.

### The Supplier shall host a website providing details and access to the information resources that they shall make available to Contracting Authorities. The website should be accessible by Linguists and Contracting Authority’s staff to enable them to post short summaries of the work of the Contracting Authority, glossaries of commonly used terminology, and copies of frequently used forms that can be downloaded, including, but not limited to, language cards. The website shall be controlled by the Supplier in line with clause 29.2 of the Framework Agreement.

## **CANCELLATION OF BOOKINGS – MANDATORY REQUIREMENTS**

This paragraph describes the mandatory booking cancellation process that the Supplier shall be obligated to fulfil as part of the delivery of Language Services.

### The Supplier shall only accept cancellations or variations to booking requests in all agreed formats, from the Contracting Authority and not from any other party, for example patients, suspects or clients.

### The Supplier shall be able to receive and act upon cancellations 24 hours a day 7 days a week every day of the year.

### In instances where the Contracting Authority’s client, for example patient, suspect or client, fails to attend for their Appointment at the time and place agreed, the Supplier may charge the full amount of time for the booking indicated on the booking request form.

### In the event that the scheduled booking is delayed due to the Contracting Authority’s booking, for example surgery, clinic, trial running over or the suspect, patient, carer arriving late, the Supplier may charge the full amount of time for the booking indicated on the booking request form including any additional waiting time.

### Information must be made available to the Contracting Authority by the Supplier as proof of short notice cancellations, where clients, for example patients, suspects or clients have failed to attend and delays by the Contracting Authority. The Contracting Authority will determine how this information will be presented at the Call Off Agreement stage.

### **Cancellation by Contracting Authorities –Telephone Interpreting and Non Spoken and Spoken Video Language Services and Spoken Face to Face Interpreting Services**

The Supplier shall not charge for Assignments that are cancelled where 24 hours’ notice before the booked Assignment time (as indicated on the booking request form), is given by the Contracting Authority.

Where 24 hours’ notice is not given for a cancellation and the Linguist is not, either travelling to the booking, or on site at the booking, the Supplier may charge half the amount of time indicated on the booking request form.

### **Cancellation by Contracting Authorities – Written Translation, Transcription and Ancillary Services**

### Except were translation and or transcription is booked in advance for a specific period, there will be no cancellation period for assignments and no charges incurred by the supplier.

### **Cancellation by Contracting Authority Lots 4a to 4e Non Spoken Face to Face only**

### Cancellation by the Contracting Authority will be a full charge up to 5 working days before the Assignment (as indicated on the booking request form), 50% of the fee if cancelled between 5 – 10 working days.

### **Cancellation by the Linguist and / or Supplier – All Lots**

In exceptional circumstances the Contracting Authority may vary the terms of cancellation with the agreement of the Supplier. The Supplier shall be liable for any costs and losses that are incurred as a direct consequence of a Linguist failure to attend the Assignment at the specified location and at the specified time (for example but not limited to, Court or medical costs). The Contracting Authority shall specify the calculation for such costs at the Call Off Agreement stage.

## **PAYMENT AND INVOICING – MANDATORY REQUIREMENTS**

This paragraph describes the mandatory payment and invoicing requirements that the Supplier shall be obligated to fulfil as part of the delivery of the Language Services.

### The Contracting Authority shall specify which payment option(s) they will require at the Call Off Agreement stage. The Supplier shall have the ability to support payment options, with no additional charge, as directed by Contracting Authorities to include, but not limited to:

#### Electronic Procurement Cards (EPCs)

#### billing to project and or cost centre codes

#### lodge cards

#### consolidated invoice accounts, for example 7 or 30 days

#### individual and or single bill back (for example not consolidated)

#### manual invoicing

#### invoicing to different levels of detail

###  Where requested by the Contracting Authority, the Supplier shall interface with the Contracting Authorities e-Commerce (Purchase2Pay) system.

### Where the Contracting Authority does not require a full e-Commerce (Purchase2Pay) system, the Supplier shall provide an alternative solution this will be specified by the Contracting Authority at the Call Off Agreement stage.

### The Supplier shall comply with Contracting Authorities requirements in respect of authorisation, invoicing and payment processes and procedures specified by individual Contracting Authority.

### Under the direction of the Contracting Authority, the Supplier shall be required to assist the Contracting Authority in the promotion of process efficiencies.

### Invoices shall be submitted in arrears to the ordering point stipulated by the Contracting Authority or as instructed by the Contracting Authority at Call Off Agreement stage.

### Invoices shall be clearly addressed and contain itemised line detail of the service provider and rates applied to the service provided and charging basis.

### The Supplier shall pay any undisputed sums which are due from the Supplier to a Sub Contractor or Linguist within thirty (30) days from the receipt of a valid invoice and/or timesheet.

## **TRAVEL AND RELATED COSTS MANDATORY REQUIREMENTS**

This paragraph describes the mandatory travel and related costs requirements that the Supplier shall be obligated to fulfil as part of the delivery of the Language Services Framework Agreement.

### Where possible, Linguists local to the Assignment should be used and travel and related costs shall be subsumed within the minimum charge determined by the type of rate chosen by the Contracting Authority e.g. one hour for Spoken Face to Face interpretation and two hours Non Spoken Face to Face interpretation.

### The Contracting Authority shall specify requirements, policies and arrangements for travel costs, travel-related costs, travel time and subsistence at the Call Off Agreement stage.

### Where the Contracting Authority specifies at the Call Off Agreement stage, that travel and travel-related costs can be paid to Linguists attending Assignments, and where specified by the Contracting Authority, the Supplier shall administer, manage and control payment of travel and travel-related costs for Linguists attending Assignments. The Supplier shall ensure that this is undertaken in line within the Contracting Authority’s requirements and within the rules specified by the Contracting Authority, including advanced booked tickets for economic purposes. Travel will be undertaken in accordance with the agreed Travel Policy of the individual Contracting Authority.

### The Contracting Authority shall provide a copy of their current policies and arrangements for travel costs, travel-related costs, travel time and subsistence to the Supplier upon request at the Call Off Agreement stage.

### The Supplier shall support the Government’s Agenda for Sustainability, for example including, but not limited to, minimising travel and encouraging travel by public transport.

### Where payment for travelling time has been agreed with the Contracting Authority this shall not exceed 50% of the hourly rate for the Assignment, and will be for the actual time spent travelling. The point of origin of the journey being the Linguists home or current location whichever is the closest to the place of the Assignment.

### Where a Supplier has branches throughout the country the work shall be performed by the branch nearest to the location of the work. It is not appropriate to charge travel from a more distant location if the Linguist was on business in another part of the country, thereby passing on travelling costs to other Assignments. All work shall be undertaken with due regard to economy and the Linguists time should be managed to minimise costs.

## **SERVICE SPECIFIC STANDARDS - MANDATORY REQUIREMENTS**

This paragraph describes the mandatory procurement specific standards that the Supplier shall be obligated to comply with as part of the delivery of the Language Services Framework Agreement.

### The Supplier shall at all times during the Framework Period and the term of any Call Off Agreement(s), comply with the Standards including, but not limited to, the following standards or the successors of these standards:

1. Service Management Standards
2. (i) BS EN ISO 9001 “Quality Management System” standard or equivalent.

(ii) ISO 10007 “Quality Management Systems – Guidelines for configuration management”. Or equivalent

(iii) BS25999-1:2006 “Code of Practice for Business Continuity Management” and, ISO/IEC 27031:2011, ISO 22301 and ISO/IEC 24762:2008 in the provision ITSC/DR plans or equivalent

1. Environmental Standards
2. BS EN ISO 14001 Environmental Management System standard or equivalent.
3. Information Security Management Standards

(i) ISO 27001 Information Security Management standard or equivalent.

1. Occupational Health and Safety Management System Standards
2. OHSAS 18001 Occupational Health and Safety Management System or equivalent.

## **MANAGEMENT INFORMATION, MONITORING AND DATA REPORTING – MANDATORY REQUIREMENTS**

This paragraph, describes the mandatory Management Information, monitoring and data reporting requirements that the Supplier is obligated to fulfil as part of the delivery of Language Services. Suppliers should read this information in conjunction with Framework Agreement Schedule 9.

### Timely and accurate Management Information and data reporting shall be provided to the Authority and to the Contracting Authority free of charge in accordance with Framework Agreement Schedule 9 (Management Information).

### The Authority and/or Contracting Authority may request data and reports on an ad hoc basis to assist with Parliamentary Questions (PQs). The Supplier shall within one working day of request by the Authority and/or Contracting Authority provide the required data or information.

### The Supplier shall provide the Authority and/or Contracting Authority with analysis of market intelligence on languages to identify current, emerging and future projected pattern of demand, geographical spread, trends and potential gaps.

### The Supplier shall comply with the Contracting Authority equality data collection and monitoring requirements and supply such data and information as the Supplier may be required to produce as specified at the Call Off Agreement stage. The Contracting Authority will ensure that Call Off Agreements and Suppliers are monitored to ensure compliance with equality standards and may seek to conduct their monitoring arrangements through an independent body.

### The Supplier shall have the flexibility to produce and provide to the Authority and the Contracting Authority any requested tailored / non-standard Management Information reports as may be reasonably requested by the Authority or Contracting Authority from time to time and shall be provided free of charge, for example Gainshare/Equality and Diversity Monitoring.

### The content of statistical information, timing and format of any report requested by a Contracting Authority shall be agreed between the Supplier and the Contracting Authority at Call Off Agreement stage.

## **FRAMEWORK MANAGEMENT AND ACCOUNT MANAGEMENT – MANDATORY REQUIREMENTS**

This paragraph describes the mandatory Framework Contract Management and account management requirements that the Supplier shall be obligated to fulfil as part of the delivery of Language Services.

### Whilst the Authority recognises and accepts that the use of Subcontractors may be involved in the delivery of the Contracting Authority’s requirement, it is expected that the Supplier shall manage, control and maintain all customer facing activity.

### The Supplier shall provide the Authority with a named Framework Contract Manager, by email within 5 working days of signing the Framework Agreement. The nominated Framework Contract Manager shall have a minimum of two years relevant industry experience. To ensure continuity of service the Authority shall require a Deputy Framework Contract Manager to cover periods of unavailability and absence. This employee shall be familiar with all aspects of the Framework Agreement and suitably experienced in the role. The Supplier shall have a fall back position as a result of annual leave or any other (un)planned absence by both the above Framework Contract Manager and their Deputy Framework Contract Manager

### Where service or performance by the Supplier falls below the required level then the Framework Contract Manager shall ensure appropriate extra resources are committed promptly at no extra cost to the Contracting Authority.

### The Supplier shall immediately provide the Authority with a written report whenever the service or performance falls below the required level and the remediation measures that have been put in place to prevent a re-occurrence.

### The Framework Contract Manager shall attend periodic review meetings which shall be determined by the Authority. The content of these review meetings will be to report on and check the monitoring standards and performance of the Supplier, resolve any issues which have not been dealt with on a day to day basis, business opportunities, potential innovative solutions and any complaints from Linguists regarding payment.

### The Framework Contract Manager shall promote, deliver and communicate transparency of pricing and savings to the Authority and provide to the Authority;

1. a written recommendation report every quarter, outlining where and how Contracting Authorities can buy more effectively and make incremental savings.
2. a written performance report as defined within the Framework Agreement Schedule 2 Part B Key Performance Indicators and the Call Off Agreement Service Levels.
3. an agreed Continuous Improvement Plan, within the first 3 months of Framework Award, with quarterly communication of progress on actions and the entire Continuous Improvement Plan updated annually.
4. a proactive and quarterly written communication, which includes details of changes, improvements, risks, issues, complaints, concerns and future plans.

### The Supplier shall provide the Contracting Authority with a named Account Manager with a minimum of two years’ relevant industry experience, for each Contracting Authority, as appropriate, to ensure that all the requirements of the Call Off Agreement are met. The Supplier shall have a fall-back position as a result of annual leave or any other (un)planned absence.

### As part of the Supplier’s continuous monitoring of all requirements of the Call Off Agreement, the Account Manager shall present to the Contracting Authority relationship manager, a full analysis for each customer of its performance, sales, issues and proposed plans every month, calendar quarter or as otherwise required by the Contracting Authority.

## **COMPLAINTS PROCEDURE – MANDATORY REQUIREMENTS**

This paragraph describes the mandatory complaints procedure that the Supplier is obligated to fulfil as part of the delivery of Language Services. Suppliers should read this information in conjunction with Framework Agreement Clause 47.

### The Supplier shall have in place robust and auditable procedures for logging, investigating, managing, escalating and resolving complaints initiated by the Authority and/or Contracting Authority, its representatives and/or its customers, employees and contractors. The procedure should allow for the identification and tracking of individual complaints from initiation to resolution.

### A clearly defined complaints procedure is required which sets out timescales of the action that shall be taken and includes timescales of when matters shall be escalated.

### The Supplier shall ensure that any complaints received directly from a Contracting Authority who are encountering problems whilst an Assignment is being undertaken are dealt with as a matter of priority and the Supplier shall seek to minimise the disruption caused. Types of complaints that shall be supported in this way include: Linguist not arriving at venue, Linguist not on telephone call, required level of Linguist not provided.

### Complaints made by the Contracting Authority and/or the Authority should be acknowledged by the Supplier within 4 working hours of the details of the complaint being received by the Supplier. Thereafter updates on how the Supplier is proactively working to seek a resolution of the complaint should be made by the Supplier to the Contracting Authority and/or the Authority at intervals of 2 working days, until a satisfactory resolution has been agreed which is mutually acceptable to both parties. As a minimum, complaints shall be acknowledged within 24 hours, and satisfactorily resolved within 5 working days, or by agreement with the Authority / Contracting Authority.

### The Supplier shall provide comprehensive reports on all complaints to the Authority and to the relevant Contracting Authority on a monthly basis or as requested by each of the Contracting Authorities. These reports shall include the date of the complaint was received and resolved, complainant contact details, the nature of the complaint and actions agreed and taken to resolve the complaint. The Contracting Authority shall define any additional requirement with the Supplier during the Call Off Agreement stage.

### The level and nature of complaints arising and proposed corrective action or that under way or completed shall be reviewed by the parties periodically, as appropriate according to the numbers of complaints arising, and in any event at intervals of not less than 3 months.

### The Authority, where appropriate, will meet with the Contracting Authority in order to discuss delivery performance and address any concerns that may exist around the provision of services.

### **Whistleblowing**

#### The Supplier shall ensure that it has a policy in place that enables the Suppliers staff and other members of your organisation to voice concerns in a responsible and effective manner, this includes where a staff member and other members of your organisation discovers information which they believe shows serious malpractice or wrongdoing within the organisation. The policy shall allow for this information to be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management. The policy shall include:

##### details of The Public Interest Disclosure Act, which came into effect in 1999 and gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns.

##### details of a prescribed person or body if an individual feels they cannot go to their employer.

## **GAINSHARE**

### At any time during the lifetime of the Framework Agreement and any subsequent Call Off Agreement the Supplier may make a proposal to the Authority and the Contracting Authority for an improved new or different way of providing the Services (“Service Improvement Proposal”). Any Service Improvement Proposal must clearly state that it is submitted for consideration under this Gainshare provision and shall include:

* 1. a business case for the new or different way the Supplier intends to provide the Services, outlining the Service improvement(s) identified
	2. the anticipated operational impact (including, without limitation, an equality impact assessment, an assessment of quality, reliability and other relevant factors) of the Service improvements on the delivery of the Services by the Supplier in accordance with the Framework Agreement and or Call Off Agreement(s)the potential benefit(s) (financial or otherwise) to the Supplier, the Authority and the Contracting Authority
	3. the potential direct and indirect cost savings for the Supplier, the Authority and the Contracting Authority
	4. the potential direct and indirect costs which might be incurred by the Supplier, the Authority and the Contracting Authority
	5. advice to the Authority and the Contracting Authority of any risks associated with the Service improvements
	6. the gainshare ratio

### The Supplier, the Authority and the Contracting Authority shall meet to discuss the Service Improvement Proposal and shall attempt to agree the investment (financial or otherwise) to be contributed by the Supplier, the Authority and the Contracting Authority, the estimated amount of savings, the gainshare ratio, the timing of any payments or adjustments and the proportion of the costs and losses to be borne by the Supplier, the Authority and the Contracting Authority should the Service Improvement Proposal be aborted or not meet its financial objectives. The Supplier shall then submit a revised Proposal to the Authority and the Contracting Authority.

### The Authority shall assess the Service Improvement Proposal in conjunction with the Contracting Authority and shall, in writing within one (1) Month (or such other time as agreed between the parties), either accept it in principle, reject it or offer recommendations or refinements in order for the Supplier to submit a revised Service Improvement Proposal.

### If and when the Service Improvement Proposal is accepted in principle by the Authority and Contracting Authority and such agreement is put in writing, the Supplier shall formulate an implementation plan which shall set out in more detail the way in which the Supplier intends that the Service Improvement Proposal shall be implemented and the timetable for payments or adjustments to any element of the prices paid in accordance with the agreed gainshare ratio (“Gainshare Implementation Plan”).

### Once the Gainshare Implementation Plan has been agreed between the parties, the Supplier shall implement the Service Improvement Proposal in accordance with the plan and the Supplier, the Authority and the Contracting Authority shall comply with any obligations they have assumed, including adjustments to the prices paid and obligations to make payments. In each case these will be in accordance with the timetable outlined in the Gainshare Implementation Plan

### Following implementation, the parties shall meet to discuss the implementation as a whole, including a cost and benefit review.

### The Supplier shall provide regular updates to the Authority on:

1. gainshare Service Improvement Proposals that have been submitted to Contracting Authorities for consideration, and
2. the resultant benefits that have been derived from Service Improvement Proposals which have been implemented.

### Such information may be collated by the Authority as part of the Management Information process.

## **SUPPLY CHAIN MANAGEMENT – MANDATORY REQUIREMENT**

This paragraph describes the supply chain mandatory requirements the Supplier shall comply with during the Framework Agreement, and the term of any Contracting Authorities Call Off Agreements.  Please refer to Framework Clause 25. Please note the Government intends to continue its relentless focus on ensuring SMEs are at the forefront of its commercial thinking. Suppliers shall be required to make this Framework Agreement and Call Off Contracts as accessible as possible to ensure the most appropriate Sub contactors are part of their supply chain whilst proactively supporting the Governments SME agenda and delivering a quality service ensuring value for money is achieved.

### The Supplier shall ensure that they exercise due skill and care in the selection of any Sub Contractors.

### The Supplier shall proactively encourage SME’s to become part of their supply chain to support the Governments SME agenda.

### The Supplier shall ensure that all Sub Contractors appointed have the technical and professional resource and experience to unreservedly deliver in full all the mandatory Service requirements set out in this Framework Agreement Schedule 2.

### The Supplier shall formalise relationships with Sub Contractors and manage any Sub Contractors in accordance with Good Industry Practice.

### The Supplier shall proactively seek to ensure quality and operational efficiencies within the supply chain.

**APPENDIX 1 TO PART A GOODS AND SERVICES - LOT 1 MANAGED SERVICE PROVISION MANDATORY REQUIREMENTS**

This Appendix 1 to Part A Goods and Services provides details of the mandatory requirements that Suppliers are expected to fulfil in their entirety under Lot 1 Managed Service Provision in order to meet the Goods and Services delivery requirements of this Framework Agreement. It is important that the Suppliers take time to fully understand this important part of the Service Delivery requirements. ALL mandatory requirements 1 and 2 shall be required to commence from the implementation of the Call Off Agreements with the Contracting Authority.

