

**DATED 22/08/2017**

**CROWN COMMERCIAL SERVICE**

**and**

**[Supplier name]**

**FRAMEWORK AGREEMENT  
FOR THE PROVISION OF  
ESTATE PROFESSIONAL SERVICES**

**(Agreement Ref: RM3816)**

***Guidance Notes:***

***As all the awarded Framework Agreements have been redacted in the same way we have provided one representative example.***

***Redactions have been made on the basis of exemption S43 (Commercial Interest).***

***Full details of the successful Suppliers have been provided on a spreadsheet supplied as a separate attachment to this Award Notice.***



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This Agreement is made on **22/08/2017**

**BETWEEN:**

- (1) the Minister for the Cabinet Office ("**Cabinet Office**") as represented by Crown Commercial Service, which is an executive agency and operates as a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP (the "**Authority**"); and
- (2) [*Company name*] which is a company registered in [*Country of Registration*] under company number [*Company Registration no.*] and whose registered office is at [*Registered address*] (the "**Supplier**").

**RECITALS:**

- A The Authority placed a contract notice **2017/S 075-146268** on **12/04/2017** (the "**OJEU Notice**") in the Official Journal of the European Union seeking **tenders** from providers of Estate Professional Services interested in entering into a framework arrangement for the supply of such Services to Contracting Authorities.
- B Not used.
- C On **12/04/2017** the Authority issued an invitation to tender (the "**Invitation to Tender**") for the provision of Estates Professional Services.
- D In response to the Invitation to Tender, the Supplier submitted a tender to the Authority on **16/05/2017** (set out in Framework Schedule 21 (Tender)) (the "**Tender**") through which it represented to the Authority that it is capable of delivering the 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 Services in an efficient and cost effective manner.
- E On the basis of the Tender, the Authority selected the Supplier to enter into a framework agreement [for Lot(s)] [*See attached spreadsheet for awarded Lots*] to provide the Services to Contracting Authorities from time to time on a call off basis in accordance with this Framework Agreement.
- F This Framework Agreement sets out the award and calling-off ordering procedure for purchasing the Services which may be required by Contracting Authorities, the template terms and conditions for any Call Off Contract which Contracting Authorities may enter into and the obligations of the Supplier during and after the Framework Period.
- G It is the Parties' intention that there will be no obligation for any Contracting Authority to award any Call Off Contracts under this Framework Agreement during the Framework Period.

**A. PRELIMINARIES**

**1. DEFINITIONS AND INTERPRETATION**

## 1.1 Definitions

- 1.1.1 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.
- 1.1.2 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.

## 1.2 Interpretation

- 1.2.1 In this Framework Agreement, unless the context otherwise requires:
- (a) the singular includes the plural and vice versa;
  - (b) reference to a gender includes the other gender and the neuter;
  - (c) references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or Crown Body;
  - (d) a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
  - (e) 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";
  - (f) 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;
  - (g) 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;
  - (h) 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;
  - (i) any reference to this Framework Agreement includes Framework Schedule 1 (Definitions) and the Framework Schedules; and

- (j) the headings in this Framework Agreement are for ease of reference only and shall not affect the interpretation or construction of this Framework Agreement.
- 1.2.2 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:
- (a) the Clauses and Framework Schedule 1 (Definitions);
  - (b) Framework Schedules 2 to 20 and 22 inclusive;
  - (c) Framework Schedule 21 (Tender).
- 1.2.3 If there is any conflict between the provisions of this Framework Agreement and provisions of any Call Off Contract, the provisions of this Framework Agreement shall prevail over those of the Call Off Contract save that:
- (a) any refinement to the Template Order Form and Template Call Off Terms permitted for the purposes of a Call Off Contract 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
  - (b) subject to Clause 1.2.4, the Call Off Contract shall prevail over Framework Schedule 21 (Tender).
- 1.2.4 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.

## **2. DUE DILIGENCE**

### 2.1 The Supplier acknowledges that:

- 2.1.1 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;
- 2.1.2 it has made its own enquiries to satisfy itself as to the accuracy of the Due Diligence Information;
- 2.1.3 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 Framework Agreement in reliance on its own due diligence alone;
- 2.1.4 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:

- (a) misrepresentation of the requirements of the Supplier in the Invitation to Tender or elsewhere;
- (b) failure by the Supplier to satisfy itself as to the accuracy and/or adequacy of the Due Diligence Information; and/or
- (c) failure by the Supplier to undertake its own due diligence.

