

Greater London Authority (GLA)

Road User Charging Appeal Service

Appendix 5 –

Financial and Invoicing Provisions Statement of Requirements

1. Financial Contract Management and information requirements.

The Service Provider is required to raise Invoices to GLA for the charges incurred under the contract.

The charges incurred under the contract shall be applied in two (2) component parts, those reflecting Fixed Costs and those reflecting Variable Costs.

Fixed Charges payable in respect of the Contract shall ordinarily be invoiced quarterly in advance.

Variable Charges payable in respect of the Contract shall ordinarily be invoiced quarterly in arrears.

The quarterly charges shall be the aggregate of the Fixed Charges under the contract and the relevant Variable Charges.

Each element of the Fixed and Variable Charges must be set out showing each component part and the related cost separately on the Invoice, a sub total for the Fixed and Variable Charges and an overall total exclusive and inclusive of any VAT.

The Invoice shall be supported by appropriate Data and information to reflect how the charge(s) have been incurred.

Each Invoice shall be provided to GLA for consideration and approval and be subject to query and clarification.

Changes to the invoicing of any charges under the contract shall be discussed and agreed and shall be implemented at no cost to GLA.

2. Charges and definitions

The Fixed Charges and Variable Charges in respect of each quarter shall be calculated in accordance with the tables below.

2.1 Fixed Charges:

No:	Description of Charge:
1.	IT Systems costs
2.	Remuneration of Chief Adjudicator as agreed
3.	Administrative / Support Cost as agreed
4.	Management Costs as agreed

6.	Accommodation Costs (comprising apportioned rent, hearing room charges, rates, service charge, car parking, cleaning, insurance, refuse collection, minor repairs, electricity and Adjudicator refreshments)
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The Fixed Charges payable in respect of each quarter's charges shall be determined by the addition of the component parts set out in the table above.

2.2 Variable Charges:

No:	Description of Charge:
1.	Adjudicator Costs (hourly rate x hours charged)
2.	Costs for EDI Appeals (Volume x cost)
3.	Costs for Non EDI Appeals (Volume x Cost)
4.	Costs for EDI Statutory Declarations (Volume x cost)
5.	Costs for Non EDI Statutory Declarations (Volume x Cost)
6.	Adjudicator Training (budget to be agreed yearly between GLA and the Chief Adjudicator)
7.	Postage by class, by volume and costs, for example First (volume x unit price) Second (volume x unit price)
8.	Other – as specified and agreed with GLA in advance.

The Variable Charges payable in respect of each quarter shall determined by the addition of the component parts set out in the table above.

The Appeal Charge shall apply to the Appeal Case Reference Number, irrespective of the number of PCNs relevant to the appeal.

2.3 Total Charges:

The total charges payable in respect of each quarter's charges shall be shown by the addition of the Fixed and Variable Charges as set out in the tables above.