1. Lot 1 Mandatory Service Requirements – The Supplier shall be able to fulfil all aspects of the Lot 1 Mandatory Service Requirements for Contracting Authorities. Please refer to paragraph 1.
2. Qualifications Mandatory Requirements – The Supplier shall ensure the range of Linguist qualifications and criteria required under this Lot shall meet the mandatory requirements as set out in paragraph 2.
3. **LOT 1 - MANDATORY SERVICE REQUIREMENTS**
	1. The Supplier shall provide a Managed Service Provision throughout the United Kingdom and Overseas. Language Services shall be required at any location in the United Kingdom and Overseas, within a range of timescales, which the Contracting Authority shall specify at the Call Off Agreement stage, ranging from the very short for example within half an hour to the moderately long for example days, weeks or months.
	2. Lot 1 – Managed Service Provision shall ensure that Written Translation, Transcription and Ancillary Services, Non Spoken Face to Face and Video Language Services and Face to Face Interpreting Services shall be available between 08:00hrs and 18:00hrs Monday to Friday of each week and on Bank Holidays and weekends if required. An additional out of hours facility shall be made available between 18:00hrs and 08:00hrs, which shall cover emergency, short term bookings for out of hours’ services.
	3. Lot 1 – Managed Service Provision shall ensure that Telephone Interpreting and Video Language Services Spoken and Non Spoken shall be available 24 hours a day 7 days a week, every day of the year.
	4. The Supplier shall provide the Contracting Authority with a single point of contact for this service including a unique Freephone number. The Suppliers telephone service shall require a dedicated non premium rate and/or a 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able to accept calls from outside the UK.
	5. Circumstances may occur where it is possible for the Contracting Authority to give at least several days’ notice of the service requirement to the Supplier, however Suppliers shall be aware that urgent requirements may arise for a Linguist to be available at a specified location within half an hour, which shall be specified by the Contracting Authority at the time of booking.
	6. The Supplier shall provide multi, (i.e. more than one), Language Service delivery channel providing the flexibility for the Contracting Authority to define their specific requirements. The Supplier shall provide a tailored solution that covers advisory services, administration support and efficient business processes through to the delivery of the Language Service requirements. For the avoidance of doubt the Contracting Authority shall utilise at least two of the Language Services, Written Translation, Transcription and Ancillary Services and/or Telephone Interpreting and Video Language Services and/or Non-spoken Face to Face and Video Language Services and/or Face to Face Interpreting Services.
	7. The Supplier shall provide an end-to-end service with a seamless process to the end user, providing Language Service requirements, through its own Linguists and via Sub Contractors if required.
	8. The Supplier shall be responsible for the compliance of the Sub Contractors used in accordance with the terms and conditions of the Framework Agreement as outlined in Clause 25 of the Framework Agreement, and in accordance with all legislative and regulatory requirements.
	9. The Supplier shall act as the Contracting Authority’s single point of contact, managing the relationship and interface with the supply chain. The Supplier shall contract and manage all operational tiers to ensure an uninterrupted supply of appropriately qualified Linguists.
	10. The Supplier shall work with the Contracting Authority in such a manner as to enable enhanced value for money through the reduction of procurement costs, Supplier management costs, bidding cost of the supply market and to access economies of scale relative to the size, value and status of the particular requirement.
	11. The Supplier shall provide Services which shall arise under this Lot including;
* Strategy and policy advice, for example advising how savings could be made by switching delivery channels;
* Centralised management information to provide insightful analysis to inform policy and decision making;
* Consolidating invoicing for the provision of the entire service; and
* A one-stop-shop for end to end Language service solutions including provision of:
	+ - Written Translation and Transcription and Ancillary Services
		- Telephone Interpreting including Video Language Services
		- Non Spoken Face to Face and Video Language Services
		- Spoken Face to Face Interpreting Services
	1. The Supplier shall ensure that any added value and saving delivery performance benefits are embedded into the service delivery for Contracting Authorities.
	2. The Supplier shall ensure that more efficient and innovative ways of working are shared with the Contracting Authorities and ensure best practice comes working practice.
	3. Where requested by the Contracting Authority additional services and higher levels of security/quality may be required and these will be further specified at the Call Off Agreement stage.
	4. The Supplier shall be able to provide the mandatory requirements as detailed in:
		1. Appendix 2 to Part A Goods and Services – Lot 2 Written Translation and Transcription, and Ancillary Services Mandatory Requirements.
		2. Appendix 4 to Part A Goods and Services – Lot 4 Non Spoken Face to Face and Video Language Services Mandatory Requirements
		3. Appendix 5 to Part A Goods and Services – Lot 5 Face to Face Interpreting Mandatory Requirements
1. **LOT 1 QUALIFICATIONS – MANDATORY REQUIREMENTS**
	1. The range of Linguist qualifications and criteria required under this Lot shall include those listed below (or their equivalent):-

|  |
| --- |
| **Translators*** Honours degree in the relevant language and/or a degree in Translation;
* QCF Level 7 qualification in translation such as the IoLET Diploma in Translation or an MA in Translation;
* Recognised post graduate qualification in Translation (for transcribers preferably the Diploma in Public Services Interpreting (in ) within the relevant genre
* Qualified membership of Chartered Institute of Linguists or the Institute of Translating and Interpreting (or equivalent overseas professional body).
 |
| **Telephone Interpreters*** NVQ Level 3 Interpreting
* NVQ Level 5 Interpreting
* DPSI Qualified Interpreter
* QCF Level 6 – OFQUAL
 |
| **Linguists who allow communication to take place between Deaf and Deafblind people Face to Face and via agreed video conferencing technology*** The Supplier shall ensure that the Linguist qualifications shall be as a minimum as listed at <http://www.nrcpd.org.uk/>
 |
| **Spoken Face to Face and Video Spoken Interpreters** * NRPSI Full Status registrant (A or B) listed in Law Section (for court work)
* NRPSI Full Status registrant listed in Local Government Section
* NRPSI Full Status registrant listed in Health Section
* NRPSI Full Status registrant other sections
* NRPSI Rare Language Registrant
* Institute of Translation and Interpreting member
* NRPSI Interim Status registrant (A or B) listed in a) Local Government, or b) Health Sections or c) Law
* Honours degree in the relevant language and/or a degree in Interpreting / Translation
* QCF Level 7 qualification in translation such as the IoLET Diploma in Translation or an MA in Translation
* IELTS of 6.5 and above
* DPSI qualified
* NRPSI Limited Assessment category
* Member of the Chartered Institute of Linguists
* AIT Assessment (formerly IAA assessment)
* IND Assessment
* DPSI Oral only
* NVQ Level 3 Interpreting

Others – e.g. interpreting and translation degree, language degree with interpreting component, Police Force assessment, Member of CIoL (Chartered Institute of Linguists) and/or ITI (Institution of Translations and Interpreters), Interim Member of CIoL and/or ITI, IoLET Letter of credit (law option), recognised language degree from a UK University, recognised English degree from a foreign University, Metropolitan Police Test (including simultaneous interpreting) “pass” marking, Reference with language assessment from Metropolitan Police or Local Authority, Other Language Service. Assessment, proven experience as an interpreter or as specified by the Contracting Authority. |

**APPENDIX 2 TO PART A SERVICES - LOT 2 WRITTEN TRANSLATION, TRANSCRIPTION AND ANCILLIARY SERVICES MANDATORY REQUIREMENTS**

This Appendix 2 to Part A: Goods and Services provides details of the mandatory requirements that Suppliers are expected to fulfil in their entirety under Lot 2 Written Translation, Transcription and Ancillary Services in order to meet the Goods and Services delivery requirements of this Framework Agreement. It is important that the Suppliers take time to fully understand this important part of the Service Delivery requirements. ALL mandatory requirements 1 and 2 shall be required to commence from the implementation of the Call Off Agreements with the Contracting Authorities.

1. Lot 2 Mandatory Service Requirements – The Supplier shall be able to fulfil all aspects of the Lot 2 Mandatory Service Requirements for Contracting Authorities. Please refer to paragraph 1.
2. Qualifications Mandatory Requirements – The Supplier shall ensure the range of Linguist qualifications and criteria required under this Lot shall meet the mandatory requirements as set out in paragraph 2.
3. **LOT 2 – MANDATORY SERVICE REQUIREMENTS**
	1. The Supplier shall provide a Written Translation, Transcription and Ancillary Services Provision throughout the United Kingdom and Overseas. These Services shall require a range of timescales, which the Contracting Authority shall specify at the Call Off Agreement stage, ranging from the very short for example within half an hour to the moderately long for example days, weeks or months.
	2. Lot 2- Written Translation, Transcription and Ancillary Services, shall be available between 08:00hrs and 18:00hrs Monday to Friday of each week and on Bank Holidays and weekends if required. An additional out of hours facility shall be made available between 18:00hrs and 08:00hrs, which shall cover emergency, short term bookings for out of hour’s services.
	3. The Supplier shall provide the Contracting Authority with a single point of contact for this service including a unique Freephone number. The Suppliers telephone service shall require a dedicated non premium rate and/or a 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able to accept calls from outside the UK.
	4. Circumstances may occur where it is possible for the Contracting Authority to give at least several days’ notice of the service requirement to the Supplier, however Suppliers shall be aware that urgent requirements may arise for a Linguist to be available at a specified location within half an hour, which shall be specified by the Contracting Authority at the time of booking.
	5. The Supplier shall provide a comprehensive Written Translation, Transcription and Ancillary services from English into the Language requested by the Contracting Authority and from those Languages into English or other Languages please refer to Annex A – Languages List. Translation refers to the conversion of written documents into another language as text. In this context it includes transcription i.e. the conversion of written documents into alternative formats such as Braille, large print, audio, video or pictorial English.
	6. The Supplier shall ensure that all translations shall be completed in accordance with the Code of Professional Conduct of the ITI (Institute of Translation & Interpreting). <http://www.iti.org.uk/attachments/article/154/Code%20of%20Conduct%20-%20individual.pdf>
	7. The Supplier shall ensure that all Linguists shall not add nor take anything from the intended meaning and shall keep to the spirit of what is written as stated in the NRPSI Code of Conduct: <http://www.nrpsi.org.uk/for-clients-of-interpreters/code-of-professional-conduct.html>
	8. The Supplier shall provide the translation and transcription of documentation, audio, tapes and other forms of electronic media. Additional services such as Voiceovers, Subtitles, EasyRead and Large Print are also within the scope of this Lot.
	9. The Services the Supplier shall provide under this Lot include the Translation and/or Transcription of;
* Advisory / guidance and instruction documents;
* Correspondence and information leaflets;
* Technical, scientific, legal, medical, financial or any other specialist category;
* Verbatim (word for word);
* Artwork, design, illustration and typesetting;
* Proof reading;
* Translation Memory Software;
* Multimedia and e-learning;
* Campaign collateral;
* Website localisation;
* Software localisation; and
* Audio/Video recordings to written text
	1. Where requested by the Contracting Authority, additional services and higher levels of security may be required and these will be further specified at the Call Off Agreement stage.
	2. **Translation Memory Software (TMS)**
		1. Suppliers shall include the optional use of Translation Memory Software where appropriate. This service will be used as a value for money option where appropriate. Suppliers shall identify repetitive text types and reduce costs to the Authority by applying Translation Memory Software to them rather than charging full cost for each Assignment. At the end of the Call off Agreements/Framework Agreement all rights to the data contained within the Suppliers TMS database shall become property of the Contracting Authority.
		2. Charges for use of Translation Memory Software will be determined at the Call Off Agreement stage.
	3. The Languages listed in Annex A are those expected to be required but not limited to.
	4. The service shall be required at any location in the UK, for example where the Contracting Authority requires Transcription to be carried out at the Contracting Authorities premises for secured reasons.
	5. The Contracting Authority may require delivery of the service Overseas.
	6. The Supplier shall ensure that all Linguists are registered with a certified professional organisation such as, Institute of Training and Interpreting (ITI) or Chartered Institute of Linguists (CIOL).
	7. The Supplier shall ensure that all Translators are UK based unless specified by the Contracting Authority at the Call Off Agreement stage.
	8. The Supplier shall ensure that all translations are completed in accordance with the translation industry standard BS EN 15038, or any ISO equivalent, and including proof reading as and when requested by the Contracting Authority at Call Off Agreement stage.
	9. Suppliers shall work towards obtaining accreditation to BS EN15038 or its ISO equivalent, before the expiry of the Framework and to report progress annually on the anniversary of the Framework Agreement award date to the Authority.
	10. All documents shall remain the property of the Contracting Authority.
	11. In order to provide translation and/or transcription services for Official, Secret, and Top Secret content, the Supplier(s) must meet the following criteria:
		1. Certified to ISO 27001 or other internationally recognised security standard.
		2. Any technology used in the translation or transcription process must support the following functionality:
			1. Provide secure authentication using unique credentials, mandates a session time-out or lockout period for periods of inactivity requiring re-authentication.
			2. Restrict the use of copy and paste functionality to prevent leakage from outside of the translation or transcription tools local environment.
			3. Restrict the use of print screen functionality.
			4. Prevent data from being downloaded by the Supplier, employees and Linguists to a translators/transcribers local environment in an uncontrolled or un-encrypted (plain text) manner which may lead to data loss, leakage or uncontrolled data retention within the local environment.
			5. Secure file/data encryption while in transit and at rest.
			6. Provide an automated access denial mechanism to the raw data and the final product once translation transcription completed. Where possible all record of raw data, communications, final output and translators hand written notes must be deleted. The Provider must have all relevant processes, controls and audit trails to demonstrate that this is fully undertaken.
			7. Provide secure access to the (optional) Contracting Authorities Translation Memory in such a manner that restricts the ability for the translator/transcriber to download the whole memory onto their local environment for local analysis. The type of system used could be the Criminal Justice Service e-mail or the Pubic Services Network. For GMPS OFFICIAL (Tier 1) Above Tier 1 will require special handling instructions.
			8. The Supplier agrees to save any template documents and shall not recharge for any duplicate translating throughout the life of the contract. The template will remain the property of the Authority or the Contacting Authority and will be returned at the end of the contract and/or Framework Agreement.
	12. The above criteria are essential in order to prevent the Contracting Authority from being at an increased risk of data leakage, data theft and misuse of data in breach of Cabinet Office guidelines and/or Official Secrets Act and/or Data Protection Act.
	13. Security of Suppliers’ premises shall be reviewed pending the asset to be protected, location and access rights. Appropriate security levels are required to reduce the risks to the Contracting Authority assets. Physical Security of the Suppliers premises must be reviewed on a case by case basis pending the asset to be protected, location, access rights etc. hence the need for proportionate security controls to reduce the risks to Contracting Authorities assets to an acceptable level.
	14. Physical security measures should complement other technical, personnel and procedural controls as part of a layered or defence in depth approach to security that effectively balances prevention, detection, protection and response. Contracting Authority will stipulate their precise requirements at the Call Off Agreement stage.
	15. The Supplier shall ensure that a robust Security Incident/Breach procedure is in place for their premises and the Contracting Authority immediately informed of any compromise to the Supplier and/or Contracting Authority’s assets.
	16. The Supplier shall ensure that all translators/transcribers must translate/transcribe into their native tongue only and, where this is not possible, the translation/transcription must be revised thoroughly by someone of English native tongue with the necessary experience of the subject matter at no cost to the Contracting Authority.
	17. The Supplier shall support the Contracting Authority in:
		1. Retaining the right of independent access to the individual translators/ transcribers i.e. in cases where follow up witness statements and appearances in court are required.
		2. Having the right to veto particular translators/ transcribers for security or quality reasons.
		3. Retaining the right of access to translators/ transcribers to review material in advance of translation and the right to request a translator/ transcriber attends the Contracting Authority’s premises to discuss the work they are undertaking for the Contracting Authority or to carry out the work on the Contracting Authorities premises.
		4. The facilitation of a specific translator or transcriber for reasons of continuity.
	18. For information on Government Security arrangements follow this link:

<https://www.gov.uk/government/publications/government-security-classifications>

1. **LOT 2 QUALIFICATIONS – MANDATORY REQUIREMENTS**
	1. The range of Translator qualifications and criteria required under this Lot shall include, but shall not be limited to:
* Honours degree in the relevant language and/or a degree in Translation.
* QCF Level 7 qualification in translation such as the IoLET Diploma in Translation or an MA in Translation.
* Recognised post graduate qualification in Translation (for transcribers preferably the Diploma in Public Services Interpreting in the relevant genre.
* Qualified membership of Chartered Institute of Linguists or the Institute of Translating and Interpreting (or equivalent overseas professional body).

**APPENDIX 3 TO PART A: GOODS AND SERVICES - LOT 3 TELEPHONEINTERPRETING AND VIDEO LANGUAGE SERVICES MANDATORY REQUIREMENTS**

This Appendix 3 to Part A: Goods and Services provides details of the mandatory requirements that Suppliers are expected to fulfil in their entirety under Lot 3 Telephone Interpreting and Video Language Services in order to meet the Goods and Services delivery requirements of this Framework Agreement. It is important that the Suppliers take time to fully understand this important part of the Service Delivery requirements. ALL mandatory requirements 1 through to 4 shall be required to commence from the implementation of the Call Off Agreements with the Contracting Authority.

1. Lot 3 Mandatory Service Requirements – The Supplier shall be able to fulfil all aspects of the Lot 3 Mandatory Service Requirements for the Contracting Authority. Please refer to paragraph 1.
2. Telephone Interpreting Mandatory Requirements -The Supplier shall be able to fulfil all aspects of the Telephone Interpreting Mandatory Requirements for the Contracting Authority. Please refer to paragraph 2.
3. Video Language Services Mandatory Requirements – The Supplier shall be able to fulfil all aspects of the Video Language Services Mandatory Requirements for the Contracting Authority. Please refer to paragraph 3.
4. Qualifications Mandatory Requirements – The Supplier shall ensure the range of Interpreting qualifications and criteria required under this Lot shall meet the mandatory requirements as set out in paragraph 4, 5 & 6.
5. **LOT 3 – MANDATORY SERVICE REQUIREMENTS**
	1. The Supplier shall provide a Telephone Interpreting and Video Language Service Spoken and Non Spoken provision throughout the United Kingdom and overseas.
	2. Telephone Interpreting and Video Language Services shall be available 24 hours a day 7 days a week, every day of the year.
	3. The Supplier shall provide the Contracting Authority with a single point of contact for this service including a unique Freephone number. Supplier’s telephone service shall require a dedicated non premium rate, and/or a 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able to accept calls from outside the UK.
	4. Circumstances may occur where it is possible for the Contracting Authority to give at least several days’ notice of the service requirement to the Supplier, however Suppliers shall be aware that urgent requirements may arise for an Interpreter to be available at a specified location within half an hour, which shall be specified by the Contracting Authority at the time of booking.
	5. The Supplier shall provide a consecutive interpreting service via the medium of telephone or video conferencing technology.
	6. The Supplier shall ensure that:
		1. Telephone Interpreters shall convert a spoken language from one language to another, enabling listeners and speakers to understand each other. Please refer to Annex A – Languages List.
		2. Video Interpreters spoken shall convert a spoken language from one language to another, enabling listeners and speakers to understand each other. Please refer to Annex A – Languages List.
		3. Video Linguists non spoken shall allow communication to take place between Deaf and Deafblind people and others requiring support to access English, and hearing people. Suppliers shall ensure that Regional variations in communication are provided for within this service, Non Spoken services which the Supplier shall provide under this Lot include;
* Interpreting:
	+ British Sign Language (BSL) Interpreters
	+ Irish Sign Language (ISL) Interpreters
	+ Foreign Sign Language Interpreters
	+ Deafblind Interpreters: Visual Frame, Hands On or Manual
* Non Interpreting Services
	+ Deaf Relay (Intralingual language modification)
	+ Lipspeakers
	+ Speech-to-text reporting
	+ Electronic and manual notetakers
	+ Video Relay Interpreting Services
	+ Cued Speech/Makaton
	1. The Supplier shall provide:
		1. Immediate telephone/video interpreting for the Contracting Authority and who need to use an interpreter immediately over the telephone/video.
		2. Scheduled telephone/video interpreting service or customers who prefer to book an interpreter in advance of an Assignment.
		3. Simultaneous Interpreting and Consecutive Interpreting modes.
		4. Recording of Telephone/Video conferences.
		5. Where requested by the Contracting Authority, additional services and higher levels of security may be required and these will be further specified at the Call Off Agreement stage.
		6. The Supplier shall invoice the Contracting Authority for Telephone/Video calls by the second.
1. **LOT 3 TELEPHONE INTERPRETING - MANDATORY REQUIREMENTS**
	1. The Supplier shall provide a Telephone Interpreting Service available to the whole of the public sector in the United Kingdom and Overseas. It is envisaged that the majority of requirements for this service shall be where customers are in contact by telephone for example where a Contracting Authority runs a telephone helpline, contact centre but in some circumstance the Supplier shall be able to provide telephone interpreting where customers are attending face to face interviews.
	2. The Supplier shall also be required to provide a service for the Contracting Authorities whose customers are resident overseas and whose contact is solely by telephone.
	3. Within 30 seconds of receiving a call the Supplier shall make available the services of an interpreter, qualified to a minimum standard as specified by the Contracting Authority. The interpreter shall provide interpreting in line with the Code of Conduct for interpreters published with the National Register of Public Service Interpreters <http://www.nrpsi.org.uk/for-clients-of-interpreters/code-of-professional-conduct.html>
	4. Linguists shall occasionally need to be available to attend Government offices or venues in the UK at no cost to the Contracting Authority or the Linguist, for example for court purposes to verify the timings and/or content of previous conversations.
	5. The Supplier shall ensure that the option for the Contracting Authority’s end user to request, and be provided with, a United Kingdom (UK) based Interpreter and additionally, all UK based must have permission to work in the UK (section 8 of the Asylum and Immigration Act).
	6. It is envisaged that for overnight requirements, the Supplier shall use fully vetted Interpreters from overseas to ensure costs are kept to a minimum.
	7. The Supplier shall be able to act as the conference host where the Contracting Authority is unable to conference a 3 way call.
	8. The Supplier shall ensure that all Interpreters must be in an appropriately secure environment when servicing calls, free from noise and with full consideration for the Contracting Authority’s data security guidelines.
	9. The Supplier shall ensure that Interpreters always give their ID number on every call and name upon request.
	10. The Supplier must conduct “Mystery Shopping” call checks to ensure Interpreters are performing to set standards and that the Contracting Authority’s data security policies are strictly adhered to. The Contracting Authority is to be updated with details of the results of the “Mystery Shopping” reports.
	11. Where recordings of telephone conferences take place, the Supplier cannot keep copies of the recordings. All electronic and hard copy versions must be handed over to the Contracting Authority. The Supplier must ensure that all copies on the Supplier systems are deleted.
	12. Suppliers shall have systems and process controls to ensure that the interpreters are unable to make and/or keep their own copies of any telephone based (conference recordings or otherwise) interpreting discussions.
2. **LOT 3 VIDEO LANGUAGE SERVICES - MANDATORY REQUIREMENTS**
	1. The Supplier shall provide a Spoken and Non Spoken Video Language Service available to the whole of the public sector in the United Kingdom and Overseas. It is envisaged that the majority of requirements for this service shall be where the Contracting Authority is in need of a Video Language Face to Face interpreting for a short period of time for example 5 minute consultation with a doctor.
	2. The requirements for this service shall be where customers are in contact by agreed video conferencing technology for example but not limited to, Web Camera, Tablet Device, Smartphone, Video Phone and Video Conferencing kit.
	3. Any Public Sector staff shall be able to contact the Supplier at any time 24 hours a day 7 days a week, every day of the year.
	4. The Supplier shall also be required to provide a service for the Contracting Authorities whose customers are resident overseas and whose contact is solely by video conferencing technology.
	5. Video Language Services shall be available between 08:00hrs and 18:00hrs Monday to Friday of each week and on Bank Holidays and weekends if required. An additional out of hours’ facility shall be made available between 18:00hrs and 08:00hrs, which shall cover emergency, short term bookings for out of hours’ services.
	6. The Supplier shall provide Contracting Authority with a single point of contact for this service including a unique Freephone number or email address for deaf users of this service. Suppliers telephone service shall require a dedicated non premium rate, and/or a 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able e to accept calls from outside the UK.
	7. Within 60 seconds of receiving the call the Supplier shall make available the services of an Interpreter qualified to a minimum standard specified by the Contracting Authority. The Interpreter shall provide an interpretation in line with the Code of Conduct for Interpreters published with the National Register of Public Service Interpreters <http://www.nrpsi.org.uk/for-clients-of-interpreters/code-of-professional-conduct.html>.
	8. A Non-Spoken Linguist shall provide a service in line with the Code of Conduct published with the National Registers of Communications Professionals working with Deaf and Deafblind People (NRCPD): [http://www.nrcpd.org.uk](http://www.nrcpd.org.uk/page.php?content=59) or the Scottish Association of Sign Language Interpreters (SASLI): <http://www.sasli.co.uk/>.
	9. Linguists shall occasionally need to be available to attend Government offices or venues in the UK at no cost to the Contracting Authorities, for example, for court purposes to verify the timings and/or content of previous conversations.
	10. The Supplier shall ensure that the option for the Contracting Authority’s end user to request, and be provided with, a United Kingdom (UK) based interpreter and additionally, all UK based Interpreters must have permission to work in the UK (section 8 of the Asylum and Immigration Act).
	11. It is envisaged that for overnight requirement of spoken video interpretation, the Supplier shall use fully vetted Interpreters from overseas to ensure costs are kept to a minimum.
	12. The Supplier shall be able to act as the conference host where the Contracting Authority is unable to conference a 3 way call.
	13. The Supplier shall ensure that all Interpreters must be in an appropriately secure environment when servicing calls, free from noise and with full consideration for the Contracting Authority’s data security guidelines.
	14. The Supplier shall ensure that Interpreters always give their ID number and name upon request and wear their valid company ID badge on every call.
	15. Where recording of video conferences take place, the Supplier cannot keep copies of the recordings. All electronic and hard copy versions must be handed over to the Contracting Authority. The Supplier must ensure that all copies on the Supplier systems are deleted.
	16. The Supplier shall have systems and process controls to ensure that the Interpreters are unable to make and/or keep their own copies of any video based (conference recordings or otherwise) interpreting discussions.
	17. Where requested by the Contracting Authority additional services and higher levels of security may be required and these will be further specified at the Call Off Agreement stage.
3. **LOT 3 QUALIFICATIONS - TELEPHONE INTERPRETING, VIDEO LANGUAGE SERVICES SPOKEN AND NON SPOKEN - MANDATORY REQUIREMENTS**
	1. **Lot 3 Telephone Interpreting Qualifications:**