### **3. SUPPLIER'S APPOINTMENT**

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

3.2 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).

### **4. SCOPE OF FRAMEWORK AGREEMENT**

4.1 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 Services by the Supplier.

4.2 The Supplier acknowledges and agrees that:

4.2.1 there is no obligation whatsoever on the Authority or on any Other Contracting Authority to invite or select the Supplier to provide any Services and/or to purchase any Services under this Framework Agreement and

4.2.2 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 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 Services which are the same as or similar to the Services.

4.3 In the event that any Other Contracting Authority makes an approach to the Supplier with a request for the supply of Equivalent 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 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 Contracts for Services pursuant to this Framework Agreement.

### **5. CALL OFF PROCEDURE**

5.1 If the Authority or any Other Contracting Authority decides to source any of the 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 Contracts for the Services from the Supplier by following Framework Schedule 5 (Call Off Procedure).

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

## **6. ASSISTANCE IN RELATED PROCUREMENTS**

6.1 Where a Relevant Supplier is bidding to provide New Services in circumstances where the Supplier or an Affiliate of the Supplier is already providing (or due to provide) Legacy 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:

- 6.1.1 carry out appropriate due diligence with respect to the provision of the New Services;
- 6.1.2 effect a smooth transfer and/or inter-operation (as the case may be) between the Legacy Services and the New Services;
- 6.1.3 carry out a fair Further Competition Procedure for the New Services; and
- 6.1.4 make a proper assessment as to the risk related to the New Services.

6.2 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.

## **7. REPRESENTATIONS AND WARRANTIES**

7.1 Each Party represents and warrants that:

- 7.1.1 it has full capacity and authority to enter into and to perform this Framework Agreement;
- 7.1.2 this Framework Agreement is executed by its duly authorised representative;
- 7.1.3 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
- 7.1.4 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).

7.2 The Supplier represents and warrants that:

- 7.2.1 it is validly incorporated, organised and subsisting in accordance with the Laws of its place of incorporation;

- 7.2.2 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;
- 7.2.3 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;
- 7.2.4 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;
- 7.2.5 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, 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;
- 7.2.6 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;
- 7.2.7 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 necessary for the performance of the Supplier's obligations under this Framework Agreement;
- 7.2.8 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.
- 7.2.9 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;
- 7.2.10 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;

7.2.11 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 Contracts, 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 Services without Approval or the prior written consent of the relevant Contracting Authority which shall not be unreasonably withheld; and

7.2.12 in performing its obligations under this Framework Agreement and any Call Off Contract, the Supplier shall not (to the extent possible in the circumstances) discriminate between Contracting Authorities on the basis of their respective sizes.

7.3 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.

7.4 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.

7.5 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.

7.6 Each time that a Call Off Contract 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.

## 8. GUARANTEE

8.1 Where the Authority has notified the Supplier that the award of this Framework Agreement is conditional upon receipt of a valid Framework Guarantee, then on or prior to the execution of the Framework Agreement, as a condition for the award of this Framework Agreement, the Supplier must have delivered to the Authority:

8.1.1 an executed Framework Guarantee from a Framework Guarantor; and

8.1.2 a certified copy extract of the board minutes and/or resolution of the Framework Guarantor approving the execution of the Framework Guarantee.

***[Guidance Note: This Clause 8.1 (Guarantee) will only be required if CCS requires a Framework Guarantee for its own benefit prior to execution of the Framework Agreement or the first Call Off Contract.***

8.2 Where a Contracting Authority has notified the Supplier that the award of a Call Off Contract by that Contracting Authority shall be conditional upon receipt of a valid Call Off Guarantee,

then, on or prior to the execution of that Call Off Contract, as a condition for the award of this Framework Agreement, the Supplier must have delivered to the Contracting Authority:

- 8.2.1 an executed Call Off Guarantee from a Call Off Guarantor; and
- 8.2.2 a certified copy extract of the board minutes and/or resolution of the Call Off Guarantor approving the execution of the Call Off Guarantee.

