

## Call-Off Schedule 5 (Pricing Details and Expenses Policy)

### 1. Call-Off Contract Charges

1.1 The Supplier shall provide as part of the Further Competition Procedure:

1.1.1 its pricing for the Deliverables in accordance with the Buyer's Statement of Requirements; and

1.1.2 the applicable Charges, calculated in accordance with the charging methods detailed in the Order Form and using all of the following:

- (a) the agreed rates for Supplier Staff (which are exclusive of any applicable expenses and VAT) incorporated into the Call-Off Contract; and
- (b) the number of Work Days, or pro rata for every part of a Work Day (see Paragraph 1.1 of Framework Schedule 3 (Framework Pricing)), that Supplier Staff will be required to provide the Deliverables and to meet the tasks set out in the Statement of Requirements.

1.2 The Supplier shall provide, as part of any SOW, the applicable Charges for that SOW, calculated in accordance with the charging methods detailed in the Order Form and using all of the following:

- (a) the agreed rates for Supplier Staff (which are exclusive of any applicable expenses and VAT) incorporated into the Call-Off Contract; and
- (b) the number of Work Days, or pro rata for every part of a Work Day (see Paragraph 1.1 of Framework Schedule 3 (Framework Pricing)), that Supplier Staff will be required to provide the Deliverables and to meet the tasks set out in the SOW between the SOW Start Date and the SOW End Date.

1.3 Further to Paragraph 1.3 of Framework Schedule 3 (Framework Pricing), the Supplier will provide a detailed breakdown of its Charges for the Deliverables in sufficient detail to enable the Buyer to verify the accuracy of any invoice submitted. This detailed breakdown will be incorporated into the Call-Off Contract and (where applicable) each SOW and include (but will not be limited to):

- a role description of each member of the Supplier Staff;
- the agreed day rate for each member of the Supplier Staff;
- any expenses to be charged for each Work Day for each member of the Supplier Staff, which must be in accordance with the Buyer's expenses policy (if applicable);
- the number of Work Days, or pro rata for every part day, they will be actively be engaged in providing the Deliverables under the Call-Off Contract (and, where applicable, under the relevant SOW); and
- the total cost for all Supplier Staff in providing the Deliverables under the Call-Off Contract or SOW as applicable.

1.4 If a Capped or Fixed Price has been agreed for the Call-Off Contract or a particular SOW:

- the Supplier shall continue to work on the Deliverables until they are satisfactorily complete and accepted by the Buyer at its own cost and expense where the Capped or Fixed Price is exceeded; and

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- the Buyer will have no obligation or liability to pay any additional Charges or cost of any part of the Deliverables yet to be completed and/or Delivered after the Capped or Fixed Price is exceeded by the Supplier.
- 1.5 All risks or contingencies will be included in the Charges. The Parties agree that the following assumptions, representations, risks and contingencies will apply in relation to the Charges:

Not used.

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**Annex 1 (Expenses Policy)**

Ministry of Defence, Travel and Subsistence Policy, version 2, 13th June 2024.

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