The range of interpreting qualifications and criteria required under this Lot for Telephone Interpreting shall include, but shall not be limited to:

* NVQ Level 3 interpreting
* NVQ Level 5 interpreting
* DPSI Qualified Interpreter
* QCF Level 6 – OFQUAL (Trained and/or untrained).

**4.2 Lot 3 Video Language Services Spoken Qualifications:**

The range of Interpreting qualifications and criteria required under this lot for spoken Video Interpreting shall include, but shall not be limited to:

* NRPSI Full Status registrant (A or B) listed in Law Section (for court work)
* NRPSI Full Status registrant listed in Local Government Section
* NRPSI Full Status registrant listed in Health Section
* NRPSI Full Status registrant other sections
* NRPSI Rare Language Registrant
* Institute of Translation and Interpreting member
* NRPSI Interim Status registrant (A or B) listed in a) Local Government, or b) Health Sections or c) Law
* Honours degree in the relevant language and/or a degree in Interpreting / Translation
* QCF Level 7 qualification in translation such as the IoLET Diploma in Translation or an MA in Translation
* IELTS of 6.5 and above
* DPSI Qualified
* Diploma in Police Interpreting
* NRPSI Limited Assessment category
* Member of the Chartered Institute of Linguists
* AIT Assessment (formerly IAA assessment)
* IND Assessment
* DPSI Oral only
* NVQ Level 3 Interpreting

Others – for example interpreting and translation degree, language degree with interpreting component, Police Force assessment, Member of CIOL (Chartered Institute of Linguists) and/or ITI (Institution of Translations and Interpreters), Interim Member of CIOL and/or ITI, IoLET Letter of credit (law option), Recognised language degree from a UK University, Recognised English degree from a foreign University, Metropolitan Police Test (including simultaneous interpreting) “pass” marking, Reference with language assessment from Metropolitan Police or Local Authority, Other Language Service. Assessment, proven experience as an interpreter or as specified by the Contracting Authority.

**4.3 Lot 3 Video Interpreting Non Spoken qualifications**

The Supplier shall ensure that the Linguist qualifications shall be as a minimum as listed at [http://www.nrcpd.org.uk](http://www.nrcpd.org.uk/page.php?content=59)

**APPENDIX 4 TO PART A: GOODS AND SERVICES - LOTS 4a to 4e NON SPOKEN FACE TO FACE AND VIDEO LANGUAGE SERVICES**

This Appendix 4 to Part A: Goods and Services provides details of the mandatory requirements that Suppliers are expected to fulfil in their entirety under Lots 4a to 4e Non Spoken Face to Face and Video Language Services in order to meet the Goods and Services delivery requirements of this Framework Agreement. It is important that the Suppliers take time to fully understand this important part of the Service Delivery requirements. All mandatory requirements 1 through to 4 shall be required to commence from the implementation of the Call Off Agreements with the Contracting Authorities.

1. Mandatory Service Requirements – The Supplier shall be able to fulfil all aspects of the Mandatory Service Requirements for the Contracting Authority please refer to paragraph 1.
2. Non Spoken Face To Face Mandatory Service Requirements – The Supplier shall be able to fulfil all aspects of the Non Spoken Face to Face mandatory requirements for the Contracting Authority please refer to paragraph 2
3. Video Language Services Mandatory Requirements - The Supplier shall provide a Video Language Service mandatory requirements available to the whole of the public sector in the United Kingdom and Overseas please refer to paragraph 3
4. Qualifications Mandatory Requirements – The Supplier shall ensure the range of Linguist qualifications and criteria required under these Lots shall meet the mandatory requirements as set out in paragraph 4.
5. LOTS 4a to 4e – MANDATORY SERVICE REQUIREMENTS
	1. The Supplier shall provide Non Spoken Face to Face and Video Language Services. These Services shall be required across a range of timescales, which the Contracting Authority shall specify at the Call Off Agreement stage, ranging from the very short for example within half an hour to the moderately long for example days, weeks or months.
	2. Non Spoken Face to Face Services - Lots 4a to 4e will provide Non Spoken Face to Face Services coverage of English Regions and Scotland/Northern Ireland. Welsh Contracting Authorities will be able to utilise the nearest available Region, Lot 4b, 4c or 4d. Contracting Authorities requiring Overseas coverage will utilise Lot 4a Greater London including Overseas.
	3. Video Language Services - each Lot 4a to 4e will provide throughout the United Kingdom and Overseas.

Lots 4a to 4e as detailed in the table below and please refer to Annex B which details the counties within each Lot.

|  |
| --- |
| Lot 4a Greater London including Overseas |
| Lot 4b Southern England Comprising the following Regions from Annex 2 – South West England – South Central England – South East England - Wales |
| Lot 4c Midlands and East of England Comprising the following Regions from Annex 2 – West Midlands – East Midlands – East of England – Wales |
| Lot 4d North of England Comprising the following Regions from Annex 2 – North West England - Yorkshire & Humberside - North East England – Wales |
| Lot 4e Scotland and Northern Ireland |

* 1. Non Spoken Face to Face and Video Language Services, shall be available between 08:00hrs and 18:00hrs Monday to Friday of each week and on Bank Holidays and weekends if required. An additional out of hours facility shall be made available between 18:00hrs and 08:00hrs, which shall cover emergency, short term bookings for out of hour’s services.
	2. The Supplier shall provide the Contracting Authority with a single point of contact for this service including a unique Freephone number. The Suppliers telephone service shall require a dedicated non premium rate, and/or 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able to accept calls from outside the UK.
	3. Circumstances may occur where it is possible for the Contracting Authority to give at least several days’ notice of the service requirement to the Supplier, however Suppliers shall be aware that urgent requirements may arise for a Linguist to be available at a specified location within half an hour of booking, which shall be specified by the Contracting Authority at the time of booking.
	4. The Supplier shall provide Linguists who allow communication to take place between Deaf and Deafblind people and others requiring support to access English, and hearing people, in personal attendance or via agreed video conferencing technology.
	5. The Services which the Supplier shall provide under this Lot include;
* Interpreting:
	+ British Sign Language (BSL) Interpreters
	+ Irish Sign Language (ISL) Interpreters
	+ Foreign Sign Language Interpreters
	+ Deafblind Interpreters: Visual Frame, Hands On or Manual
* Non Interpreting Services
	+ Deaf Relay (Intralingual language modification)
	+ Lipspeakers
	+ Speech-to-text reporting
	+ Electronic and manual notetakers
	+ Video Relay Interpreting Services
	+ Cued Speech/Makaton
	1. The Supplier shall ensure that Foreign Sign Language interpreters shall comply with all mandatory requirements and meet the standards as least equal to those required for NRCPD/SALSI registration, in terms of academic qualifications and proven experience of interpreting and professional accountability before the Assignment.
	2. Where requested by the Contracting Authority, additional services and higher levels of security may be required and these will be further specified at the Call Off Agreement stage.
	3. The Supplier shall ensure that Linguists are registered with the National Register of Communication Professionals working with Deaf and Deafblind people (NRCPD), or the Scottish Association of Sign Language Interpreters (SASLI) or equivalents.
	4. The Supplier shall work proactively and effectively to recruit Linguists who allow communication to take place between Deaf and Deafblind people and others requiring support to access English and hearing people.
1. LOTS 4a to 4e NON SPOKEN FACE TO FACE MANDATORY SERVICE REQUIREMENTS
	1. The Supplier shall provide the following services under this Lots 4a to 4e which shall include but not limited to;
* Interviews
* Hearings
* Judicial / Legal interpreting
* Escort interpreting
* Community interpreting
* Medical / Health interpreting
* Media interpreting
* Defence interpreting
	1. Upon receipt of a request for a Linguist, the Supplier shall:
		1. Identify a suitably qualified and experienced Linguist who matches the Contracting Authority’s requirements (including security clearance / vetting requirements) ensuring the Linguists availability to attend at the specified location, date and time requested by the Contracting Authority.
		2. Notify the Contracting Authority of the name of the Linguist as soon as it is booked, or at least 3 working days before the Assignment, or as soon as it is known if the Assignment is booked within three days. Suppliers shall notify the Contracting Authority immediately if there is any change of Linguist for any reason. Customers may instruct the Supplier to confirm the booking Assignment within 3 to 5 working days of receipt of the booking
		3. Provide a suitable substitute Linguist or bear any costs incurred by the Contracting Authority (for example including, but not limited to, any legal costs, court costs or medical costs) should the booked Linguist cancel or fail to attend the Assignment.
		4. Ensure that Linguists shall provide subsequent witness statements as and when mandated by Legal Body(s) and/or Contracting Authority.
		5. Ensure that Linguists shall subsequently attend court as and when mandated by Legal Body(s) and/or Contracting Authority.
		6. Ensure compliance with all legal obligations.
	2. Cancellation by the Contracting Authority will incur full charge up to 5 working days before the Assignment; 50% of the fee if cancelled between 5 – 10 working days.
	3. The Supplier shall be able to provide two or more Linguists where Assignments are over a certain length and/or complexity when requested by the Contracting Authority.
	4. Suppliers shall ensure that Linguists are provided with a written account of the details of the Assignment to include:
* time and date
* location
* the service required for example those listed in paragraph 1.6
* level of qualification required
* the nature of the Assignment for example those listed in paragraph 2.1
* any specialism required
* any additional services
* level of security required
	1. The Supplier shall ensure that the Linguist accepts and confirms availability and that they have the required qualifications and experience required for the Assignment.
	2. The Supplier shall ensure it obtains and retains a record of the Linguists acceptance and confirmation for a period of 1 month.
1. LOTS 4a to 4e VIDEO LANGUAGE SERVICES - MANDATORY REQUIREMENTS
	1. Lots 4a to 4e, the Supplier shall provide a Video Language Service throughout United Kingdom and Overseas. The requirements for this service shall be where Contracting Authorities are in need of a Video Language Service for Non Spoken Face to Face Linguists for a short period of time for example 5 minute consultation with a doctor.
	2. The requirements for this service shall be where customers are in contact by agreed video conferencing technology for example but not limited to, Web Camera, Tablet Device, Smartphone, Video Phone and Video Conferencing kit.
	3. Any Public Sector staff shall be able to contact the Supplier at any time 24 hours a day 7 days a week, every day of the year.
	4. The Supplier shall also be required to provide a service for the Contracting Authority whose customers are resident overseas and whose contact is solely by video conferencing technology.
	5. Video Language Services shall be available between 08:00hrs and 18:00hrs Monday to Friday of each week and on Bank Holidays and weekends if required. An additional out of hours’ facility shall be made available between 18:00hrs and 08:00hrs, which shall cover emergency, short term bookings for out of hours’ services**.**
	6. The Supplier shall provide the Contracting Authority with a single point of contact for this service including a unique Freephone number. The Suppliers telephone service shall require a dedicated non premium rate and/or a 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able to accept calls from outside the UK.
	7. Within 60 seconds of receiving the call the Supplier shall make available the services of a Linguist qualified to a minimum standard specified by the Contracting Authority. The Linguist shall provide a service in line with the Code of Conduct published with the National Registers of Communications Professionals working with Deaf and Deafblind People (NRCPD): <http://www.nrcpd.org.uk> or the Scottish Association of Sign Language Interpreters (SASLI): <http://www.sasli.co.uk/>
	8. Linguists shall occasionally need to be available to attend Government offices or venues in the UK at no cost to the Contracting Authority, for example, for court purposes to verify the timings and/or content of previous conversations.
	9. The Supplier shall ensure if requested by the Contracting Authority’s end user that, a United Kingdom (UK) based Linguist shall be supplied.
	10. The Supplier shall be able to act as the conference host where the Contracting Authority is unable to conference a 3 way call.
	11. The Supplier shall ensure that all Linguists must be in an appropriately secure environment when servicing calls, free from noise and with full consideration for the Contracting Authority’s data security guidelines.
	12. The Supplier shall ensure that Linguists always give their ID number and name upon request and wear their valid company ID badge on every call.
	13. Where recording of Video Conferences take place, the Supplier cannot keep copies of the recordings. All electronic and hard copy versions must be handed over to the Contracting Authority. The Supplier shall ensure that all copies on the Supplier systems are deleted.
	14. Suppliers shall have systems and process controls to ensure that the Linguists are unable to make and/or keep their own copies of any video based conference recordings.

4. **LOTS 4a to 4e QUALIFICATIONS - MANDATORY REQUIREMENTS**

**4.1** The range of Linguist qualifications and criteria required under these Lots for communicating with Deaf and Deafblind people required for communication will vary according to the needs of each Contracting Authority.

* 1. The Contracting Authority shall specify the minimum standards acceptable at the time of booking along with any minimum qualifications, skills, competence, experience, and security clearance at the Call Off Agreement stage.
	2. Trainee Sign Language Interpreters (TSLIs) are likely to have less experience, having worked in a narrower range of settings, and will be therefore more restricted in the type of Assignment they are able to undertake. The Supplier shall ensure that were a TSLI is requested for an Assignment by a Contracting Authority that they are selected in accordance with the NRCPD and or SALSI code of conduct i.e. recognising and working within the limits of their competence and undertaking those Assignments for which they have the appropriate qualifications, competence, and experience. TSLIs may not work in the legal domain - courts, police, legal processes, etc. - or in mental health settings.
	3. Suppliers shall ensure that only Registered Sign Language Interpreters (RSLIs) are used in the legal and mental health settings.
	4. The Supplier shall ensure that the Linguist qualifications shall be as a minimum as listed at <http://www.nrcpd.org.uk> / <http://www.sasli.co.uk/>

**APPENDIX 5 TO PART A: GOODS AND SERVICES – LOTS 5A TO 5N SPOKEN FACE TO FACE INTERPRETING**

This Appendix 5 to Part A: Goods and Services provides details of the mandatory requirements that Suppliers are expected to fulfil in their entirety under Lots 5a to 5n Spoken Face to Face Interpreting in order to meet the Goods and Services delivery requirements of this Framework Agreement. It is important that the Suppliers take time to fully understand this important part of the Service Delivery requirements. ALL Mandatory Requirements 1 and 2 shall be required to commence from the implementation of the Call Off Agreements with the Contracting Authority.

1. Mandatory Service Requirements – The Supplier shall be able to fulfil all aspects of the Mandatory Service Requirements for the Contracting Authority. Please refer to paragraph 1.
2. Qualifications Mandatory Requirements – The Supplier shall ensure the range of Linguist qualifications and criteria required under this Lot shall meet the Mandatory Service Requirements as set out in paragraph 2.

1 LOT 5 – MANDATORY SERVICE REQUIREMENTS

* 1. The Supplier shall provide Spoken Face to Face Interpreting Services throughout the United Kingdom and Overseas as required in paragraph 1.2. These Services shall be required for a range of timescales, which the Contracting Authority shall specify at the Call Off Agreement stage, ranging from the very short for example within half an hour to the moderately long for example days, weeks or months.
	2. Lots 5a to 5m cover Regional and Devolved Governments and Lot 5n covers UK National and Overseas as detailed in the table below and Annex B:

|  |  |
| --- | --- |
| 5a – Greater London | 5h – Yorkshire & Humberside |
| 5b – South West England | 5i – North West England |
| 5c – South Central England | 5j – North East England (excluding Yorkshire and Humberside) |
| 5d – South East England | 5k – Scotland |
| 5e – East of England | 5l – Wales |
| 5f – East Midlands | 5m – Northern Ireland |
| 5g – West Midlands | 5n – UK National (all of the above regions 5a to 5m) and Overseas |

* 1. Spoken Face to Face Interpreting Services shall be available between 08:00hrs and 18:00hrs Monday to Friday of each week and on Bank Holidays and weekends if required. An additional out of hours facility shall be made available between 18:00hrs and 08:00hrs, which shall cover emergency, short term bookings for out of hours services.
	2. The Supplier shall provide the Contracting Authority with a single point of contact for this service including a unique Freephone number. The Suppliers telephone service shall require a dedicated non premium rate, and/or 01, 02, 03 prefix, no call connection charge, telephone number which must be accessible from UK landlines, mobile telephones and overseas, via a UK dialling code and be able to accept calls from outside the UK.
	3. Circumstances may occur where it is possible for the Contracting Authority to give at least several days’ notice of the service requirement to the Supplier, however, Suppliers shall be aware that urgent requirements may arise for a Interpreters to be available at a specified location within half an hour, which shall be specified by the Contracting Authority at the time of booking.
	4. The Supplier shall provide Face-to-Face interpreting service (Simultaneous, Consecutive and Whispering) and is applicable to interviews, hearings, or other relevant events, whereby the meaning of what is said in one language is transferred at the event in spoken form into a second language, by an interpreter in personal attendance.
	5. The Supplier shall provide the following services under this Lot which shall include but not limited to;
* Interviews
* Hearings
* Conference interpreting
* Judicial / Legal interpreting
* Escort interpreting
* Community interpreting
* Medical / Health interpreting
* Media interpreting
* Defence interpreting
	1. Where requested by the Contracting Authority, additional services and higher levels of security may be required and these will be further specified at the Call Off Agreement stage.
	2. The Supplier shall upon receipt of a request for an interpreter;
		1. Identify a suitably qualified and experienced interpreter who matches the Contracting Authority’s requirements (including security clearance / vetting requirements) ensuring the interpreter’s availability to attend at the specified location, date and time requested by the Contracting Authority.
		2. Notify the Contracting Authority of the name of the interpreter as soon as it is booked, or at least 3 working days before the Assignment, or as soon as it is known if the Assignment is booked within three days. Suppliers shall notify the Contracting Authority immediately if there is any change of interpreter for any reason. Customers may instruct the Supplier to confirm the booking Assignment within 3 to 5 working days of receipt of the booking.
		3. Provide a suitable substitute Interpreter or bear any costs incurred by the Contracting Authority (e.g. including, but not limited to, any legal costs, court costs or medical costs) should the booked interpreter cancel or fail to attend the Assignment.
		4. Ensure that Interpreters shall provide subsequent witness statements as and when mandated by Legal Body(s) and / or the Contracting Authority.
		5. Ensure that Interpreters shall subsequently attend court as and when mandated by Legal Body(s) and / or the Contracting Authority.
		6. Ensure compliance with all legal obligations.
		7. The Supplier shall comply will all aspects of the NRPSI Code of Conduct.
	3. The Supplier ensure that Interpreters are provided with a written account of the details of the Assignment to include:
* time and Date
* location
* the language required
* the level of qualification required
* the nature of the Assignment for example those listed in paragraph 2.1
* any specialism required
* any additional services
* level of security required
	+ 1. The Supplier shall ensure that the Interpreter accepts and confirms availability and that they have the required qualifications and experience required for the Assignment.
		2. The Supplier shall ensure it obtains and retains a record of the Interpreters acceptance and confirmation for a period of 1 month.
1. **LOTS 5a to 5n QUALIFICATIONS - MANDATORY REQUIREMENTS**
	1. The range of Interpreter qualifications and criteria required for Face to Face Interpreting shall include, but shall not be limited to:
* NRPSI Full Status registrant (A or B) listed in Law Section (for court work)
* NRPSI Full Status registrant listed in Local Government Section
* NRPSI Full Status registrant listed in Health Section
* NRPSI Full Status registrant other sections
* NRPSI Rare Language Registrant
* Institute of Translation and Interpreting member
* NRPSI Interim Status registrant (A or B) listed in a) Local Government, or b) Health Sections or c) Law
* Honours degree in the relevant language and/or a degree in Interpreting / Translation
* QCF Level 7 qualification in translation such as the IoLET Diploma in Translation or an MA in Translation
* IELTS of 6.5 and above
* DPSI qualified
* Diploma in Police Interpreting
* NRPSI Limited Assessment category
* Member of the Chartered Institute of Linguists
* AIT Assessment (formerly IAA assessment)
* IND Assessment
* DPSI Oral only
* NVQ Level 3 Interpreting

Others – e.g. interpreting and translation degree, language degree with interpreting component, Police Force assessment, Member of CIoL (Chartered Institute of Linguists) and/or ITI (Institution of Translations and Interpreters), Interim Member of CIoL and/or ITI, IoLET Letter of credit (law option), Recognised language degree from a UK University, Recognised English degree from a foreign University, Metropolitan Police Test (including simultaneous interpreting) “pass” marking, Reference with language assessment from Metropolitan Police or Local Authority, Other Language Service. Assessment, proven experience as an Interpreter or as specified by the Contracting Authority.