## **9. CYBER ESSENTIALS SCHEME CONDITION**

- 9.1 Where the Authority has notified the Supplier that the award of this Framework Agreement is conditional upon receipt of a valid Cyber Essentials Scheme Basic Certificate, then on or prior to the execution of the Framework Agreement, as a condition for the award of this Framework Agreement, the Supplier must have delivered to the Authority evidence of the same.
- 9.2 Where the Supplier continues to Process Cyber Essentials Scheme Data during the Framework Period or the contract period of any Call Off Contract the Supplier shall deliver to the Authority evidence of renewal of a valid Cyber Essentials Scheme Basic on each anniversary of the first applicable certificate obtained by the Supplier under Clause 9.1.
- 9.3 Where the Supplier is due to Process Cyber Essentials Scheme Data after the Framework Commencement Date but before the end of the Framework Period or contract period of the last Call Off Contract, the Supplier shall deliver to the Authority evidence of:
  - 9.3.1 a valid Cyber Essentials Scheme Basic Certificate (before the Supplier Processes any such Cyber Essentials Scheme Data); and
  - 9.3.2 renewal of a valid Cyber Essentials Scheme Basic Certificate on each anniversary of the first Cyber Essentials Scheme certificate obtained by the Supplier under Clause 9.3.1.
- 9.4 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.

## **B. DURATION OF FRAMEWORK AGREEMENT**

### **10. FRAMEWORK PERIOD**

- 10.1 This Framework Agreement shall take effect on the Framework Commencement Date and shall expire, unless it is terminated earlier in accordance with the terms of this Framework Agreement or otherwise by operation of Law,
  - 10.1.1 at the end of the Initial Framework Period;
  - 10.1.2 Not used
- 10.2 **Not Used**

## **C. FRAMEWORK AGREEMENT PERFORMANCE**

### **11. FRAMEWORK AGREEMENT PERFORMANCE**

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

- 11.1.1 the requirements of this Framework Agreement, including Framework Schedule 8 (Framework Management);
- 11.1.2 the terms and conditions of the respective Call Off Contracts;
- 11.1.3 Good Industry Practice;
- 11.1.4 all applicable Standards; and
- 11.1.5 in compliance with all applicable Law.

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

## **12. KEY PERFORMANCE INDICATORS**

12.1 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 (Services and Key Performance Indicators).

## **13. STANDARDS**

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

13.2 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 Contract, of the Services. The adoption of any such new or emergent standard, or changes to existing Standards, shall be agreed in accordance with the Variation Procedure.

13.3 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 Contract, of the Services is explained to the Authority and the Contracting Authority (within a reasonable timeframe), prior to the implementation of the new or emergent Standard.

13.4 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.

13.5 Where a standard, policy or document is referred to in Framework Schedule 2 (G 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.

## **14. NOT USED**

## **15. CONTINUOUS IMPROVEMENT**

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

## **16. CALL OFF PERFORMANCE UNDER FRAMEWORK AGREEMENT**

16.1 The Supplier shall perform all its obligations under all Call Off Contracts:

16.1.1 in accordance with the requirements of this Framework Agreement;

16.1.2 in accordance with the terms and conditions of the respective Call Off Contracts.

16.2 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.

## **D. FRAMEWORK AGREEMENT GOVERNANCE**

### **17. FRAMEWORK AGREEMENT MANAGEMENT**

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

### **18. RECORDS, AUDIT ACCESS AND OPEN BOOK DATA**

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

18.1.1 seven (7) years after the date of termination or expiry of this Framework Agreement; or

18.1.2 seven (7) years after the date of termination or expiry of the last Call-Off Agreement to expire or terminate; or

18.1.3 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 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.

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

18.3 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.

18.4 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:

- 18.4.1 Orders are clearly identified as such in the order processing and invoicing systems and, where required, Orders are correctly reported in the MI Reports;
- 18.4.2 all related invoices are completely and accurately included in the MI Reports;
- 18.4.3 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
- 18.4.4 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.

18.5 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.

18.6 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, including in order to:

- 18.6.1 verify the accuracy of the Charges and any other amounts payable by a Contracting Authority under a Call Off Contract (including proposed or actual variations to them in accordance with this Framework Agreement);
- 18.6.2 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;
- 18.6.3 verify the Open Book Data;
- 18.6.4 verify the Supplier's and each Sub-Contractor's compliance with the applicable Law;
- 18.6.5 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;
- 18.6.6 identify or investigate any circumstances which may impact upon the financial stability of the Supplier, the Framework Guarantor and/or the Call Off Guarantor and/or any Sub-Contractors or their ability to perform the Services;

- 18.6.7 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;
  - 18.6.8 review any books of account and the internal contract management accounts kept by the Supplier in connection with this Framework Agreement;
  - 18.6.9 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;
  - 18.6.10 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;
  - 18.6.11 verify the accuracy and completeness of any Management Information delivered or required by this Framework Agreement;
  - 18.6.12 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;
  - 18.6.13 review the integrity, confidentiality and security of the Authority Personal Data; and/or
  - 18.6.14 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.
- 18.7 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 Services pursuant to the Call Off Contracts, 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.
- 18.8 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:
- 18.8.1 all information within the scope of the Audit requested by the Auditor;
  - 18.8.2 reasonable access to any sites controlled by the Supplier and to equipment used in the provision of the Services; and
  - 18.8.3 access to the Supplier Personnel.
- 18.9 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 Contracts 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.

18.10 If an Audit reveals that:

18.10.1 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 Contract; and/or

18.10.2 a material Default has been committed by the Supplier;

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

18.11 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.

## 19. CHANGE

### 19.1 Variation Procedure

19.1.1 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**".

19.1.2 The Authority may request a Variation by completing, signing 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.

19.1.3 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.

19.1.4 In the event that:

- (a) the Supplier is unable to agree to or provide the Variation; and/or
- (b) the Authority may:
  - (i) agree to continue to perform its obligations under this Framework Agreement without the Variation; or
  - (ii) terminate this Framework Agreement with immediate effect.

### 19.2 Legislative Change

19.2.1 The Supplier shall neither be relieved of its obligations under this Framework Agreement nor be entitled to an increase the Framework Prices as the result of:

- (a) a General Change in Law; or
  - (b) a Specific Change in Law where the effect of that Specific Change in Law on the Services is reasonably foreseeable at the Framework Commencement Date.
- 19.2.2 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:
- (a) notify the Authority as soon as reasonably practicable of the likely effects of that change including whether any Variation is required to the Services, the Framework Prices or this Framework Agreement; and
  - (b) provide the Authority with evidence:
    - (i) 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;
    - (ii) as to how the Specific Change in Law has affected the cost of providing the Services; and
    - (iii) 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.
- 19.2.3 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).

## **E. MANAGEMENT CHARGE, TAXATION AND VALUE FOR MONEY PROVISIONS**

### **20. MANAGEMENT CHARGE**

20.1 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.

20.2 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:

- 20.2.1 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
- 20.2.2 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.

20.3 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.

20.4 The Management Charge shall apply to the full Charges as specified in each and every Call Off Contract 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 Contract.

20.5 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.

20.6 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.

## **21. PROMOTING TAX COMPLIANCE**

21.1 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.

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

21.2.1 notify the Authority in writing of such fact within five (5) Working Days of its occurrence; and

21.2.2 promptly provide to the Authority:

(a) 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

(b) such other information in relation to the Occasion of Tax Non-Compliance as the Authority may reasonably require.

21.3 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.

## **22. BENCHMARKING**

22.1 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 Services.

## **23. FINANCIAL DISTRESS**

23.1 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.

## **F. SUPPLIER PERSONNEL AND SUPPLY CHAIN MATTERS**

### **24. NOT USED**

### **25. SUPPLY CHAIN RIGHTS AND PROTECTION**

#### **25.1 Appointment of Key Sub-Contractors**

- 25.1.1 The Authority has consented to the engagement of the Key Sub-Contractors listed in Framework Schedule 7 (Key Sub-Contractors).
- 25.1.2 Where during the Framework Period the Supplier wishes to enter into a new Key Sub-Contract or replace a Key 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 Contract 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 Key Sub-Contractor if either of them considers that:
- (a) the appointment of a proposed Key Sub-Contractor may prejudice the provision of the Services or may be contrary to its interests;
  - (b) the proposed Key Sub-Contractor is unreliable and/or has not provided reliable goods and or reasonable services to its other customers; and/or
  - (c) the proposed Key Sub-Contractor employs unfit persons.
- 25.1.3 The Supplier shall provide the Authority and the Contracting Authority with whom the Supplier has entered into a Call Off Contract with the following information in respect of the proposed Key Sub-Contractor:
- (a) the proposed Key Sub-Contractor's name, registered office and company registration number;
  - (b) the scope/description of any Services to be provided by the proposed Key Sub-Contractor;
  - (c) where the proposed Key Sub-Contractor is an Affiliate of the Supplier, evidence that demonstrates to the reasonable satisfaction of the Authority that the proposed Key Sub-Contract has been agreed on "arm's-length" terms;
  - (d) Key Sub-Contract price expressed as a percentage of the total projected Framework Price over the Framework Period; and
  - (e) Credit Rating Threshold (as defined in Framework Schedule 16 (Financial Distress)) of the Key Sub-Contractor.