# Annex A - Core Language List



# Annex B – English Regional Map

# C:\Users\Carolyn.Hennessey\Downloads\counties map (2).png

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| **COUNTIES INCLUDED IN REGIONS LOT 4A TO 4E** |
| 4a – Greater London | 4d – Yorkshire & HumbersideNorth Yorkshire, West Yorkshire, East Riding of Yorkshire, South Yorkshire  |
| 4b – South West EnglandCornwall, Devon, Dorset, Somerset, Avon, Wiltshire, Gloucestershire | 4d – North West EnglandCheshire, Merseyside, Greater Manchester, Lancashire, Cumbria |
| 4b – South Central EnglandHampshire, Berkshire, Buckinghamshire, Oxfordshire, Isle of Wight | 4d – North East England (excluding Yorkshire and Humberside) Northumberland, Tyne and Wear, Durham |
| 4b – South East EnglandW Sussex, E Sussex, Surrey, Kent | 4e – Scotland |
| 4c – East of EnglandNorfolk, Suffolk, Essex, Hertfordshire, Bedfordshire, Cambridgeshire, | 4e –  Northern Ireland |
| 4c  – East MidlandsLincolnshire, Nottinghamshire, Derbyshire, Leicestershire, Rutland, Northamptonshire | 4b, 4c, 4d  – Wales – Public Sector Bodies can access any of the three bordering English Regions to access the Framework |
| 4c – West MidlandsWarwickshire, Worcestershire, Herefordshire, Shropshire, West Midlands, Staffordshire |   |

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| **Counties included in LOTS 5A TO 5N** |
| 5a – Greater London | 5h – Yorkshire & HumbersideNorth Yorkshire, West Yorkshire, East Riding of Yorkshire, South Yorkshire |
| 5b – South West EnglandCornwall, Devon, Dorset, Somerset, Avon, Wiltshire, Gloucestershire | 5i – North West EnglandCheshire, Merseyside, Greater Manchester, Lancashire, Cumbria |
| 5c – South Central EnglandHampshire, Berkshire, Buckinghamshire, Oxfordshire, Isle of Wight | 5j – North East England (excluding Yorkshire and Humberside) Northumberland, Tyne and Wear, Durham |
| 5d – South East EnglandWest Sussex, East Sussex, Surrey, Kent | 5k – Scotland |
| 5e – East of EnglandNorfolk, Suffolk, Essex, Hertfordshire, Bedfordshire, Cambridgeshire | 5l – Wales |
| 5f – East MidlandsLincolnshire, Nottinghamshire, Derbyshire, Leicestershire, Rutland, Northamptonshire | 5m – Northern Ireland |
| 5g – West MidlandsWarwickshire, Worcestershire, Herefordshire, Shropshire, West Midlands, Staffordshire | 5n – UK National (all of the above regions 5a to 5m) and Overseas |

**aNNEX c – dEFINITION OF BANDS**

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| **SPOKEN LANGUAGES – DEFINITION OF BANDS** |
| **Classification of Interpreters & Translators for spoken languages** |
| [This table is intended to classify the qualifications and criteria expected of interpreters and translators of spoken languages in order to provide Contracting Authorities with choice and flexibility to facilitate an optimum cost effective match for a specific requirement. However, the Contracting Authority reserves the right to supplement or vary these criteria to meet their specific, individual requirements and in particular which specific pathway of the Diploma in Public Service Interpreting (DPSI) is held by the interpreter. Suppliers shall strive to meet these criteria and demonstrate that individuals, who cannot demonstrate these qualifications, are being actively encouraged to work to do so.](file:///C%3A%5CUsers%5Chennesseyc%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CD1AI7KOT%5CManaged%20Service%20Provider%20Pricing%20V1%209.xlsx#RANGE!#REF!) |
| **BAND 5** |
| In addition to the qualifications and criteria specified in Band 4, Interpreters and/or Translators at this level will: |
| 1. Hold an Honours degree in the relevant language and/or a degree in Interpreting / Translation; |
| 2. Hold a QCF Level 7 qualification in translation such as the IoLET Diploma in Translation or an MA in Translation; |
| 3. Be able to provide documented evidence of a minimum of 1000 hours’ recent and relevant experience of public service interpreting and/or translation at this level in the United Kingdom, or equivalent experience which is acceptable to the Contracting Authority. Where the volume of work in the language in question would not suffice to meet the 1000 hour criterion, a proven track record of satisfactory high level work will be accepted; |
| 4. Qualified membership of Chartered Institute of Linguists or the Institute of Translating and Interpreting (or equivalent overseas professional body); |
| 5. Be able to provide documented evidence of language-specific training and/or continuing professional development (CPD) within the preceding 12 months. |
| 6. May be required to provide evidence of specialist expertise defined by the Contracting Authority. |
| **BAND 4** |
| Interpreters and/or Translators at this level should: |
| 1. Hold the DPSI or the Diploma in Police Interpreting (DPI) or an equivalent translation and/or interpreting qualification at QCF Level 6 which clearly demonstrates the ability to interpret at this level in both English and the Foreign Language; |
| 2. Be able to provide documented evidence of a minimum of 400 hours’ experience of public servicer interpreting and/or translation in the United Kingdom, or equivalent experience which is acceptable to the Contracting Authority; |
| 3. Be able to provide documented evidence of language-specific training and/or continuing professional development (CPD) within the preceding 12 months. |
| NB Those registered at Full Status with the NRPSI conform to all requirements of this Band. |
| **BAND 3** |
| Interpreters and/or Translators at this level should: |
| 1. Hold the DPSI or DPI or an equivalent qualification at QCF Level 6, or its equivalent, which clearly demonstrates the ability to operate at this level in both English and the Foreign Language; |
| 2. Non-native speakers of English, who do not hold DPSI or DPI should hold at QCF Level 6 qualification such as Cambridge Certificate of Proficiency in English at minimum Grade C and no less than borderline in each skill, IELTS 7.5, or a proven track record that clearly demonstrates acceptable language skills; |
| 3. Provide documented evidence of on-going and developing experience of public service interpreting and/or translating in the United Kingdom, but not yet having attained the 400 hours threshold, or evidence of equivalent experience deemed acceptable by the Contracting Authority; |
| 4. Provide documented evidence of language specific training and/or CPD within the preceding 12 months. |
| **BAND 2 (including Rare Language Interpreters)** |
| Linguists at this level should: |
| 1. Be a native speaker of the relevant foreign language or native English speaker with skill in the other language; |
| 2. Demonstrable command of spoken English at a minimum of QCF Level 3, Common European Framework of Reference CEFR B2, A Level, IELTS 3-6 or Cambridge First Certificate in English at minimum Grade C and no less than borderline in each skill, and at least equivalent in the foreign language.  |
| 3. Be able to provide documented evidence of a minimum of 100 hours’ experience of public service language work in the United Kingdom, or evidence of equivalent experience deemed acceptable by the Contracting Authority; |
| 4. Provide documented evidence of language-specific training and/or CPD within the preceding 12 months. |
| 5. Hold a Community Interpreting Certificate or an equivalent qualification at QCF Level 3. |
| N.B. Those registered at Rare Language Status with the NRPSI conform to the requirements of Rare Language Interpreters. |
| **BAND 1 (Bi-Lingual Skills)** |
| Linguists at this level should: |
| 1. Be native speakers of the relevant foreign language with a demonstrable command of spoken and written skills in English at a minimum of QCF Level 3, Common European Framework of Reference CEFR B2, A Level, IELTS 5-6 or Cambridge First Certificate in English at minimum Grade C and no less than borderline in each skill, and at least equivalent in the foreign language;  |
|  |
| 2. Evidence of another qualification, such as interpreting or translation degree, language degree with interpreting component, Member of CIOL (Chartered Institute of Linguists) and/or ITI (Institution of Translations and Interpreters), Interim Member of CIOL and/or ITI, Recognized language degree from a UK University, Recognized English degree from a foreign University, Other Language Service. Assessment, proven experience as an interpreter or as specified by the Contracting Authority or enrolled in an approved linguist’s course at QCF level 3. |
| **and (for both 1 and 2 above)** |
| 3. Hold the Diploma in Community Interpreting or evidence of another qualification, such as the IoLET Certificate in Bilingual Skills, which is deemed acceptable by the Contracting Authority. |
| 4. Be able to provide documented evidence of some experience of successful public service language work in the United Kingdom. |



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| **NON SPOKEN LANGUAGES - DEFINITION OF BANDS** |
| Classification of Linguists for Non-Spoken Languages – Interpreting |
| **REGISTERED SIGN LANGUAGE INTERPRETER – RSLI** |
| Communication Professionals categorised in this class will be: |
| Registered as a Registered Sign Language Interpreter (RSLI) with the National Registers of Communication Professionals working with Deaf and Deafblind People (NRCPD) Or Scottish Association of Sign Language Interpreters (SASLI) or equivalent registration, equivalent qualification levels.  |
| **TRAINEE SIGN LANGUAGE INTERPRETER – tsli** |
| Communication Professionals categorised in this class will be: |
| A regulated Trainee Sign Language Interpreter (TSLI) with the National Registers of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent status, equivalent qualification levels. |
| **REGISTERED INTERPRETER FOR DEAFBLIND PEOPLE** |
| Communication Professionals categorised in this class will be: |
| Registered as a Deafblind Interpreter with the National Register of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent registration, equivalent qualification levels. |
| **REGISTERED TRAINEE INTERPRETER FOR DEAFBLIND PEOPLE** |
| Communication Professionals categorised in this class will be: |
| A regulated Trainee Deafblind Interpreter with the National Register of Communication Professionals working with Deaf and Deaflblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent status, equivalent qualification levels. |
| Classification of Linguists for Non-Spoken Languages – Non Interpreting Services |
| **REGISTERED LIPSPEAKER** |
| Communication Professionals categorised in this class will be: |
| Registered as a Lipspeaker with the National Registers of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent registration, equivalent qualification levels. |

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| **TRAINEE LIPSPEAKER** |
| Communication Professionals categorised in this class will be: |
| A regulated Trainee Lipspeaker with the National Registers of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent status, equivalent qualification levels. |
| **REGISTERED ELECTRONIC OR MANAUAL NOTETAKER**  |
| Communication Professionals categorised in this class will be: |
| Registered as an Electronic or Manual Notetaker with the National Registers of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent registration, equivalent qualification levels. |
| **TRAINEE ELECTRONIC OR MANUAL NOTETAKER** |
| Communication Professionals categorised in this class will be: |
| A regulated Trainee Electronic or Manual Notetaker with the National Register of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent status, equivalent qualification levels. |
| **REGISTERED SPEECH TO TEXT REPORTER** |
| Communication Professionals categorised in this class will be: |
| Registered as a Speech to Text Reporter with the National Register of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent registration, equivalent qualification levels. |
| **TRAINEE SPEECH TO TEXT REPORTER** |
| Communication Professionals categorised in this class will be: |
| A regulated Trainee Speech to Text Reporter with the National Register of Communication Professionals working with Deaf and Deafblind people (NRCPD), or Scottish Association of Sign language Interpreters (SASLI) or equivalent status, equivalent qualification levels. |

Part B – Key Performance Indicators

General

The purpose of this Part B is to set out the KPIs by which the Supplier’s overall performance under this Framework Agreement shall be monitored and managed. The Authority reserves the right to adjust, introduce new, or remove KPIs throughout the Framework Period, however any significant changes to KPIs shall be agreed between the Authority and the Supplier in accordance with Clause 19.1 (Variation Procedure).

The Supplier shall comply with all its obligations related to KPIs set out in this Framework Agreement including Framework Schedule 8 (Framework Management) and shall use all reasonable endeavours to meet the KPI Targets identified in the table below.

The KPIs, from which performance by the Supplier of this Framework Agreement will be reported against, are set out below: Suppliers are expected to deliver the required performance across all areas as outlined in the Key Performance Indicator tables to a level of 100%, any performance reported below 95% will require immediate review. Performance will be reported and measured in accordance with Framework Schedule 8 Framework Management Failure of suppliers to deliver performance to the required standards will be subject to the escalation process outlined in Framework Schedule 8 Framework Management clause 5 Escalation Procedure.

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| **Key Performance Indicator (KPI) Lot 1 and Lot 2**  |
| **Key Performance Indicator (KPI)** | **Measured by** | **Weighting**  | **Scoring**  |
| 1. **Framework Management**
 |  |  |  |
| * 1. MI returns: All MI returns to be returned to CCS by the 5th working day of each month
 | Confirmation of receipt and time of receipt by the Authority (as evidenced within the Authority’s data warehouse (MISO) system) |  20% |  100 if submitted on time0 if submitted late |
| * 1. All invoices to be paid within 30 calendar days of issue
 | Confirmation of receipt and time of receipt by the Authority (as evidenced within the Authority’s CODA system) | 5% | 100 if submitted on time0 if submitted late |
| * 1. Annual Supplier self-audit certificate to be issued to the Authority in accordance with the Framework Agreement
 | Confirmation of receipt and time of receipt by the Authority | 5% | 100 if certificate confirmed0 if no certificate confirmed |
| * 1. Actions identified in an Audit Report to be delivered by the dates set out in the Audit Report
 | Confirmation by the Authority of completion of the actions by the dates identified in the Audit Report | 5% | 100 if no plan is required100 if all actions since last audit  have been delivered to plan66 if one or more Priority action is late33 if one or more Priority 2 action is late0 if one or more Priority 1 action is late |
| * 1. Promote, deliver and communicate transparency of pricing and savings
 | Confirmation of receipt of a written performance report as part of the Supplier Action Plan as defined in Framework Schedule 8 – Framework Management | 5% | 100 if submitted on time0 if submitted late |
| 1. **Demand Management Savings**
 |  |  |  |
| * 1. Lot 1 Managed Service Provision
	2. Lot 2 Written Translation, Transcription and Ancillary Services
	3. The Supplier to deliver against the Supplier Action Plan to derive further cost savings over the Framework Period continuous improvement and innovation
 | Confirmation by the Authority of the cost savings achieved by the dates identified in the Supplier Action Plan and as defined in Annex A | 20% | 100 if Supplier has met all currently due objectives from Supplier action plan (SAP) relevant to this KPI75 if Supplier is up to a month late in meeting one or more objectives50 if Supplier is up to 2 months late in meeting one or more objectives25 if Supplier is up to 3 months late in meeting one or more objectives0 if Supplier is over 3 months late in meeting one or more objectives |
| 1. **Customer Satisfaction**
 |  |  |  |
| * 1. Contracting Authority Satisfaction - Service Quality
 | Satisfaction with the quality of the  services provided by the supplier under the Framework Agreement | 15% | 0 - 100 from Customer Satisfaction Survey |
| * 1. Contracting Authority Satisfaction - Service Fees
 | Satisfaction with the fees for the services provided by the supplier under the Framework Agreement | 5% | 0 - 100 from Customer Satisfaction Survey |
| * 1. Contracting Authority Satisfaction - Service Delivery
 | Satisfaction with the timeliness of delivery and the general responsiveness of the supplier under the Framework Agreement | 15% | 0 - 100 from Customer Satisfaction Survey |
| * 1. Contracting Authority Satisfaction - Service Innovation and Continuous Development
 | Satisfaction that the supplier has demonstrated a commitment to innovation and continuous improvement under the Framework Agreement | 5% | 0 - 100 from Customer Satisfaction Survey |

|  |
| --- |
| **Key Performance Indicator (KPI) Lots 4a to 4e and 5a to 5n** |
| **Key Performance Indicator (KPI)** | **Measured by** | **Weighting**  | **Scoring**  |
| 1. **Framework Management**
 |  |  |  |
| * 1. MI returns: All MI returns to be returned to CCS by the 5th working day of each month
 | Confirmation of receipt and time of receipt by the Authority (as evidenced within the Authority’s data warehouse (MISO) system) |  20% |  100 if submitted on time0 if submitted late |
| * 1. All invoices to be paid within 30 calendar days of issue
 | Confirmation of receipt and time of receipt by the Authority (as evidenced within the Authority’s CODA system) | 5% | 100 if submitted on time0 if submitted late |
| * 1. Supplier self-audit certificate to be issued to the Authority in accordance with the Framework Agreement
 | Confirmation of receipt and time of receipt by the Authority | 5% | 100 if certificate confirmed0 if no certificate confirmed |
| * 1. Actions identified in an Audit Report to be delivered by the dates set out in the Audit Report
 | Confirmation by the Authority of completion of the actions by the dates identified in the Audit Report | 5% | 100 if no plan is required100 if all actions since last audit  have been delivered to plan66 if one or more Priority action is late33 if one or more Priority 2 action is late0 if one or more Priority 1 action is late |
| * 1. Promote, deliver and communicate transparency of pricing and savings
 | Confirmation of receipt of a written performance report | 5% | 100 if submitted on time0 if submitted late |
| 1. **Demand Management Savings**
 |  |  |  |
| * 1. Lot 4 Face to Face Non Spoken Interpreting & Video
	2. Lot 5 Face to face Spoken Interpreting
	3. The Supplier to deliver against the Supplier Action Plan to derive further process savings over the Framework Period continuous improvement and innovation
 | Confirmation by the Authority of the process savings achieved by the dates identified in the Supplier Action Plan | 20% | 100 if Supplier has met all currently due objectives from Supplier action plan (SAP) relevant to this KPI75 if Supplier is up to a month late in meeting one or more objectives50 if Supplier is up to 2 months late in meeting one or more objectives25 if Supplier is up to 3 months late in meeting one or more objectives0 if Supplier is over 3 months late in meeting one or more objectives |
| 1. **Customer Satisfaction**
 |  |  |  |
| * 1. Contracting Authority Satisfaction - Service Quality
 | Satisfaction with the quality of the  services provided by the supplier under the Framework Agreement | 15% | 0 - 100 from Customer Satisfaction Survey |
| * 1. Contracting Authority Satisfaction - Service Fees
 | Satisfaction with the fees for the services provided by the supplier under the Framework Agreement | 5% | 0 - 100 from Customer Satisfaction Survey |
| * 1. Contracting Authority Satisfaction - Service Delivery
 | Satisfaction with the timeliness of delivery and the general responsiveness of the supplier under the Framework Agreement | 15% | 0 - 100 from Customer Satisfaction Survey |
| * 1. Contracting Authority Satisfaction - Service Innovation and Continuous Development
 | Satisfaction that the supplier has demonstrated a commitment to innovation and continuous improvement under the Framework Agreement | 5% | 0 - 100 from Customer Satisfaction Survey |

FRAMEWORK SCHEDULE 3: FRAMEWORK prices AND CHARGING STRUCTURE

DEFINITIONS

The following terms used in this Framework Schedule 3 shall have the following meanings:

|  |  |
| --- | --- |
| "Indexation" | 1. means the adjustment of an amount or sum in accordance with Paragraph 9 of this Framework Schedule 3;
 |
| "Indexation Adjustment Date" | 1. has the meaning given to it in paragraph 9.1.1(a) of this Framework Schedule 3;
 |
| “Reimbursable Expenses” | 1. means reasonable out of pocket travel and subsistence (for example, hotel and food) expenses, properly and necessarily incurred in the performance of the Goods and/or Services, calculated at the rates and in accordance with the Contracting Authority's expenses policy current from time to time, but not including:
	1. travel expenses incurred as a result of Supplier Personnel travelling to and from their usual place of work, or to and from the premises at which the Services are principally to be performed, unless the Contracting Authority otherwise agrees in advance in writing; and
	2. subsistence expenses incurred by Supplier Personnel whilst performing the Services at their usual place of work, or to and from the premises at which the Services are principally to be performed;]
 |
| "Supporting Documentation" |  means sufficient information in writing to enable the Contracting Authority reasonably to assess whether the Charges, Reimbursable Expenses (as referred to in paragraph 5 to this Framework Schedule 3 (Reimbursable Expenses) and other sums due from the Contracting Authority under a Call Off Agreement detailed in the information are properly payable. |
| “On Demand” |  means delivery within two hours at 80% fulfilment rate. |

General Provisions

The Framework Prices set out in Annex 3 to this Framework Schedule 3 are the maximum that the Supplier may charge pursuant to any Call Off Agreement.

The Supplier acknowledges and agrees that any prices submitted in relation to a further competition held in accordance with Framework Schedule 5 (Call Off Procedure) shall be equal to or lower than the Framework Prices.

The Supplier acknowledges and agrees that, subject to paragraph 6 of this Framework Schedule 3 (Adjustment of the Framework Prices), the Framework Prices cannot be increased during the Framework Period.

Pricing mechanism for the caLculation of framework prices

Framework Prices for Direct Call Off shall be as shown in Annex 1

Spoken and Non Spoken Face to Face Services - travel costs and travel time up to a five mile radius must be included in rates provided, the point of origin of the journey will be the Linguist home or current location whichever is the closest to the place of the assignment.

The Framework Prices in Annex 1 shall be subject to increase by way of Indexation.

Charging structure - the Prices quoted in the pricing table attached in Annex 1 are based on:

* + 1. an insurance level sufficient to cover the Limit of liability listed in Clause 36 of the Model Call-Off Contract;
		2. cancellations as set out in paragraph 3.9 of Framework Schedule 2
		3. all second tier (and subsequent tier) supply chain partners commission and /or mark ups.
		4. direct Labour Costs (the basic rate paid by the Supplier to its Staff including any premium time payment, fringe benefits and bonus payments;
		5. payroll Burden (all costs of taxes and contributions imposed by law, or regulations e.g. employer’s liability insurance, unemployment compensation, old age benefits, pensions and annuities and disability insurance);
		6. all costs of the Supplier’s standard employee benefits e.g. retirement funds, health and life assurances and any bonus schemes;
		7. all costs associated with holidays with pay, sickness leave with pay, customary and public holidays;
		8. all costs associated with the recruitment, training, security vetting of Linguists
		9. rare language uplift for Spoken Face to Face services
		10. profit

The Charges set out in the pricing table do not include:

* + 1. travel costs and travel time over a 5 mile radius, the point of origin of the journey being the Linguists home or current location whichever is the closest to the place of the assignment, the Supplier shall need to request Travel and Subsistence from the Contracting Authority. (See Paragraph 3.11 of Framework Agreement Schedule 2)
		2. any entitlement to any minimum payments payable to the Supplier;
		3. any Additional Expenses;
		4. VAT;
		5. Meal breaks;

Contracting Authorities may refine the criteria in Annex 1 at the Further Competition stage to reflect their specific Service Requirements.

The Baseline Rates set out in this Framework Schedule 3 are the maximum Baseline Rates that the Supplier may charge under this Framework Agreement**.**

Written Translation, Transcription and Ancillary Services, prices shall be as per the Baseline

Telephone Interpreting - the Contracting Authority shall only pay from the time connected to the Interpreter and shall be charged by the second, therefore the Baseline cost per minute will be sub-divided by sixty to obtain the cost per second. The Baseline costs provided are for the most common language, the 2nd most common, the 3rd most common, and all other languages. The Supplier shall review the most common languages every 6 months.

Video Interpreting Services Spoken and Non Spoken - the Contracting Authority shall only pay from the time connected to the Interpreter and shall be charged by the minute. For example a time for sixty two seconds will incur a charge of two minutes.

Non Spoken Face to Face Language Services – the Contracting Authority shall agree at the Call Off Agreement stage and be charged as per the Baseline as follows:

* + 1. by the hour for a minimum of 2 hours and thereafter charged in fifteen minute intervals. For example a time booked at three hours one minute shall incur a charge of three hours fifteen minutes; or
		2. on a full day rate (based on 8 hours exclusive of breaks) or half day rate (based on four hours exclusive of breaks) per the Baseline. If an assignment is over four hours the charge thereafter will be charged in fifteen minute intervals i.e. the half day rate (four hours) divided by 16. For example a time booked at four hours one minute shall incur a charge of a half day (four hours) and fifteen minutes.

Face to Face Interpreting Services – the Contracting Authority will charged as per the Baseline for a minimum of 2 hours for On Demand and for a minimum of 1 hour for not On Demand and thereafter charged in fifteen minute intervals. For example a time booked at three hours one minute shall incur a charge of three hours fifteen minutes

costs and expenSes

Except as expressly set out in paragraph 5 of this Framework Schedule 3 Reimbursable Expenses, the Framework Prices shall include all costs and expenses relating to the Goods and/or Services provided to Contracting Authorities and/or the Supplier’s performance of its obligations under any Call Off Agreements and no further amounts shall be payable by a Contracting Authority to the Supplier in respect of such performance, including in respect of matters such as:

* + 1. any incidental expenses that the Supplier incurs, including travel, subsistence and lodging, document or report reproduction, shipping, desktop or office equipment costs required by the Supplier Personnel, network or data interchange costs or other telecommunications charges; or
		2. any amount for any services provided or costs incurred by the Supplier prior to the commencement date of any Call Off Agreement.

REIMBURSABLE EXPENSES

Where Services are to be provided to Contracting Authorities under any Call Off Agreement on the basis of Framework Prices submitted by the Supplier to the Authority, the Supplier shall be entitled to be reimbursed by the Contracting Authorities for Reimbursable Expenses (in addition to being paid the relevant Charges under the respective Call Off Agreements), provided that such Reimbursable Expenses are supported by Supporting Documentation. The Contracting Authorities shall provide a copy of their current expenses policy to the Supplier upon request. Reimbursable Expenses will not be paid for Face to Face Spoken and Non Spoken Services travel costs and travel time under a 5 mile radius, the point of origin of the journey being the Linguists home or current location whichever is the closest to the place of the assignment.

Adjustment of the Framework Prices

The Framework Prices shall only be varied:

* + 1. due to a Specific Change in Law in relation to which the Parties agree that a change is required to all or part of the Framework Prices in accordance with Clause 19.2 of this Framework Agreement (Legislative Change);
		2. where all or part of the Framework Prices are reviewed and reduced in accordance with Framework Schedule 12 (Continuous Improvement and Benchmarking);
		3. where all or part of the Framework Prices are reviewed and reduced in accordance with paragraph 7 of this Framework Schedule 3 (Supplier Periodic Assessment of Framework Prices);
		4. where a review and increase of Framework Prices is requested by the Supplier and Approved, in accordance with the provisions of paragraph 8 of this Framework Schedule 3 (Supplier Request For Increase Of The Framework Prices); or
		5. where Framework Prices or any component amounts or sums thereof are expressed in this Framework Schedule as “subject to increase by way of Indexation”, in accordance with the provisions in paragraph 9 of this Framework Schedule 3 (Indexation).

Subject to paragraphs 6.11 to 6.13 of this Framework Schedule, the Framework Prices will remain fixed for the first two (2) Contract Years.

SUPPLIER PERIODIC ASSESSMENT OF FRAMEWORK PRICES

Every six (6) Months during the Framework Period, the Supplier shall assess the level of the Framework Prices to consider whether it is able to reduce them.

Such assessments by the Supplier under paragraph 7.1 shall be carried out on 1 August and 2 February in each Contract Year (or in the event that such dates do not, in any Contract Year, fall on a Working Day, on the next Working Day following such dates). To the extent that the Supplier is able to decrease all or part of the Framework Prices it shall promptly notify the Authority in writing and such reduction shall be implemented in accordance with paragraph 10.1.3 below.

SUPPLIER REQUEST FOR INCREASE of the Framework Prices

The Supplier may request an increase in all or part of the Framework Prices in accordance with the remaining provisions of this paragraph 8.2 subject always to:

* + 1. the Supplier's request being submitted in writing at least three (3) Months before the effective date for the proposed increase in the relevant Framework Prices ("**Review Adjustment Date**") which shall be subject to paragraph8.2;
		2. the Approval of the Authority which shall be granted in the Authority’s sole discretion.

The earliest Review Adjustment Date will be the first (1st) Working Day following the [second (2nd)] anniversary of the Framework Commencement Date. Thereafter any subsequent increase to any of the Framework Prices in accordance with this paragraph 8 shall not occur before the anniversary of the previous Review Adjustment Date during the Framework Period.

To make a request for an increase in some or all of the Framework Prices in accordance with this paragraph 8, the Supplier shall provide the Authority with:

* + 1. a list of the Framework Prices it wishes to review;
		2. for each of the Framework Prices under review, written evidence of the justification for the requested increase including:
			1. a breakdown of the profit and cost components that comprise the relevant Framework Price; The cost components will be as follows - central overheads, recruitment costs, operational costs, linguists fees, rare language uplift**,** technology and infrastructure.
			2. details of the movement in the different identified cost components of the relevant Framework Price;
			3. reasons for the movement in the different identified cost components of the relevant Framework Price;
			4. evidence that the Supplier has attempted to mitigate against the increase in the relevant cost components; and
			5. evidence that the Supplier’s profit component of the relevant Framework Price is no greater than that applying to Framework Prices using the same pricing mechanism as at the Framework Commencement Date.

 INDEXATION

the relevant adjustment shall:

* + - 1. be applied on the effective date of the increase in the relevant Framework Prices by way of Indexation **(“Indexation Adjustment Date**”) which shall be subject to paragraph9.1.2;
			2. be determined by multiplying the relevant amount or sum by the percentage increase or changes in the Consumer Price Index published for the twelve (12) Months ended on the 31st of January immediately preceding the relevant Indexation Adjustment Date;
			3. The CPI index used will be "table 6a CPI All Items" <http://ons.gov.uk/ons/rel/cpi/consumer-price-indices/may-2015/ref-table-cpi.xls>
			4. where the published CPI Index figure at the relevant Indexation Adjustment Date is stated to be a provisional figure or is subsequently amended, that figure shall apply as ultimately confirmed or amended unless the Authority and the Supplier shall agree otherwise;
			5. if the CPI Index is no longer published, the Authority and the Supplier shall agree a fair and reasonable adjustment to that index or, if appropriate, shall agree a revised formula that in either event will have substantially the same effect as that specified in this Framework Schedule 3.
		1. The earliest Indexation Adjustment Date will be the (1st) Working Day following the second (2nd)] anniversary of the Framework Commencement Date. Thereafter any subsequent increase by way of Indexation shall not occur before the anniversary of the previous Indexation Adjustment Date during the Framework Period;
		2. Except as set out in this Paragraph 9, neither the Framework Prices nor any other costs, expenses, fees or charges shall be adjusted to take account of any inflation, change to exchange rate, change to interest rate or any other factor or element which might otherwise increase the cost to the Supplier or Sub-Contractors of the performance of their obligations under this Framework Agreement and any Call Off Agreements.
		3. Example based on and indexation date of 1st January 2015 to utilise latest figures.

Award Date 1st January 2013

Price per hour for service = £10

CPI January 2013 126.7 CPI December 2014 128.2

Calculation December 2014 – January 2013 (128.2 – 126.7 = 1.5)

Price/hour = £10

Calculation £10 X 1.015 = £10.15 therefore new rate per hour is £10.15

For the following year the following formula will be used.

Award Date 1st January 2013

Price per hour for service = £10

CPI January 2013 126.7 CPI December 2015 130.2 (Estimate)

Calculation December 2015 – January 2013 (130.2 – 126.7 = 3.5)

Price/hour = £10

Calculation £10 X 1.035 = £10.35 therefore new rate per hour is £10.35

IMPLEMENTATION OF ADJUSTED FRAMEWORK PRICES

Variations in accordance with the provisions of this Framework Schedule 3 to all or part the Framework Prices (as the case may be) shall be made by the Authority to take effect:

* + 1. in accordance with Clause 19.2 (Legislative Change) where an adjustment to the Framework Prices is made in accordance with paragraph 6.1.1 of this Framework Schedule;
		2. in accordance with paragraph 3.3.3 and 4.8 of Framework Schedule 12 (Continuous Improvement and Benchmarking) where an adjustment to the Framework Prices is made in accordance with paragraph 6.1.2 of this Framework Schedule 3; or
		3. on 1 August for assessments made on 1 July and on 1 February for assessments made on 2 January where an adjustment to the Framework Prices is made in accordance with paragraph 6.1.3 of this Framework Schedule 3 ; or
		4. on the Review Adjustment Date where an adjustment to the Framework Prices is made in accordance with paragraph 6.1.4 of this Framework Schedule 3.
		5. on the Indexation Adjustment Date where an adjustment to the Framework Prices is made in accordance with paragraph 6.1.5 of this Framework Schedule 3.

and the Parties shall amend the Framework Prices shown in Annex 1 to this Framework Schedule 3 to reflect such variations.

CHARGES UNDER CALL OFF AGREEMENTS

For the avoidance of doubt any change to the Framework Prices implemented pursuant to this Framework Schedule 3 are made independently of, and, subject always to paragraphs 2.1 and 2.2 of this Framework Schedule 3 and shall not affect the Charges payable by a Contracting Authority under a Call Off Agreement in force at the time a change to the Framework Prices is implemented.

Any variation to the Charges payable under a Call Off Agreement must be agreed between the Supplier and the relevant Contracting Authority and implemented in accordance with the provisions applicable to the Call Off Agreement.

PLACEMENT FEES

Where a Linguist is placed within a Contracting Authority then the Contracting Authority is liable to a percentage charge, to the Supplier, for the supply of that Linguist. This percentage charge will be a percentage of the Linguist's base salary (or base remuneration where the Linguist is not engaged as an employee) which is calculated assuming a 40 hour week (8.00 hour working day excluding one hour lunch break and travel time) if such Linguist is paid by the hour as set out in Annex 1.

1. E-commerce transactions with Central Government Bodies
	1. The Supplier acknowledges and agrees that the Government’s wide strategy of ‘Digital by Default’(<https://www.gov.uk/government/publications/government-digital-strategy>)  endorses a commitment to implement e-commerce systems, including, for example, purchase-to-pay (P2P) automated systems, as the preferred transacting model for all Government’s purchasing transactions. The intent is to migrate, wherever practically possible, all Government’s purchasing to an e-commerce environment.
	2. The Supplier acknowledges and agrees that when contracting with Central Government Bodies, the latter may use a specific e-commerce application and the Supplier shall be required to comply with the relevant requirements set out by the relevant Central Government Body in their Statement of Requirements during the Further Competition Procedure and/or terms of the relevant Call Off Agreement.

ANNEX 1: FRAMEWORK PRICES

[REDACTED]

FRAMEWORK SCHEDULE 4: TEMPLATE ORDER FORM AND TEMPLATE CALL OFF TERMS

ANNEX 1: TEMPLATE ORDER FORM

PLEASE REFER TO: FRAMEWORK SCHEDULE 4: TEMPLATE ORDER FORM AND TEMPLATE CALL OFF TERMS

ANNEX 2: TEMPLATE CALL OFF TERMS

PLEASE REFER TO: FRAMEWORK SCHEDULE 4: TEMPLATE ORDER FORM AND TEMPLATE CALL OFF TERMS

FRAMEWORK SCHEDULE 5: CALL OFF PROCEDURE

1. AWARD PROCEDURE

If the Authority or any Other Contracting Authority decides to source the Goods and/or Services through this Framework Agreement then it will award its Goods and/or Services Requirements in accordance with the procedure in this Framework Schedule 5 (Call Off Procedure) and the requirements of the Regulations and the Guidance. For the purposes of this Framework Schedule 5, “Guidance” shall mean any guidance issued or updated by the UK Government from time to time in relation to the Regulations.

If a Contracting Authority can determine that:

* + 1. its Goods and/or Services Requirements can be met by the Framework Suppliers’ catalogues and description of the Goods and/or Services as set out in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators); and
		2. all of the terms of the proposed Call Off Agreement are laid down in this Framework Agreement and the Template Call Off Terms do not require amendment or any supplementary terms and conditions (other than the inclusion of optional provisions already provided for in the Template Call Off Terms);

then the Contracting Authority may award a Call Off Agreement in accordance with the procedure set out in paragraph 2 below.

If all of the terms of the proposed Call Off Agreement are not laid down in this Framework Agreement and a Contracting Authority:

* + 1. requires the Supplier to develop proposals or a solution in respect of such Contracting Authority's Goods and/or Services Requirements; and/or
		2. needs to amend or refine the Template Call Off Terms to reflect its Goods and/or Services Requirements to the extent permitted by and in accordance with the Regulations and Guidance;

then the Contracting Authority shall award a Call Off Agreement in accordance with the Further Competition Procedure set out in paragraph 3 below.

DIRECT ORDERING WITHOUT A FURTHER COMPETITION

Subject to paragraph 1.2 above any Contracting Authority awarding a Call Off Agreement under this Framework Agreement without holding a further competition shall:

* + 1. develop a clear Statement of Requirements;
		2. apply the Direct Award Criteria to the Framework Suppliers’ catalogues and description of the Goods and/or Services as set out in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators) for all Suppliers capable of meeting the Statement of Requirements in order to establish which of the Framework Suppliers provides the most economically advantageous solution; and
		3. on the basis set out above, award the Call Off Agreement with the successful Framework Supplier in accordance with paragraph 7 below.

FURTHER COMPETITION PROCEDURE

**Contracting Authority's Obligations**

Any Contracting Authority awarding a Call Off Agreement under this Framework Agreement through a Further Competition Procedure shall:

* + 1. develop a Statement of Requirements setting out its requirements for the Goods and/or Services and identify the Framework Suppliers capable of supplying the Goods and/or Services;
		2. amend or refine the Template Call Off Form and Template Call Off Terms to reflect its Goods and/or Services Requirements only to the extent permitted by and in accordance with the requirements of the Regulations and Guidance;
		3. invite tenders by conducting a Further Competition Procedure for its Goods and/or Services Requirements in accordance with the Regulations and Guidance
		4. apply the Further Competition Award Criteria to the Framework Suppliers' compliant tenders submitted through the Further Competition Procedure as the basis of its decision to award a Call Off Agreement for its Goods and/or Services Requirements;
		5. on the basis set out above, award its Call Off Agreement to the successful Framework Supplier in accordance with paragraph 7 which Call Off Agreement shall:
			1. state the Goods and/or Services Requirements;
			2. state the tender submitted by the successful Framework Supplier;
			3. state the charges payable for the Goods and/or Services Requirements in accordance with the tender submitted by the successful Framework Supplier; and
			4. incorporate the Template Call Off Form and Template Call Off Terms (as may be amended or refined by the Contracting Authority in accordance with paragraph 3.1.2 above) applicable to the Goods and/or Services,
		6. provide unsuccessful Framework Suppliers with written feedback in relation to the reasons why their tenders were unsuccessful.

**The Supplier's Obligations**

The Supplier shall in writing, by the time and date specified by the Contracting Authority following an invitation to tender pursuant to paragraph 3.1.3 above, provide the Contracting Authority with either:

* + 1. a statement to the effect that it does not wish to tender in relation to the relevant Goods and/or Services Requirements; or
		2. the full details of its tender made in respect of the relevant Statement of Requirements. In the event that the Supplier submits such a tender, it should include, as a minimum:
			1. an email response subject line to comprise unique reference number and Supplier name, so as to clearly identify the Supplier;
			2. a brief summary, in the email (followed by a confirmation letter), stating that the Supplier is bidding for the Statement of Requirements;
			3. a proposal covering the Goods and/or Services Requirements.
		3. The Supplier shall ensure that any prices submitted in relation to a Further Competition Procedure held pursuant to this paragraph 3 shall be based on the Charging Structure and take into account any discount to which the Contracting Authority may be entitled as set out in Framework Schedule 3 (Framework Prices and Charging Structure).
		4. The Supplier agrees that:
			1. all tenders submitted by the Supplier in relation to a Further Competition Procedure held pursuant to this paragraph 3 shall remain open for acceptance by the Contracting Authority for ninety (90) Working Days (or such other period specified in the invitation to tender issued by the relevant Contracting Authority in accordance with the Call Off Procedure); and
			2. all tenders submitted by the Supplier are made and will be made in good faith and that the Supplier has not fixed or adjusted and will not fix or adjust the price of the tender by or in accordance with any agreement or arrangement with any other person. The Supplier certifies that it has not and undertakes that it will not:
				1. communicate to any person other than the person inviting these tenders the amount or approximate amount of the tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain quotations required for the preparation of the tender; and
				2. enter into any arrangement or agreement with any other person that he or the other person(s) shall refrain from submitting a tender or as to the amount of any tenders to be submitted.