- 25.1.4 If requested by the Authority and/or the Contracting Authority with whom the Supplier has entered into a Call Off Contract, 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:
- (a) a copy of the proposed Key Sub-Contract; and
  - (b) any further information reasonably requested by the Authority and/or the Contracting Authority with whom the Supplier has entered into a Call Off Contract.
- 25.1.5 The Supplier shall ensure that each new or replacement Key Sub-Contract shall include:
- (a) provisions which will enable the Supplier to discharge its obligations under this Framework Agreement;
  - (b) a right under CRTPA for the Authority to enforce any provisions under the Key Sub-Contract which confer a benefit upon the Authority;
  - (c) a provision enabling the Authority to enforce the Key Sub-Contract as if it were the Supplier;
  - (d) a provision enabling the Supplier to assign, novate or otherwise transfer any of its rights and/or obligations under the Key Sub-Contract to the Authority;
  - (e) obligations no less onerous on the Key Sub-Contractor than those imposed on the Supplier under this Framework Agreement in respect of:
    - (i) the data protection requirements set out in Clause 27.4 (Protection of Personal Data);
    - (ii) the FOIA requirements set out in Clause 27.3 (Transparency and Freedom of Information);
    - (iii) the obligation not to embarrass the Authority or otherwise bring the Authority into disrepute set out in Clause 28 (Publicity and Branding);
    - (iv) the keeping of records in respect of the goods and/or services being provided under the Key Sub-Contract, including the maintenance of Open Book Data; and
    - (v) the conduct of audits set out in Clause 18 (Records, Audit Access and Open Book Data);
  - (f) provisions enabling the Supplier to terminate the Key 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;
  - (g) a provision restricting the ability of the Key Sub-Contractor to Sub-Contract all or any part of the provision of the Services provided to the Supplier under the Key Sub-Contract without first seeking the written consent of the Authority;

## 25.2 Supply Chain Protection

- 25.2.1 The Supplier shall ensure that all Sub-Contracts contain a provision:
- (a) 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;
  - (b) 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;
  - (c) conferring a right to the Authority and any Contracting Authority with whom the Supplier has entered a Call Off Contract to publish the Supplier's compliance with its obligation to pay undisputed invoices within the specified payment period.
  - (d) giving the Supplier a right to terminate the Sub-Contract if the Sub-Contractor fails to comply in the performance of the Sub-Contract with legal obligations in the fields of environmental, social or labour law; and
  - (e) 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 this Clause 25.2.1.
- 25.2.2 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.
- 25.2.3 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.
- 25.2.4 Any invoices submitted by a Sub-Contractor to the Supplier 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.
- 25.2.5 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).

## 25.3 Termination of Sub-Contracts

- 25.3.1 The Authority may require the Supplier to terminate:
- (a) a Sub-Contract where:

- (i) 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 33.7 (Termination Without Cause); and/or
  - (ii) 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 Services or otherwise; and/or
- (b) a Key Sub-Contract where there is a Change of Control of the relevant Key Sub-contractor, unless:
- (i) the Authority has given its prior written consent to the particular Change of Control, which subsequently takes place as proposed; or
  - (ii) 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.

25.3.2 Where the Authority requires the Supplier to terminate a Sub-Contract or a Key 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 Services.

## 25.4 **Competitive Terms**

- 25.4.1 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 Services, then the Authority may:
- (a) 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
  - (b) 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.
- 25.4.2 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).
- 25.4.3 The Authority's right to enter into a direct agreement for the supply of the relevant items is subject to:

- (a) the Authority shall make the relevant item available to the Supplier where this is necessary for the Supplier to provide the Services; and
- (b) 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.