NOT USED

AWARD

Notwithstanding the fact that the Contracting Authority has followed a procedure as set out above in paragraph 2 or 3 (as applicable), the Contracting Authority shall be entitled at all times to decline to make an award for its Goods and/or Services Requirements. Nothing in this Framework Agreement shall oblige any Contracting Authority to award any Call Off Agreement.

RESPONSIBILITY FOR AWARDS

The Supplier acknowledges that each Contracting Authority is independently responsible for the conduct of its award of Call Off Agreements under this Framework Agreement and that the Authority is not responsible or accountable for and shall have no liability whatsoever in relation to:

* + 1. the conduct of Other Contracting Authorities in relation to this Framework Agreement; or
		2. the performance or non-performance of any Call Off Agreements between the Supplier and Other Contracting Authorities entered into pursuant to this Framework Agreement.

CALL OFF award PROCEDURE

Subject to paragraphs 1 to 6 above, a Contracting Authority may award a Call Off Agreement with the Supplier by sending (including electronically) a signed order form substantially in the form (as may be amended or refined by the Contracting Authority in accordance with paragraph 3.1.2 above) of the Template Order Form set out in Framework Schedule 4 (Template Order Form and Template Call Off Terms). The Parties agree that any document or communication (including any document or communication in the apparent form of a Call Off Agreement) which is not as described in this paragraph 7 shall not constitute a Call Off Agreement under this Framework Agreement.

On receipt of an order form as described in paragraph 7.1 from a Contracting Authority the Supplier shall accept the Call Off Agreement by promptly signing and returning (including by electronic means) a copy of the order form to the Contracting Authority concerned.

On receipt of the signed order form from the Supplier, the Contracting Authority shall send (including by electronic means) a written notice of receipt to the Supplier within two (2) Working Days and a Call Off Agreement shall be formed.

FRAMEWORK SCHEDULE 6: AWARD CRITERIA

General

This Framework Schedule 6 is designed to assist Contracting Authorities seeking to award a Call Off Agreement on the basis of direct award or through reopening competition under a Further Competition Procedure in accordance with the Call Off Procedure.

A Call Off Agreement shall be awarded on the basis of most economically advantageous tender ("MEAT") from the point of view of the Contracting Authority.

This Framework Schedule 6 includes details of the evaluation criteria and any weightings that will be applied to that criteria.

Part A: Direct Award

1. The following criteria and weightings shall be applied to the Framework Suppliers' compliant tenders submitted through direct award.

|  |  |  |
| --- | --- | --- |
| **Criteria Number** | **Criteria - ranked in order of importance** | **Percentage Weightings (or rank order of importance where applicable) - to be set by the Contracting Authority conducting the direct award** |
| 1 | Quality (including delivery time, sales service, good value, accessories, service fitness for purpose) | 70%(The Contracting Authorities can modify the Criteria Weighting by applying a variance level to meet their requirements i.e. +/- 15%) |
| 2 | Price (life cycle costs, cost effectiveness & price; price and running costs) | 30%(The Contracting Authorities can modify the Criteria Weighting by applying a variance level to meet their requirements i.e. +/- 15%) |

Part B: Further Competition Award Criteria

1. The following criteria shall be applied to the Goods and/or Services set out in the Suppliers' compliant tenders submitted through the Further Competition Procedure:

|  |  |  |
| --- | --- | --- |
| **Criteria Number** | **Criteria** | **Percentage Weightings (or rank order of importance where applicable) - to be set by the Contracting Authority conducting the further competition**  |
| A | Quality | 0-100% |
| B | Price | 0-100% |

FRAMEWORK SCHEDULE 7: SUB-CONTRACTORS

1. In accordance with Clause 25.1 (Appointment of Sub-Contractors), the Supplier is entitled to sub-contract its obligations under this Framework Agreement and any Call Off Agreements entered into pursuant to this Framework Agreement, to the Sub-Contractors listed below.

[REDACTED]

FRAMEWORK SCHEDULE 8: FRAMEWORK MANAGEMENT

INTRODUCTION

The following definitions shall apply in addition to the definitions contained in the Framework Schedule 1 (Definitions):

|  |  |
| --- | --- |
| "Supplier Framework Manager" | 1. has the meaning given to it in paragraph 2.1.1 of this Framework Schedule 8; and
 |
| "Supplier Review Meetings" | 1. has the meaning given to it in paragraph 2.2.1 of this Framework Schedule 8.
 |

The successful delivery of this Framework Agreement will rely on the ability of the Supplier and the Authority in developing a strategic relationship immediately following the conclusion of this Framework Agreement with the Supplier and maintaining this relationship throughout the Framework Period.

To achieve this strategic relationship, there will be a requirement to adopt proactive framework management activities which will be informed by quality Management Information, and the sharing of information between the Supplier and the Authority.

This Framework Schedule 8 outlines the general structures and management activities that the Parties shall follow during the Framework Period.

FRAMEWORK MANAGEMENT

Framework Management Structure:

* + 1. The Supplier shall provide a suitably qualified nominated contact (the “**Supplier** **Framework Manager**”) who will take overall responsibility for delivering the Goods and/or Services required within this Framework Agreement, as well as a suitably qualified deputy to act in their absence.
		2. The Supplier shall put in place a structure to manage the Framework in accordance with Framework Schedule 2 (Goods and/or Services and Key Performance Indicators).
		3. A full governance structure for the Framework will be agreed between the Parties during the Framework Agreement implementation stage.
		4. Following discussions between the Parties following the Framework Commencement Date, the Authority shall produce and issue to the Supplier a draft Supplier Action Plan. The Supplier shall not unreasonably withhold its agreement to the draft Supplier Action Plan. The Supplier Action Plan shall, unless the Authority otherwise Approves, be agreed between the Parties and come into effect within two weeks from receipt by the Supplier of the draft Supplier Action Plan.
		5. The Supplier Action Plan shall be maintained and updated on an ongoing basis by the Authority. Any changes to the Supplier Action Plan shall be notified by the Authority to the Supplier. The Supplier shall not unreasonably withhold its agreement to any changes to the Supplier Action Plan. Any such changes shall, unless the Authority otherwise Approves, be agreed between the Parties and come into effect within two weeks from receipt by the Supplier of the Authority’s notification.

Supplier Review Meetings

* + 1. Regular performance review meetings will take place at the Authority’s premises throughout the Framework Period and thereafter until the Framework Expiry Date **(“Supplier Review Meetings”**).
		2. The exact timings and frequencies of such Supplier Review Meetings will be determined by the Authority following the conclusion of the Framework Agreement. It is anticipated that the frequency of the Supplier Review Meetings will be once every month or less. The Parties shall be flexible about the timings of these meetings.
		3. The purpose of the Supplier Review Meetings will be to review the Supplier’s performance under this Framework Agreement and, where applicable, the Supplier’s adherence to the Supplier Action Plan. The agenda for each Supplier Review Meeting shall be set by the Authority and communicated to the Supplier in advance of that meeting.
		4. The Supplier Review Meetings shall be attended, as a minimum, by the Authority Representative(s) and the Supplier Framework Manager.

KEY PERFORMANCE INDICATORS

The KPIs applicable to this Framework Agreement are set out in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators).

The Supplier shall establish processes to monitor its performance against the agreed KPIs. The Supplier shall at all times ensure compliance with the standards set by the KPIs.

The Authority shall review progress against these KPIs to evaluate the effectiveness and efficiency of which the Supplier performs its obligations to fulfil this Framework Agreement.

The Supplier’s achievement of KPIs shall be reviewed during the Supplier Review Meetings, in accordance with paragraph 2.2 above, and the review and ongoing monitoring of KPIs will form a key part of the framework management process as outlined in this Framework Schedule 8.

The Authority reserves the right to adjust, introduce new, or remove KPIs throughout the Framework Period, however any significant changes to KPIs shall be agreed between the Authority and the Supplier.

The Authority reserves the right to use and publish the performance of the Supplier against the KPIs without restriction.

EFFICIENCY TRACKING PERFORMANCE MEASURES

The Supplier shall cooperate in good faith with the Authority to develop efficiency tracking performance measures for this Framework Agreement. This shall include but is not limited to:

* + 1. tracking reductions in product volumes and product costs, in order to demonstrate that Contracting Authorities are consuming less and buying more smartly;
		2. developing additional KPIs to ensure that the Framework Agreement supports the emerging target operating model across central government (particularly in line with centralised sourcing and category management, procurement delivery centres and payment processing systems and shared service centres).

The list in paragraph 4.1 is not exhaustive and may be developed during the Framework Period.

The metrics that are to be implemented to measure efficiency shall be developed and agreed between the Authority and the Supplier. Such metrics shall be incorporated into the list of KPIs set out in Framework Schedule 2 (Goods and/or Services and Key Performance Indicators).

The ongoing progress and development of the efficiency tracking performance measures shall be reported through framework management activities as outlined in this Framework Schedule 8.

ESCALATION PROCEDURE

In the event that the Authority and the Supplier are unable to agree the performance score for any KPI during a Supplier Review Meeting, the disputed score shall be recorded and the matter shall be referred to the Authority Representative and the Supplier Representative in order to determine the best course of action to resolve the matter (which may involve organising an ad-hoc meeting to discuss the performance issue specifically).

In cases where the Authority Representative and the Supplier Representative fail to reach a solution within a reasonable period of time, the matter shall be dealt with in accordance with the procedure set out in Clause 48 (Dispute Resolution).

FRAMEWORK SCHEDULE 9: MANAGEMENT INFORMATION

GENERAL REQUIREMENTS

The Supplier shall operate and maintain appropriate systems, processes and records to ensure that it can, at all times, deliver timely and accurate Management Information to the Authority in accordance with the provisions of this Framework Schedule 9.

The Supplier shall also supply such Management Information as may be required by a Contracting Authority in accordance with the terms of a Call Off Agreement.

MANAGEMENT INFORMATION AND FORMAT

The Supplier agrees to provide timely, full, accurate and complete MI Reports to the Authority which incorporates the data, in the correct format, required by the MI Reporting Template. The initial MI Reporting Template is set out in the Annex to this Framework Schedule 9.

The Authority may from time to time make changes to the MI Reporting Template including to the data required or format of the report and issue a replacement version of the MI Reporting Template to the Supplier. The Authority shall give notice in writing of any such change to the MI Reporting Template and shall specify the date from which the replacement MI Reporting Template must be used for future MI Reports which date shall be at least thirty (30) calendar days following the date of the notice.

If the MI Reporting Template is amended by the Authority at any time, then the Supplier agrees to provide all future MI Reports in accordance with the most recent MI Reporting Template issued by the Authority.

The Authority may provide the Supplier with supplemental guidance for completing the MI Reporting Template or submitting MI Reports from time to time which may for example indicate which fields are mandatory and which are optional. The Supplier agrees to complete the Monthly MI Report in accordance with any such guidance.

The Supplier may not make any amendment to the current MI Reporting Template without the prior Approval of the Authority.

The Authority shall have the right from time to time (on reasonable written notice) to amend the nature of the Management Information which the Supplier is required to supply to the Authority.

FREQUENCY AND COVERAGE

All MI Reports must be completed by the Supplier using the MI Reporting Template and returned to the Authority on or prior to the Reporting Date every Month during the Framework Period and thereafter, until all transactions relating to Call Off Agreements have permanently ceased.

The MI Report should be used (among other things) to report Orders received and transactions occurring during the Month to which the MI Report relates, regardless of when the work was actually completed. For example, if an invoice is raised for October but the work was actually completed in September, the Supplier must report the invoice in October's MI Report and not September's. Each Order received by the Supplier must be reported only once when the Order is received.

The Supplier must return the MI Report for each Month even where there are no transactions to report in the relevant Month (a "**Nil Return**").

The Supplier must inform the Authority of any errors or corrections to the Management Information:

* + 1. in the next MI Report due immediately following discovery of the error by the Supplier; or
		2. as a result of the Authority querying any data contained in an MI Report.

SUBMISSION OF THE MONTHLY MI REPORT

The completed MI Report shall be completed electronically and returned to the Authority by uploading the electronic MI Report computer file to MISO in accordance with the instructions provided in MISO.

The Authority reserves the right (acting reasonably) to specify that the MI Report be submitted by the Supplier using an alternative communication to that specified in paragraph 4.1 above such as email. The Supplier agrees to comply with any such instructions provided they do not materially increase the burden on the Supplier.

DEFECTIVE MANAGEMENT INFORMATION

The Supplier acknowledges that it is essential that the Authority receives timely and accurate Management Information pursuant to this Framework Agreement because Management Information is used by the Authority to inform strategic decision making and allows it to calculate the Management Charge.

Following an MI Failure the Authority may issue reminders to the Supplier or require the Supplier to rectify defects in the MI Report provided to the Authority. The Supplier shall rectify any deficient or incomplete MI Report as soon as possible and not more than five (5) Working Days following receipt of any such reminder.

**Meetings**

The Supplier agrees to attend meetings between the Parties in person to discuss the circumstances of any MI Failure(s) at the request of the Authority (without prejudice to any other rights the Authority may have). If the Authority requests such a meeting the Supplier shall propose measures to ensure that the MI Failures are rectified and do not occur in the future. The Parties shall document these measures and continue to monitor the Supplier's performance.

**Admin Fees**

If, in any rolling three (3) Month period, two (2) or more MI Failures occur, the Supplier acknowledges and agrees that the Authority shall have the right to invoice the Supplier Admin Fees and (subject to paragraph 5.5) in respect of any MI Failures as they arise in subsequent Months.

If, following activation of the Authority's right to charge Admin Fee(s) in respect of MI Failures pursuant to paragraph 5.4, the Supplier submits the Monthly MI Report for two (2) consecutive Months and no MI Failure occurs then the right to charge the Admin Fee(s) shall lapse. For the avoidance of doubt the Authority shall not be prevented from exercising such right again during the Framework Period if the conditions in paragraph 5.4 are met.

The Supplier acknowledges and agrees that the Admin Fees are a fair reflection of the additional costs incurred by the Authority as a result of the Supplier failing to supply Management Information as required by this Framework Agreement.

The Authority shall notify the Supplier if any Admin Fees arise pursuant to paragraph 5.4 above and shall be entitled to invoice the Supplier for such Admin Fees which shall be payable in accordance with Clause 20 (Management Charge) as a supplement to the Management Charge. Any exercise by the Authority of its rights under this paragraph 5.7 shall be without prejudice to any other rights that may arise pursuant to the terms of this Framework Agreement.

DEFAULT MANAGEMENT CHARGE

If:

* + 1. Two (2) MI Failures occur in any rolling six (6) Month period;
		2. Two (2) consecutive MI Failures occur;

then a "**MI Default**" shall be deemed to have occurred.

If an MI Default occurs the Authority shall (without prejudice to any other rights or remedies available to it under this Framework Agreement) be entitled to determine the level of Management Charge in accordance with paragraph 6.3, which the Supplier shall be required to pay to the Authority (**"Default Management Charge"**) and/or to terminate this Framework Agreement.

The Default Management Charge shall be calculated as the higher of:

* + 1. the average Management Charge paid or payable by the Supplier to the Authority based on any Management Information submitted in the six (6) Month period preceding the date on which the MI Default occurred or, if the MI Default occurred within less than six (6) Months from the commencement date of the first Call Off Agreement, in the whole period preceding the date on which the MI Default occurred; or
		2. the sum of five hundred pounds (£500).

If an MI Default occurs, the Authority shall be entitled to invoice the Supplier the Default Management Charge (less any Management Charge which the Supplier has already paid to the Authority in accordance with Clause 20 for any Months in which the Default Management Charge is payable) calculated in accordance with paragraph 6.3 above:

* + 1. in arrears for those Months in which an MI Failure occurred; and
		2. on an ongoing Monthly basis,

until all and any MI Failures have been rectified to the reasonable satisfaction of the Authority.

For the avoidance of doubt the Parties agree that:

* + 1. the Default Management Charge shall be payable as though it was the Management Charge due in accordance with the provisions of Clause 20 of this Framework Agreement; and
		2. any rights or remedies available to Authority under this Framework Agreement in respect of the payment of the Management Charge shall be available to the Authority also in respect of the payment of the Default Management Charge.

If the Supplier provides sufficient Management Information to rectify any MI Failures to the satisfaction of the Authority and the Management Information demonstrates that:

* + 1. the Supplier has overpaid the Management Charges as a result of the application of the Default Management Charge then the Supplier shall be entitled to a refund of the overpayment, net of any Admin Fees where applicable; or
		2. the Supplier has underpaid the Management Charges during the period when a Default Management Charge was applied, then the Authority shall be entitled to immediate payment of the balance as a debt together with interest pursuant to Clause 20 (Management Charge).

ANNEX 1: MI REPORTING TEMPLATE



FRAMEWORK SCHEDULE 10: ANNUAL SELF AUDIT CERTIFICATE

[To be signed by Head of Internal Audit, Finance Director or company’s external auditor]

[Guidance Note: Please seek guidance from the CCS audit team in relation to this point]

Dear Sirs

In accordance with the Framework Agreement entered into on [insert Framework Commencement Date dd/mm/yyyy] between [insert name of Supplier] and the Authority, we confirm the following:

1. In our opinion based on the testing undertaken [name of Supplier] has in place suitable systems for identifying and recording the transactions taking place under the provisions of the above Framework Agreement.

2. We have tested the systems for identifying and reporting on framework activity and found them to be operating satisfactorily.

3. We have tested a sample of [ ] [insert number of sample transactions tested] Orders and related invoices during our audit for the financial year ended [insert financial year] and confirm that they are correct and in accordance with the terms and conditions of the Framework Agreement.

4. We have tested from the order processing and invoicing systems a sample of [ ] [Insert number of sample transactions tested] public sector orders placed outside the Framework Agreement during our audit for the financial year ended [insert financial year] and confirm they have been identified correctly as orders placed outside the Framework Agreement, an appropriate and legitimately tendered procurement route has been used to place those orders, and those orders should not otherwise have been routed via centralised and mandated procurement processes executed by the Authority.

5. We have also attached an Audit Report which provides details of the methodology applied to complete the review, the sampling techniques applied, details of any issues identified and remedial action taken.

[Guidance Note: see Clause 18(Records, Audit Access and Open Book Data) for details of what is required]

Name:………………………………………………………

Signed:…………………………………………………….

Head of Internal Audit/ Finance Director/ External Audit firm (delete as applicable)

Date:……………………………………………………….

Professional Qualification held by Signatory:............................................................

Note to Suppliers: where CCS identifies independently that data accuracy supporting this certificate is flawed we will consider action on a case by case basis, and in some cases where the issues identified are clearly systemic we will consider whether this behaviour goes beyond poor commercial practice and will seek further guidance from the GLD.

FRAMEWORK SCHEDULE 11: MARKETING

1. INTRODUCTION

This Framework Schedule 11 describes the activities that the Supplier will carry out as part of its ongoing commitment to the marketing of the Goods and/or Services to Contracting Authorities.

MARKETING

Marketing contact details:

* + 1. [REDACTED]
		2. Link Up House, Ring Road, Lower Wortley, Leeds, West Yorkshire, LS12 6AB
		3. [REDACTED] Marketing@thebigword.com

AUTHORITY PUBLICATIONS

The Authority will periodically update and revise marketing materials. The Supplier shall supply current information for inclusion in such marketing materials when required by the Authority.

Such information shall be provided in the form of a completed template, supplied by the Authority together with the instruction for completion and the date for its return.

Failure to comply with the provisions of paragraphs 3.1 and 3.2 may result in the Supplier's exclusion from the use of such marketing materials.

SUPPLIER PUBLICATIONS

Any marketing materials in relation to this Framework Agreement that the Supplier produces must comply in all respects with the Branding Guidance. The Supplier will periodically update and revise such marketing materials.

The Supplier shall be responsible for keeping under review the content of any information which appears on the Supplier’s website and which relates to this Framework Agreement and ensuring that such information is kept up to date at all times.

FRAMEWORK SCHEDULE 12: CONTINUOUS IMPROVEMENT AND BENCHMARKING

DEFINITIONS

In this Framework Schedule 12, the following expressions shall have the following meanings:

|  |  |
| --- | --- |
| "Benchmarked Rates" | 1. means the Framework Prices for the Benchmarked Goods and/or Services
 |
| "Benchmark Review" | 1. means a review of the Goods and/or Services carried out in accordance with this Framework Schedule 12 to determine whether those Goods and/or Services represent Good Value
 |
| "Benchmarked Goods and/or Services" | 1. means any Goods and/or Services included within the scope of a Benchmark Review pursuant to this Framework Schedule 12
 |
| "Comparable Rates" | 1. means rates payable by the Comparison Group for Comparable Goods and/or Services that can be fairly compared with the Framework Prices
 |
| "Comparable Supply" | 1. means the supply of Goods and/or Services to another customer of the Supplier that are the same or similar to the Goods and/or Services
 |
| "Comparable Goods and/or Services" | 1. means Goods and/or Services that are identical or materially similar to the Benchmarked Goods and/or Services (including in terms of scope, specification, volume and quality of performance) provided that if no identical or materially similar Goods and/or Services exist in the market, the Supplier shall propose an approach for developing a comparable Goods and/or Services benchmark
 |
| "Comparison Group" | 1. means a sample group of organisations providing Comparable Goods and/or Services which consists of organisations which are either of similar size to the Supplier or which are similarly structured in terms of their business and their service offering so as to be fair comparators with the Supplier or which, are best practice organisations
 |
| "Equivalent Data" | 1. means data derived from an analysis of the Comparable Rates and/or the Comparable Goods and/or Services (as applicable) provided by the Comparison Group
 |
| "Good Value" | 1. means that the Benchmarked Rates are within the Upper Quartile
 |
| "Upper Quartile" | 1. means, in respect of Benchmarked Rates, that based on an analysis of Equivalent Data, the Benchmarked Rates, as compared to the range of prices for Comparable Goods and/or Services, are within the top 25% in terms of best value for money for the recipients of Comparable Goods and/or Services.
 |

BACKGROUND

The Supplier acknowledges that the Authority wishes to ensure that the Goods and/or Services, represent value for money to the taxpayer throughout the Framework Period.

This Framework Schedule 12 (Continuous Improvement and Benchmarking) sets out the following processes to ensure this Framework Agreement represents value for money throughout the Framework Period and subsequently while any Call Off Agreements remain in force:

* + 1. Benchmarking;
		2. Continuous Improvement;

BENCHMARKING

**Frequency Purpose and Scope of Benchmark Review**

* + 1. The Supplier shall carry out Benchmark Reviews of the Goods and/or Services when so requested by the Authority.
		2. The Authority shall not be entitled to request a Benchmark Review during the first six (6) Month period from the Framework Commencement Date nor at intervals of less than twelve (12) Months after any previous Benchmark Review.
		3. The purpose of a Benchmark Review will be to establish whether the Benchmarked Goods and/or Services are, individually and/or as a whole, Good Value.
		4. The Goods and/or Services that are to be the Benchmarked Goods and/or Services will be identified by the Authority in writing.

**Benchmarking Process**

* + 1. The Supplier shall produce and send to the Authority for Approval, a draft plan for the Benchmark Review.
		2. The plan must include:
			1. a proposed timetable for the Benchmark Review;
			2. a description of the benchmarking methodology to be used;
			3. a description that demonstrates objectively and transparently that the benchmarking methodology to be used is capable of fulfilling the benchmarking purpose; and
			4. a description of how the Supplier will scope and identify the Comparison Group.
		3. The Authority must give notice in writing to the Supplier within ten (10) Working Days after receiving the draft plan, advising whether it Approves the draft plan, or, if it does not approve the draft plan, suggesting amendments to that plan. The Authority may not unreasonably withhold or delay its Approval of the draft plan and any suggested amendments must be reasonable.
		4. Where the Authority suggests amendments to the draft plan under paragraph 3.2.3, the Supplier must produce an amended draft plan. Paragraph 3.2.2 shall apply to any amended draft plan.
		5. Once it has received the Approval of the draft plan, the Supplier shall:
			1. finalise the Comparison Group and collect data relating to Comparable Rates. The selection of the Comparable Rates (both in terms of number and identity) shall be a matter for the Supplier's professional judgment using:
				1. market intelligence;
				2. the Supplier's own data and experience;
				3. relevant published information; and
				4. pursuant to paragraph 3.2.7 below, information from other suppliers or purchasers on Comparable Rates;
			2. by applying the adjustment factors listed in paragraph 3.2.7 and from an analysis of the Comparable Rates, derive the Equivalent Data;
			3. using the Equivalent Data to calculate the Upper Quartile;
			4. determine whether or not each Benchmarked Rate is, and/or the Benchmarked Rates as a whole are, Good Value.
		6. The Supplier agrees to use its reasonable endeavours to obtain information from other suppliers or purchasers on Comparable Rates.
		7. In carrying out the benchmarking analysis the Supplier may have regard to the following matters when performing a comparative assessment of the Benchmarked Rates and the Comparable Rates in order to derive Equivalent Data:
			1. the contractual terms and business environment under which the Comparable Rates are being provided (including the scale and geographical spread of the customers);
			2. exchange rates;
			3. any other factors reasonably identified by the Supplier, which, if not taken into consideration, could unfairly cause the Supplier's pricing to appear non-competitive.

**Benchmarking Report:**

* + 1. For the purposes of this Framework Schedule 12 **“Benchmarking Report”** shall mean the report produced by the Supplier following the Benchmark Review and as further described in this Framework Schedule 12;
		2. The Supplier shall prepare a Benchmarking Report and deliver it to the Authority, at the time specified in the plan Approved pursuant to paragraph 3.2.3 of this Schedule 12, setting out its findings. Those findings shall be required to:
			1. include a finding as to whether or not a Benchmarked Service and/or whether the Benchmarked Goods and/or Services as a whole are, Good Value;
			2. if any of the Benchmarked Goods and/or Services are, individually or as a whole, not Good Value, specify the changes that would be required to make that Benchmarked Service or the Benchmarked Goods and/or Services as a whole Good Value; and
			3. include sufficient detail and transparency so that the Authority can interpret and understand how the Supplier has calculated whether or not the Benchmarked Goods and/or Services are, individually or as a whole, Good Value.
		3. The Parties agree that any changes required to this Framework Agreement identified in the Benchmarking Report may be implemented at the direction of the Authority in accordance with Clause 19.1 (Variation Procedure).
		4. The Authority shall be entitled to publish the results of any benchmarking of the Framework Prices to Other Contracting Authorities.

CONTINUOUS IMPROVEMENT

The Supplier shall adopt a policy of continuous improvement in relation to the Goods and/or Services pursuant to which it will regularly review with the Authority the Goods and/or Services and the manner in which it is providing the Goods and/or Services with a view to reducing the Authority's costs, the costs of Contracting Authorities (including the Framework Prices) and/or improving the quality and efficiency of the Goods and/or Services. The Supplier and the Authority will provide to each other any information which may be relevant to assisting the objectives of continuous improvement and in particular reducing costs.

Without limiting paragraph 4.1, the Supplier shall produce at the start of each Contract Year a plan for improving the provision of Goods and/or Services and/or reducing the Charges produced by the Supplier pursuant to this Schedule 12 under all Call Off Agreements and reducing the Framework Prices (without adversely affecting the performance of the Framework Agreement or any Call Off Agreement) during that Contract Year (**"Continuous Improvement Plan"**) for the approval of the Authority. The Continuous Improvement Plan shall include, as a minimum, proposals in respect of the following:

* + 1. identifying the emergence of new and evolving technologies which could improve the Goods and/or Services;
		2. identifying changes in behaviour at Contracting Authorities that result in a cost saving and a reduction in the Framework Prices;
		3. improving the way in which the Goods and/or Services are sold via the Framework Agreement that may result in reduced Framework Prices;
		4. identifying and implementing efficiencies in the Supplier's internal processes and administration that may lead to cost savings and reductions in the Framework Prices;
		5. identifying and implementing efficiencies in the way the Authority and/or Contracting Authorities interact with the Supplier that may lead to cost savings and reductions in the Framework Prices;
		6. identifying and implementing efficiencies in the Supplier's supply chain that may lead to cost savings and reductions in the Framework Prices;
		7. baselining the quality of the Supplier's Goods and/or Services and its cost structure and demonstrating the efficacy of its Continuous Improvement Plan on each element during the Framework Period; and
		8. measuring and reducing the sustainability impacts of the Supplier's operations and supply-chains pertaining to the Goods and/or Services, and identifying opportunities to assist Contracting Authorities in meeting their sustainability objectives.

The initial Continuous Improvement Plan for the first (1st) Contract Year shall be submitted by the Supplier to the Authority for approval within ninety (90) Working Days of the first Order or six (6) Months following the Framework Commencement Date, whichever is earlier.

The Authority shall notify the Supplier of its Approval or rejection of the proposed Continuous Improvement Plan or any updates to it within twenty (20) Working Days of receipt. Within ten (10) Working Days of receipt of the Authority's notice of rejection and of the deficiencies of the proposed Continuous Improvement Plan, the Supplier shall submit to the Authority a revised Continuous Improvement Plan reflecting the changes required. Once Approved by the Authority, the programme shall constitute the Continuous Improvement Plan for the purposes of this Agreement.

Once the first Continuous Improvement Plan has been Approved in accordance with paragraph 4.4:

* + 1. the Supplier shall use all reasonable endeavours to implement any agreed deliverables in accordance with the Continuous Improvement Plan; and
		2. the Parties agree to meet as soon as reasonably possible following the start of each quarter (or as otherwise agreed between the Authority and the Supplier) to review the Supplier's progress against the Continuous Improvement Plan.

The Supplier shall update the Continuous Improvement Plan as and when required but at least once every Contract Year (after the first (1st) Contract Year) in accordance with the procedure and timescales set out in paragraph 4.2.

All costs relating to the compilation or updating of the Continuous Improvement Plan and the costs arising from any improvement made pursuant to it and the costs of implementing any improvement, shall have no effect on and are included in the Framework Prices.

Should the Supplier's costs in providing the Goods and/or Services to Contracting Authorities be reduced as a result of any changes implemented by the Authority and/or Contracting Authorities, all of the cost savings shall be passed on to Contracting Authorities by way of a consequential and immediate reduction in the Framework Prices for the Goods and/or Services.

FRAMEWORK SCHEDULE 13: NOT USED

FRAMEWORK SCHEDULE 14: INSURANCE REQUIREMENTS

OBLIGATION TO MAINTAIN INSURANCES

Without prejudice to its obligations to the Authority under this Framework Agreement, including its indemnity obligations, the Supplier shall for the periods specified in this Schedule 14 take out and maintain, or procure the taking out and maintenance of the insurances as set out in Annex 1 (Required Insurances) and any other insurances as may be required by applicable Law (together the “**Insurances**”). The Supplier shall ensure that each of the Insurances is effective no later than the Framework Commencement Date.

The Insurances shall be maintained in accordance with Good Industry Practice and (so far as is reasonably practicable) on terms no less favourable than those generally available to a prudent contractor in respect of risks insured in the international insurance market from time to time.

The Insurances shall be taken out and maintained with insurers who are of good financial standing and of good repute in the international insurance market.

The Supplier shall ensure that the public and products liability policy shall contain an indemnity to principals clause under which the Authority shall be indemnified in respect of claims made against the Authority in respect of death or bodily injury or third party property damage arising out of or in connection with the Goods and/or Services and for which the Supplier is legally liable.

GENERAL OBLIGATIONS

Without limiting the other provisions of this Framework Agreement, the Supplier shall:

* + 1. take or procure the taking of all reasonable risk management and risk control measures in relation to the Goods and/or Services as it would be reasonable to expect of a prudent contractor acting in accordance with Good Industry Practice, including the investigation and reports of relevant claims to insurers;
		2. promptly notify the insurers in writing of any relevant material fact under any Insurances of which the Supplier is or becomes aware; and
		3. hold all policies in respect of the Insurances and cause any insurance broker effecting the Insurances to hold any insurance slips and other evidence of placing cover representing any of the Insurances to which it is a party.

FAILURE TO INSURE

The Supplier shall not take any action or fail to take any action or (insofar as is reasonably within its power) permit anything to occur in relation to it which would entitle any insurer to refuse to pay any claim under any of the Insurances.

Where the Supplier has failed to purchase any of the Insurances or maintain any of the Insurances in full force and effect, the Authority may elect (but shall not be obliged) following written notice to the Supplier to purchase the relevant Insurances, and the Authority shall be entitled to recover the reasonable premium and other reasonable costs incurred in connection therewith as a debt due from the Supplier.

EVIDENCE OF POLICIES

The Supplier shall upon the Framework Commencement Date and within 15 Working Days after the renewal of each of the Insurances, provide evidence, in a form satisfactory to the Authority, that the Insurances are in force and effect and meet in full the requirements of this Framework Schedule 14. Receipt of such evidence by the Authority shall not in itself constitute acceptance by the Authority or relieve the Supplier of any of its liabilities and obligations under this Agreement.

AGGREGATE LIMIT OF INDEMNITY

Where the minimum limit of indemnity required in relation to any of the Insurances is specified as being "in the aggregate":

* + 1. if a claim or claims which do not relate to this Framework Agreement are notified to the insurers which, given the nature of the allegations and/or the quantum claimed by the third party(ies), is likely to result in a claim or claims being paid by the insurers which could reduce the level of cover available below that minimum, the Supplier shall immediately submit to the Authority:
			1. details of the policy concerned; and
			2. its proposed solution for maintaining the minimum limit of indemnity specified; and
		2. if and to the extent that the level of insurance cover available falls below that minimum because a claim or claims which do not relate to this Framework Agreement are paid by insurers, the Supplier shall:
			1. ensure that the insurance cover is reinstated to maintain at all times the minimum limit of indemnity specified for claims relating to this Framework Agreement; or
			2. if the Supplier is or has reason to believe that it will be unable to ensure that insurance cover is reinstated to maintain at all times the minimum limit of indemnity specified, immediately submit to the Authority full details of the policy concerned and its proposed solution for maintaining the minimum limit of indemnity specified.

CANCELLATION

The Supplier shall notify the Authority in writing at least five (5) Working Days prior to the cancellation, suspension, termination or non-renewal of any of the Insurances.

INSURANCE CLAIMS

The Supplier shall promptly notify to insurers any matter arising from, or in relation to, the Goods and/or Services and/or this Framework Agreement for which it may be entitled to claim under any of the Insurances. In the event that the Authority receives a claim relating to or arising out of the Goods and/or Services or this Framework Agreement, the Supplier shall co-operate with the Authority and assist it in dealing with such claims including without limitation providing information and documentation in a timely manner.

Except where the Authority is the claimant party, the Supplier shall give the Authority notice within twenty (20) Working Days after any insurance claim in excess of £500,000 relating to or arising out of the provision of the Goods and/or Services or this Framework Agreement on any of the Insurances or which, but for the application of the applicable policy excess, would be made on any of the Insurances and (if required by the Authority) full details of the incident giving rise to the claim.

Where any Insurance requires payment of a premium, the Supplier shall be liable for and shall promptly pay such premium.

Where any Insurance is subject to an excess or deductible below which the indemnity from insurers is excluded, the Supplier shall be liable for such excess or deductible. The Supplier shall not be entitled to recover from the Authority any sum paid by way of excess or deductible under the Insurances whether under the terms of this Framework Agreement or otherwise.

ANNEX 1: REQUIRED INSURANCES

Part A: Third Party Public & Products Liability Insurance

Insured

The Supplier

Interest

To indemnify the Insured in respect of all sums which the Insured shall become legally liable to pay as damages, including claimant's costs and expenses, in respect of accidental:

* + 1. death or bodily injury to or sickness, illness or disease contracted by any person;
		2. loss of or damage to property;

happening during the period of insurance (as specified in Paragraph 5 of this Annex 1 to this Schedule 14) and arising out of or in connection with the provision of the Goods and/or Services and in connection with this Framework Agreement.

Limit of indemnity

Not less than £1,000,000 in respect of any one occurrence, the number of occurrences being unlimited, but £500,000 any one occurrence and in the aggregate per annum in respect of products and pollution liability.

Territorial limits

* + 1. Limited to the British Isles. Overseas insurance shall be determined by the Contracting Authority and will be included in the further competition.
		2. Period of insurance

From the Framework Commencement Date for the Framework Period and renewable on an annual basis unless agreed otherwise by the Authority in writing.

Cover features and extensions

Indemnity to principals clause.

Principal exclusions

War and related perils.

Nuclear and radioactive risks.

Liability for death, illness, disease or bodily injury sustained by employees of the Insured during the course of their employment.

Liability arising out of the use of mechanically propelled vehicles whilst required to be compulsorily insured by applicable Law in respect of such vehicles.

Liability in respect of predetermined penalties or liquidated damages imposed under any contract entered into by the Insured.

Liability arising out of technical or professional advice other than in respect of death or bodily injury to persons or damage to third party property.

Liability arising from the ownership, possession or use of any aircraft or marine vessel.

Liability arising from seepage and pollution unless caused by a sudden, unintended and unexpected occurrence.

Maximum deductible threshold

Not to exceed £500:00 for each and every third party property damage claim (personal injury claims to be paid in full).

Part B: Professional Indemnity Insurance

Insured

The Supplier

Interest

To indemnify the Insured for all sums which the Insured shall become legally liable to pay (including claimants’ costs and expenses) as a result of claims first made against the Insured during the Period of Insurance by reason of any negligent act, error and/or omission arising from or in connection with the provision of the Goods and/or Services.

Limit of indemnity

 Not less than £1,000,000.00 in respect of any one claim and in the aggregate per annum.

Territorial Limits

 Limited to the British Isles. Overseas insurance shall be determined by the Contracting Authority and will be included in the further competition.

Period of insurance

From the date of this Framework Agreement and renewable on an annual basis unless agreed otherwise by the Authority in writing (a) throughout the Framework Period or until earlier termination of this Framework Agreement and (b) for a period of 6 years thereafter.

Cover features and extensions

Retroactive cover to apply to any claims made policy wording in respect of this Framework Agreement or retroactive date to be no later than the Framework Commencement Date.

Principal exclusions

War and related perils

Nuclear and radioactive risks

Maximum deductible threshold

Not to exceed £1,000, 000.00 each and every claim.

Part C: United Kingdom Compulsory Insurances

General

The Supplier shall meet its insurance obligations under applicable Law in full, including, UK employers' liability insurance and motor third party liability insurance.

FRAMEWORK SCHEDULE 15: STAFF TRANSFER – not used

FRAMEWORK SCHEDULE 16: FINANCIAL DISTRESS

DEFINITIONS

In this Framework Schedule 16, the following definitions shall apply:

|  |  |
| --- | --- |
| "Credit Rating Threshold" | 1. means the minimum credit rating level for the Supplier as set out in Annex 2; and
 |
| "Financial Distress Service Continuity Plan" | 1. means a plan setting out how the Supplier will ensure the continued performance and delivery of the Goods and/or Services in accordance with this Framework Agreement in the event that a Financial Distress Event occurs;
 |
| "Rating Agencies" | 1. means the rating agencies listed in Annex 1.
 |

CREDIT RATING AND DUTY TO NOTIFY

The Supplier warrants and represents to the Authority for the benefit of the Authority that as at the Framework Commencement Date the long term credit ratings issued for the Supplier by each of the Rating Agencies are as set out in Annex 2.

The Supplier shall promptly notify (or shall procure that its auditors promptly notify) the Authority in writing if there is any downgrade in the credit rating issued by any Rating Agency for either the Supplier (and in any event within five (5 )Working Days of the occurrence of the downgrade).

If there is any downgrade credit rating issued by any Rating Agency for either the Supplier the Supplier shall ensure that the Supplier’s auditors auditors (as the case may be) thereafter provide the Authority within 10 Working Days of the end of each Contract Year and within 10 Working Days of written request by the Authority (such requests not to exceed 4 in any Contract Year) with written calculations of the quick ratio for the Supplier as at the end of each Contract Year or such other date as may be requested by the Authority. For these purposes the “quick ratio” on any date means:



where:

|  |  |
| --- | --- |
| A | is the value at the relevant date of all cash in hand and at the bank of the Supplier ; |
| B | is the value of all marketable securities held by the Supplier determined using closing prices on the Working Day preceding the relevant date;  |
| C | is the value at the relevant date of all account receivables of the Supplier ; and |
| D | is the value at the relevant date of the current liabilities of the Supplier. |

The Supplier shall:

* + 1. regularly monitor the credit ratings of the Supplier with the Rating Agencies; and
		2. promptly notify (or shall procure that its auditors promptly notify) the Authority in writing following the occurrence of a Financial Distress Event [or Sub-Contractor Financial Distress Event] or any fact, circumstance or matter which could cause a Financial Distress Event [or a Sub-Contractor Financial Distress Event] (and in any event, ensure that such notification is made within 10 Working Days of the date on which the Supplier first becomes aware of the Financial Distress Event[, the Sub-Contractor Financial Distress Event] or the fact, circumstance or matter which could cause a Financial Distress Event [or a Sub-Contractor Financial Distress Event]).

For the purposes of determining whether a Financial Distress Event has occurred pursuant to the provisions of paragraph 3.1.1, the credit rating of the Supplier, the (as the case may be) shall be deemed to have dropped below the applicable Credit Rating Threshold if any of the Rating Agencies have rated the Supplier or relevant Sub-Contractor (as the case may be)] at or below the applicable Credit Rating Threshold.

CONSEQUENCES OF A FINANCIAL DISTRESS EVENT

In the event of:

* + 1. the credit rating of the Supplier or any Sub-Contractor] dropping below the applicable Credit Rating Threshold;
		2. the Supplier or any Sub-Contractor] issuing a profits warning to a stock exchange or making any other public announcement about a material deterioration in its financial position or prospects;
		3. there being a public investigation into improper financial accounting and reporting, suspected fraud or any other impropriety of the Supplier or any Sub-Contractor];
		4. the Supplier or any Sub-Contractor] committing a material breach of covenant to its lenders;
		5. a Sub-Contractor notifying the Authority that the Supplier has not satisfied any sums properly due under a specified invoice and not subject to a genuine dispute; or
		6. any of the following:
			1. commencement of any litigation against the Supplier or any Sub-Contractor] with respect to financial indebtedness or obligations under a service contract;
			2. non-payment by the Supplier or any Sub-Contractor] of any financial indebtedness;
			3. any financial indebtedness of the Supplier or any Sub-Contractor] becoming due as a result of an event of default; or
			4. the cancellation or suspension of any financial indebtedness in respect of the Supplier or any Sub-Contractor],

in each case which the Authority reasonably believes (or would be likely reasonably to believe) could directly impact on the continued performance and delivery of the Goods and/or Services in accordance with this Framework Agreement;

then, immediately upon notification of the Financial Distress Event (or if the Authority becomes aware of the Financial Distress Event without notification and brings the event to the attention of the Supplier), the Supplier shall have the obligations and the Authority shall have the rights and remedies as set out in paragraphs 3.3 to 3.6.