#### 25.5 Retention of Legal Obligations

25.5.1 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.

### **G. INTELLECTUAL PROPERTY AND INFORMATION**

#### **26. INTELLECTUAL PROPERTY RIGHTS**

##### **26.1 Allocation of title to IPR**

- 26.1.1 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.
- 26.1.2 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).
- 26.1.3 Subject to Clause 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 services without the other Party's prior written consent.
- 26.1.4 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 Services during the Framework Period and for no other purpose.

##### **26.2 IPR Indemnity**

- 26.2.1 The Supplier shall ensure and procure that the availability, provision and use of the Services and the performance of the Supplier's responsibilities and obligations hereunder shall not infringe any Intellectual Property Rights of any third party.
- 26.2.2 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.
- 26.2.3 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:

- (a) procure for the Authority the right to continue using the relevant item which is subject to the IPR Claim; or
- (b) replace or modify the relevant item with non-infringing substitutes provided that:
  - (i) the performance and functionality of the replaced or modified item is at least equivalent to the performance and functionality of the original item;
  - (ii) the replaced or modified item does not have an adverse effect on any other Services;
  - (iii) there is no additional cost to the Authority; and
  - (iv) the terms and conditions of this Framework Agreement shall apply to the replaced or modified Services.

26.2.4 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:

- (a) the Authority may terminate this Framework Agreement by written notice with immediate effect; and
- (b) 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.

## **27. PROVISION AND PROTECTION OF INFORMATION**

### **27.1 Provision of Management Information**

27.1.1 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).

27.1.2 The Supplier grants the Authority a non-exclusive, transferable, perpetual, irrevocable, royalty free licence to:

- (a) use and to share with any Other Contracting Authority and Relevant Person; and/or
- (b) 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 Contracts, monitoring public sector expenditure, identifying savings or potential savings and planning future procurement activity.

27.1.3 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.

27.1.4 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.

## 27.2 Confidentiality

27.2.1 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.

27.2.2 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:

- (a) 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
- (b) 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;
- (c) not use or exploit the Disclosing Party's Confidential Information in any way except for the purposes anticipated under this Framework Agreement; and
- (d) 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.

27.2.3 The Recipient shall be entitled to disclose the Confidential Information of the Disclosing Party where:

- (a) the Recipient is required to disclose the Confidential Information by Law, provided that Clause 27.3 (Transparency and Freedom of Information) shall apply to disclosures required under the FOIA or the EIRs;
- (b) the need for such disclosure arises out of or in connection with:
  - (i) any legal challenge or potential legal challenge against the Authority arising out of or in connection with this Framework Agreement;
  - (ii) 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
  - (iii) the conduct of a Central Government Body review in respect of this Framework Agreement; or

- (c) 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;
  - (d) such information was in the possession of the Disclosing Party without obligation of confidentiality prior to its disclosure by the information owner;
  - (e) such information was obtained from a third party without obligation of confidentiality;
  - (f) such information was already in the public domain at the time of disclosure otherwise than by a breach of this Framework Agreement or breach of a duty of confidentiality; and
  - (g) the information is independently developed without access to the Disclosing Party's Confidential Information.
- 27.2.4 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.
- 27.2.5 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:
- (a) Supplier Personnel who are directly involved in the provision of the Services and need to know the Confidential Information to enable the performance of the Supplier's obligations under this Framework Agreement; and
  - (b) its professional advisers for the purposes of obtaining advice in relation to this Framework Agreement.
- 27.2.6 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.
- 27.2.7 The Authority may disclose the Confidential Information of the Supplier:
- (a) 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;
  - (b) to the British Parliament and any committees of the British Parliament or if required by any British Parliamentary reporting requirement;
  - (c) to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;

- (d) 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;
- (e) on a confidential basis for the purpose of the exercise of its rights under this Framework Agreement; or
- (f) to a proposed transferee, assignee or novatee of, or successor in title to the Authority,
- (g) 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.

27.2.8 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 Contracts, 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 Contract) and the terms of any Call Off Contract may be shared with any Central Government Body or Other Contracting Authority from time to time.

27.2.9 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.

27.2.10 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.