In the event of a late or non-payment of a Sub-Contractor pursuant to paragraph 3.1.5, the Authority shall not exercise any of its rights or remedies under paragraph 3.3 without first giving the Supplier ten (10) Working Days to:

* + 1. rectify such late or non-payment; or
		2. demonstrate to the Authority's reasonable satisfaction that there is a valid reason for late or non-payment.

The Supplier shall and/or any relevant Sub-Contractor shall)]:

* + 1. at the request of the Authority meet the Authority as soon as reasonably practicable (and in any event within three (3) Working Days of the initial notification (or awareness) of the Financial Distress Event or such other period as the Authority may permit and notify to the Supplier in writing) to review the effect of the Financial Distress Event on the continued performance and delivery of the Goods and/or Services in accordance with this Framework Agreement; and
		2. where the Authority reasonably believes (taking into account the discussions and any representations made under paragraph 3.3.1) that the Financial Distress Event could impact on the continued performance and delivery of the Goods and/or Services in accordance with this Framework Agreement:
			1. submit to the Authority for its Approval, a draft Financial Distress Service Continuity Plan as soon as reasonably practicable (and in any event, within ten (10) Working Days of the initial notification (or awareness) of the Financial Distress Event or such other period as the Authority may permit and notify to the Supplier in writing); and
			2. provide such financial information relating to the Supplier as the Authority may reasonably require.

The Authority shall not withhold its Approval of a draft Financial Distress Service Continuity Plan unreasonably. If the Authority does not approve the draft Financial Distress Service Continuity Plan, it shall inform the Supplier of its reasons and the Supplier shall take those reasons into account in the preparation of a further draft Financial Distress Service Continuity Plan, which shall be resubmitted to the Authority within five (5) Working Days of the rejection of the first or subsequent (as the case may be) drafts. This process shall be repeated until the Financial Distress Service Continuity Plan is Approved by the Authority or referred to the Dispute Resolution Procedure pursuant to paragraph 3.5.

If the Authority considers that the draft Financial Distress Service Continuity Plan is insufficiently detailed to be properly evaluated, will take too long to complete or will not remedy the relevant Financial Distress Event, then it may either agree a further time period for the development and agreement of the Financial Distress Service Continuity Plan or escalate any issues with the draft Financial Distress Service Continuity Plan using the Dispute Resolution Procedure.

Following Approval of the Financial Distress Service Continuity Plan by the Authority, the Supplier shall:

* + 1. on a regular basis (which shall not be less than monthly), review the Financial Distress Service Continuity Plan and assess whether it remains adequate and up to date to ensure the continued performance and delivery of the Goods and/or Services in accordance with this Framework Agreement;
		2. where the Financial Distress Service Continuity Plan is not adequate or up to date in accordance with paragraph 3.6.1, submit an updated Financial Distress Service Continuity Plan to the Authority for its Approval, and the provisions of paragraphs 3.5 and 3.6 shall apply to the review and Approval process for the updated Financial Distress Service Continuity Plan; and
		3. comply with the Financial Distress Service Continuity Plan (including any updated Financial Distress Service Continuity Plan).

Where the Supplier reasonably believes that the relevant Financial Distress Event under paragraph 3.1 (or the circumstance or matter which has caused or otherwise led to it) no longer exists, it shall notify the Authority and subject to the agreement of the Parties, the Supplier may be relieved of its obligations under paragraph 3.6.

TERMINATION RIGHTS

The Authority shall be entitled to terminate this Framework Agreement for material Default if:

* + 1. the Supplier fails to notify the Authority of a Financial Distress Event in accordance with paragraph 2.4;
		2. the Parties fail to agree a Financial Distress Service Continuity Plan (or any updated Financial Distress Service Continuity Plan) in accordance with paragraphs 3.3 to 3.5; and/or
		3. the Supplier fails to comply with the terms of the Financial Distress Service Continuity Plan (or any updated Financial Distress Service Continuity Plan) in accordance with paragraph 3.6.3.

PRIMACY OF CREDIT RATINGS

Without prejudice to the Supplier’s obligations and the Authority’s rights and remedies under paragraph 3, if, following the occurrence of a Financial Distress Event pursuant to Paragraphs 3.1.1 to 3.1.6, the Rating Agencies review and report subsequently that the credit ratings do not drop below the relevant Credit Rating Threshold, then:

* + 1. the Supplier shall be relieved automatically of its obligations under paragraphs 3.3 to 3.6; and
		2. the Authority shall not be entitled to require the Supplier to provide financial information in accordance with paragraph 3.3.2(b).

ANNEX 1: RATING AGENCIES

[Rating Agency 1]

[Rating Agency 2]

ANNEX 2: CREDIT RATINGS & CREDIT RATING THRESHOLDS

|  |  |  |
| --- | --- | --- |
| Entity | Credit rating (long term) | Credit Rating Threshold |
| Supplier |  |  |

FRAMEWORK SCHEDULE 17: COMMERCIALLY SENSITIVE INFORMATION

INTRODUCTION

In this Framework Schedule 17 (Commercially Sensitive Information) the Parties have sought to identify the Supplier's Confidential Information that is genuinely commercially sensitive and the disclosure of which would be the subject of an exemption under the FOIA.

Where possible, the Parties have sought to identify when any relevant Information will cease to fall into the category of Information to which this Framework Schedule 17 applies.

Without prejudice to the Authority's obligation to disclose Information in accordance with FOIA or Clause 27.4 (Freedom of Information), the Authority will, in its sole discretion, acting reasonably, seek to apply the relevant exemption set out in the FOIA to the following Information:

| **No.** | **Date** | **Item(s)** | **Duration of Confidentiality** |
| --- | --- | --- | --- |
| SQ7 | 25/11/15 | Customer References | 1 year after expiration of the framework  |
| Throughout  | 25/11/15 | Current response times and SLA’s | 1 year after expiration of the framework  |
| Throughout  | 25/11/15 | Service delivery models | 1 year after expiration of the framework  |
| Throughout  | 25/11/15 | Training methodologies | 1 year after expiration of the framework  |
| AQB3 | 25/11/15 | People’s names | 1 year after expiration of the framework  |
| Throughout  | 25/11/15 | thebigword’s organisational structure | 1 year after expiration of the framework  |
| Throughout  | 25/11/15 | Channel switching methodologies | 1 year after expiration of the framework  |
| Throughout  | 25/11/15 | Strategic partnerships | 1 year after expiration of the framework  |
| PQs | 25/11/15 | Anything relating to cost | 1 year after expiration of the framework  |
| Throughout  | 25/11/15 | Security - physical or software related  | 1 year after expiration of the framework  |

FRAMEWORK SCHEDULE 18: DISPUTE RESOLUTION PROCEDURE

DEFINITIONS

In this Framework Schedule 18, the following definitions shall apply:

|  |  |
| --- | --- |
| "CEDR" | 1. means the Centre for Effective Dispute Resolution of International Dispute Resolution Centre, 70 Fleet Street, London, EC4Y 1EU;
 |
| "Counter Notice" | 1. has the meaning given to it in paragraph 6.2;
 |
| "Exception" | 1. means a deviation of project tolerances in accordance with PRINCE2 methodology in respect of this Framework Agreement or in the supply of the Goods and/or Services;
 |
| "Expedited Dispute Timetable" | 1. means the accelerated timetable for the resolution of disputes as set out in paragraph 2.6;
 |
| "Expert" | 1. means the person appointed by the Parties in accordance with paragraph 5.2 of this Framework Schedule 18;
 |
| "Mediation Notice" | 1. has the meaning given to it in paragraph 3.2; and
 |
| "Mediator" | 1. means the independent third party appointed in accordance with paragraph 4.2 of this Framework Schedule 18.
 |

INTRODUCTION

If a Dispute arises then:

* + 1. the Authority Representative and the Supplier Representative shall attempt in good faith to resolve the Dispute; and
		2. if such attempts are not successful within a reasonable time either Party may give to the other a Dispute Notice.

The Dispute Notice shall set out:

* + 1. the material particulars of the Dispute;
		2. the reasons why the Party serving the Dispute Notice believes that the Dispute has arisen; and
		3. if the Party serving the Dispute Notice believes that the Dispute should be dealt with under the Expedited Dispute Timetable as set out in paragraph 2.6, the reason why.

Unless agreed otherwise in writing, the Parties shall continue to comply with their respective obligations under this Framework Agreement regardless of the nature of the Dispute and notwithstanding the referral of the Dispute to the Dispute Resolution Procedure set out in this Framework Schedule 18.

Subject to paragraph 3.2, the Parties shall seek to resolve Disputes:

* + 1. first by commercial negotiation (as prescribed in paragraph 3);
		2. then by mediation (as prescribed in paragraph 4); and
		3. lastly by recourse to arbitration (as prescribed in paragraph 6) or litigation (in accordance with Clause 49 (*Governing Law and Jurisdiction*)).

Specific issues shall be referred to Expert Determination (as prescribed in paragraph 5) where specified under the provisions of this Framework Agreement and may also be referred to Expert Determination where otherwise appropriate as specified in paragraph 5 (Expert Determination).

In exceptional circumstances where the use of the times in this Framework Schedule 18 would be unreasonable, including (by way of example) where one Party would be materially disadvantaged by a delay in resolving the Dispute, the Parties may agree to use the Expedited Dispute Timetable. If the Parties are unable to reach agreement on whether to use of the Expedited Dispute Timetable within five (5) Working Days of the issue of the Dispute Notice, the use of the Expedited Dispute Timetable shall be at the sole discretion of the Authority.

If the use of the Expedited Dispute Timetable is determined in accordance with paragraph 2.5 or is otherwise specified under the provisions of this Framework Agreement, then the following periods of time shall apply in lieu of the time periods specified in the applicable paragraphs of this Framework Schedule 18:

* + 1. in paragraph 3.2.3, ten (10) Working Days;
		2. in paragraph 4.2, ten (10) Working Days;
		3. in paragraph 5.2, five (5) Working Days; and
		4. in paragraph 6.2, ten (10) Working Days.

If at any point it becomes clear that an applicable deadline cannot be met or has passed, the Parties may (but shall be under no obligation to) agree in writing to extend the deadline. Any agreed extension shall have the effect of delaying the start of the subsequent stages by the period agreed in the extension.

COMMERCIAL NEGOTIATIONS

Following the service of a Dispute Notice, the Authority and the Supplier shall use reasonable endeavours to resolve the Dispute as soon as possible, by discussion between the Authority’s representative and the Supplier’s representative, such discussions being commercial negotiations.

If:

* + 1. either Party is of the reasonable opinion that the resolution of a Dispute by commercial negotiation, or the continuance of commercial negotiations, will not result in an appropriate solution; or
		2. the Parties have already held discussions of a nature and intent (or otherwise were conducted in the spirit) that would equate to the conduct of commercial negotiations in accordance with this paragraph 3; or
		3. the Parties have not settled the Dispute in accordance with paragraph 3.1 within thirty (30) Working Days of service of the Dispute Notice,

either Party may serve a written notice to proceed to mediation (a “**Mediation Notice”**) in accordance with paragraph 4.

MEDIATION

If a Mediation Notice is served, the Parties shall attempt to resolve the dispute in accordance with CEDR's Model Mediation Agreement which shall be deemed to be incorporated by reference into this Framework Agreement.

If the Parties are unable to agree on the joint appointment of a Mediator within thirty (30) Working Days from service of the Mediation Notice then either Party may apply to CEDR to nominate the Mediator.

If the Parties are unable to reach a settlement in the negotiations at the mediation, and only if the Parties so request and the Mediator agrees, the Mediator shall produce for the Parties a non-binding recommendation on terms of settlement. This shall not attempt to anticipate what a court might order but shall set out what the Mediator suggests are appropriate settlement terms in all of the circumstances.

Any settlement reached in the mediation shall not be legally binding until it has been reduced to writing and signed by, or on behalf of, the Parties (in accordance with the procedure for variations under Clause 16.1 (Variation Procedure) where appropriate). The Mediator shall assist the Parties in recording the outcome of the mediation.

EXPERT DETERMINATION

If a Dispute relates to any aspect of the technology underlying the provision of the Goods and/or Services or otherwise relates to an ICT technical, financial technical or other aspect of a technical nature (as the Parties may agree) and the Dispute has not been resolved by discussion or mediation, then either Party may request (which request will not be unreasonably withheld or delayed) by written notice to the other that the Dispute is referred to an Expert for determination.

The Expert shall be appointed by agreement in writing between the Parties, but in the event of a failure to agree within ten (10) Working Days, or if the person appointed is unable or unwilling to act, the Expert shall be appointed on the instructions of the President of the British Computer Society (or any other association that has replaced the British Computer Society).

The Expert shall act on the following basis:

* + 1. he/she shall act as an expert and not as an arbitrator and shall act fairly and impartially;
		2. the Expert's determination shall (in the absence of a material failure by either Party to follow the agreed procedures) be final and binding on the Parties;
		3. the Expert shall decide the procedure to be followed in the determination and shall be requested to make his/her determination within thirty (30) Working Days of his/her appointment or as soon as reasonably practicable thereafter and the Parties shall assist and provide the documentation that the Expert requires for the purpose of the determination;
		4. any amount payable by one Party to another as a result of the Expert's determination shall be due and payable within twenty (20) Working Days of the Expert's determination being notified to the Parties;
		5. the process shall be conducted in private and shall be confidential; and
		6. the Expert shall determine how and by whom the costs of the determination, including his/her fees and expenses, are to be paid.

ARBITRATION

The Authority may at any time before court proceedings are commenced refer the Dispute to arbitration in accordance with the provisions of paragraph 6.4.

Before the Supplier commences court proceedings or arbitration, it shall serve written notice on the Authority of its intentions and the Authority shall have fifteen (15) Working Days following receipt of such notice to serve a reply (a “**Counter Notice**”) on the Supplier requiring the Dispute to be referred to and resolved by arbitration in accordance with paragraph 6.4 or be subject to the jurisdiction of the courts in accordance with Clause 49 (Governing Law and Jurisdiction). The Supplier shall not commence any court proceedings or arbitration until the expiry of such fifteen (15) Working Day period.

If:

* + 1. the Counter Notice requires the Dispute to be referred to arbitration, the provisions of paragraph 6.4shall apply;
		2. the Counter Notice requires the Dispute to be subject to the exclusive jurisdiction of the courts in accordance with Clause 49 (Governing Law and Jurisdiction), the Dispute shall be so referred to the courts and the Supplier shall not commence arbitration proceedings;
		3. the Authority does not serve a Counter Notice within the fifteen (15) Working Day period referred to in paragraph 6.2, the Supplier may either commence arbitration proceedings in accordance with paragraph 6.4 or commence court proceedings in the courts in accordance with Clause 49 (Governing Law and Jurisdiction) which shall (in those circumstances) have exclusive jurisdiction.

In the event that any arbitration proceedings are commenced pursuant to paragraphs 6.1 to 6.3, the Parties hereby confirm that:

* + 1. all disputes, issues or claims arising out of or in connection with this Framework Agreement (including as to its existence, validity or performance) shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration (“**LCIA**”) (subject to paragraphs 6.4.5, 6.4.6 and 6.4.7);
		2. the arbitration shall be administered by the LCIA;
		3. the LCIA procedural rules in force at the date that the Dispute was referred to arbitration shall be applied and are deemed to be incorporated by reference into this Framework Agreement and the decision of the arbitrator shall be binding on the Parties in the absence of any material failure to comply with such rules;
		4. if the Parties fail to agree the appointment of the arbitrator within ten (10) days from the date on which arbitration proceedings are commenced or if the person appointed is unable or unwilling to act, the arbitrator shall be appointed by the LCIA;
		5. the chair of the arbitral tribunal shall be British;
		6. the arbitration proceedings shall take place in London and in the English language; and
		7. the seat of the arbitration shall be London.

URGENT RELIEF

Either Party may at any time take proceedings or seek remedies before any court or tribunal of competent jurisdiction:

* + 1. for interim or interlocutory remedies in relation to this Framework Agreement or infringement by the other Party of that Party’s Intellectual Property Rights; and/or
		2. where compliance with paragraph 2.1 and/or referring the Dispute to mediation may leave insufficient time for that Party to commence proceedings before the expiry of the limitation period.

FRAMEWORK SCHEDULE 19: VARIATION FORM

Variation Form No:

……………………………………………………………………………………

BETWEEN:

|  |
| --- |
| **[**insert name of Authority**]** ("**the Authority"**)and**[**insert name of Supplier**]** (**"the Supplier"**) |

1. This Framework Agreement is varied as follows and shall take effect on the date signed by both Parties:

[Guidance Note: Insert details of the Variation]

1. Words and expressions in this Variation shall have the meanings given to them in the Framework Agreement.
2. The Framework Agreement, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Authority

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Name (in Capitals) |  |
| Address |  |
|  |  |

Signed by an authorised signatory to sign for and on behalf of the Supplier

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Name (in Capitals) |  |
| Address |  |
|  |  |

FRAMEWORK SCHEDULE 20: CONDUCT OF CLAIMS

INDEMNITIES

This Schedule shall apply to the conduct by a Party from whom an indemnity is sought under this Framework Agreement or any Call Off Agreement (the “**Indemnifier**”), of claims made by a third person against a party having (or claiming to have) the benefit of the indemnity (the “Beneficiary”).

If the Beneficiary receives any notice of any claim for which it appears that the Beneficiary is, or may become, entitled to indemnification under this Framework Agreement or any Call Off Agreement (a “**Claim**”), the Beneficiary shall give notice in writing to the Indemnifier as soon as reasonably practicable and in any event within 10 Working Days of receipt of the same.

Subject to Paragraph 1.5, on the giving of a notice by the Beneficiary, where it appears that the Beneficiary is or may be entitled to indemnification from the Indemnifier in respect of all (but not part only) of the liability arising out of the Claim, the Indemnifier shall (subject to providing the Beneficiary with a secured indemnity to its reasonable satisfaction against all costs and expenses that it may incur by reason of such action) be entitled to dispute the Claim in the name of the Beneficiary at the Indemnifier’s own expense and take conduct of any defence, dispute, compromise or appeal of the Claim and of any incidental negotiations relating to the Claim. If the Indemnifier does elect to conduct the Claim, the Beneficiary shall give the Indemnifier all reasonable cooperation, access and assistance for the purposes of such Claim, and the Beneficiary shall not make any admission which could be prejudicial to the defence or settlement of the Claim without the prior written consent of the Indemnifier.

 With respect to any Claim conducted by the Indemnifier pursuant to Paragraph 1.3:

* + 1. the Indemnifier shall keep the Beneficiary fully informed and consult with it about material elements of the conduct of the Claim;
		2. the Indemnifier shall not bring the name of the Beneficiary into disrepute;
		3. the Indemnifier shall not pay or settle such Claim without the prior written consent of the Beneficiary, such consent not to be unreasonably withheld or delayed; and
		4. the Indemnifier shall conduct the Claim with all due diligence.

The Beneficiary shall be entitled to have conduct of the Claim and shall be free to pay or settle any Claim on such terms as it thinks fit and without prejudice to its rights and remedies under this Framework Agreement or any Call Off Agreement if:

* + 1. the Indemnifier is not entitled to take conduct of the Claim in accordance with Paragraph 1.3;
		2. the Indemnifier fails to notify the Beneficiary in writing of its intention to take conduct of the relevant Claim within 10 Working Days of the notice from the Beneficiary or if the Indemnifier notifies the Beneficiary in writing that it does not intend to take conduct of the Claim; or
		3. the Indemnifier fails to comply in any material respect with the provisions of Paragraph 1.4.

RECOVERY OF SUMS

If the Indemnifier pays to the Beneficiary an amount in respect of an indemnity and the Beneficiary subsequently recovers (whether by payment, discount, credit, saving, relief or other benefit or otherwise) a sum which is directly referable to the fact, matter, event or circumstances giving rise to the Claim, the Beneficiary shall forthwith repay to the Indemnifier whichever the lesser is of:

* + 1. an amount equal to the sum recovered (or the value of the discount, credit, saving, relief, other benefit or amount otherwise obtained) less any out-of-pocket costs and expenses properly incurred by the Beneficiary in recovering or obtaining the same; and
		2. the amount paid to the Beneficiary by the Indemnifier in respect of the Claim under the relevant indemnity.

MITIGATION

Each of the Authority or Contracting Authority and the Supplier shall at all times take all reasonable steps to minimise and mitigate any loss for which the relevant Party is entitled to bring a claim against the other Party pursuant to the indemnities in this Schedule.

FRAMEWORK SCHEDULE 21: NOT USED