### 27.3 **Transparency and Freedom of Information**

27.3.1 The Parties acknowledge that

- (a) the Transparency Reports; and
- (b) the content of this Framework Agreement, including any changes to this Framework Agreement agreed from time to time, except for –
  - (i) any information which is exempt from disclosure in accordance with the provisions of the FOIA, which shall be determined by the Authority; and
  - (ii) Commercially Sensitive Information;

(together the "Transparency Information") are not Confidential Information.

27.3.2 Notwithstanding any other provision of this Framework Agreement, the Supplier hereby gives its consent for the Authority to publish to the general

public the Transparency Information in its entirety (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted). The Authority shall, prior to publication, consult with the Supplier on the manner and format of publication and to inform its decision regarding any redactions but shall have the final decision in its absolute discretion.

- 27.3.3 The Supplier shall assist and co-operate with the Authority to enable the Authority to publish the Transparency Information, including the preparation of the Transparency Reports in accordance with Schedule 22 (Transparency Reports).
- 27.3.4 If the Authority believes that publication of any element of the Transparency Information would be contrary to the public interest, the Authority shall be entitled to exclude such information from publication. The Authority acknowledges that it would expect the public interest by default to be best served by publication of the Transparency Information in its entirety. Accordingly, the Authority acknowledges that it will only exclude Transparency Information from publication in exceptional circumstances and agrees that where it decides to exclude information from publication it will provide a clear explanation to the Supplier.
- 27.3.5 The Authority shall publish the Transparency Information in a format that assists the general public in understanding the relevance and completeness of the information being published to ensure the public obtain a fair view on how the Framework Agreement is being performed, having regard to the context of the wider commercial relationship with the Supplier.
- 27.3.6 The Supplier agrees that any Information it holds that is not included in the Transparency Reports but is reasonably relevant to or that arises from the provision of the Services shall be provided to the Authority on request unless the cost of doing so would exceed the appropriate limit prescribed under section 12 of the FOIA. The Authority may disclose such information under the FOIA and the EIRs and may (except for Commercially Sensitive Information, Confidential Information (subject to Clause 27.2.7(c)) and Open Book Data) publish such Information. The Supplier shall provide to the Authority within 5 working days (or such other period as the Authority may reasonably specify) any such Information requested by the Authority.
- 27.3.7 The Supplier acknowledges that the Authority is subject to the requirements of the FOIA and the EIRs. The Supplier shall:
  - (a) 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;
  - (b) 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;

- (c) provide the Authority with a copy of all Information held on behalf of 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
  - (d) not respond directly to a Request for Information addressed to the Authority unless authorised in writing to do so by the Authority.
- 27.3.8 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 EIRs.

#### 27.4 Protection of Personal Data

- 27.4.1 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.
- 27.4.2 The Supplier shall:
- (a) Process the Personal Data only in accordance with instructions from the Authority to perform its obligations under this Framework Agreement;
  - (b) 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;
  - (c) not disclose or transfer the Personal Data to any third party or Supplier Personnel unless necessary for the provision of the 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);
  - (d) 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:
    - (i) are aware of and comply with the Supplier's duties under this Clause 27.4.2 and Clause 27.2 (Confidentiality);

- (ii) 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
  - (iii) have undergone adequate training in the use, care, protection and handling of personal data (as defined in the DPA);
- (e) notify the Authority within five (5) Working Days if it receives:
- (i) 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;
  - (ii) any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data; or
  - (ii) 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;
- (f) 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 27.4.2(e), including by promptly providing:
- (i) the Authority with full details and copies of the complaint, communication or request;
  - (ii) 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
  - (iii) the Authority, on request by the Authority, with any Personal Data it holds in relation to a Data Subject; and
- (g) 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 27.4.2 and provide to the Authority copies of all documentation relevant to such compliance including, protocols, procedures, guidance, training and manuals.

27.4.3 The Supplier shall not Process or otherwise transfer any Personal Data in or to a Restricted Country. 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:

- (a) 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 27.4.3(b) to 27.4.3(d);
- (b) the Supplier shall set out in its proposal to the Authority for a Variation, details of the following:
  - (i) the Personal Data which will be transferred to and/or Processed in or to any Restricted Countries;
  - (ii) the Restricted Countries to which the Personal Data will be transferred and/or Processed; and
  - (iii) any Sub-Contractors or other third parties who will be Processing and/or receiving Personal Data in Restricted Countries;
  - (iv) 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;
- (c) 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
- (d) the Supplier shall comply with such other instructions and shall carry out such other actions as the Authority may notify in writing, including:
  - (i) 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
  - (ii) 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) a direct data processing agreement with the Authority on such terms as may be required by the Authority; or
    - (B) 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.

27.4.4 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.

## **28. PUBLICITY AND BRANDING**

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

28.1.1 make any press announcements or publicise this Framework Agreement in any way; or

28.1.2 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).

28.2 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 services of the other Party (including the Services) and each Party agrees not to conduct itself in such a way as to imply or express any such approval and/or endorsement.

28.3 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.

## **29. MARKETING**

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

29.2 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.

## **H. LIABILITY AND INSURANCE**

### **30. LIABILITY**

30.1 Neither Party excludes or limits its liability for:

- 30.1.1 death or personal injury caused by its negligence, or that of its employees, agents or Sub-Contractors (as applicable);
  - 30.1.2 bribery or Fraud by it or its employees; or
  - 30.1.3 any liability to the extent it cannot be excluded or limited by Law.
- 30.2 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.
- 30.3 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:
- 30.3.1 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, a sum equal to one hundred and twenty five percent (125%) of the Estimated Year 1 Management Charge;
  - 30.3.2 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, a sum equal to one hundred and twenty five percent (125%) of the Management Charge payable by the Supplier under this Framework Agreement in the previous Contract Year; and
  - 30.3.3 in relation to any Default or Authority Cause occurring in each Contract Year that commences after the end of the Framework Period, a sum equal to one hundred and twenty five percent (125%) of the Management Charge payable by the Supplier under this Framework Agreement in the last Contract Year commencing during the Framework Period;
- 30.4 Subject to Clause 30.1, neither Party shall be liable to the other Party for any:
- 30.4.1 indirect, special or consequential Loss;
  - 30.4.2 loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).
- 30.5 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:
- 30.5.1 any Management Charge or Default Management Charge which are due and payable to the Authority;
  - 30.5.2 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;
  - 30.5.3 any wasted expenditure or charges;

- 30.5.4 the additional cost of procuring Replacement Services for the remainder of the Framework Period, which shall include any incremental costs associated with such Replacement Services above those which would have been payable under this Framework Agreement;
  - 30.5.5 any compensation or interest paid to a third party by the Authority;
  - 30.5.6 any fine, penalty or costs incurred by the Authority pursuant to Law.
- 30.6 Each Party shall use all reasonable endeavours to mitigate any loss or damage suffered arising out of or in connection with this Framework Agreement.
- 30.7 Any Default Management Charge shall not be taken into consideration when calculating the Supplier's liability under Clause 30.3.
- 30.8 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 Contract and the Supplier's liability under a Call Off Contract shall be as provided for in that Call Off Contract only.

## **31. INSURANCE**

- 31.1 The Supplier shall effect and maintain insurances in relation to the performance of its obligations under this Framework Agreement and any Call Off Contract, 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).
- 31.2 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 Contracts.

## **I. REMEDIES**

### **32. AUTHORITY REMEDIES**

- 32.1 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:
- 32.1.1 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.
  - 32.1.2 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.

32.1.3 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.

32.1.4 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:

(a) fails to implement such requirements for improvement as set out in the Improvement Notice; and/or

(b) 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.

## **J. TERMINATION AND SUSPENSION**

### **33. AUTHORITY TERMINATION RIGHTS**

#### **33.1 Termination in Relation To Guarantee**

33.1.1 Where the Authority has procured a Framework Guarantee from the Supplier under Clause 8.1 (Guarantee), the Authority may terminate this Framework Agreement by issuing a Termination Notice to the Supplier where:

(a) the Framework Guarantor withdraws the Framework Guarantee for any reason whatsoever;

(b) the Framework Guarantor is in breach or anticipatory breach of the Framework Guarantee;

(c) an Insolvency Event occurs in respect of the Framework Guarantor;

(d) the Framework Guarantee becomes invalid or unenforceable for any reason whatsoever; or

(e) the Supplier fails to provide the documentation required by Clause 8.1 by the date so specified by the Authority;

and in each case the Framework Guarantee (as applicable) is not replaced by an alternative guarantee agreement acceptable to the Authority.

33.1.2 Where a Contracting Authority has procured a Call Off Guarantee from the Supplier under Clause 8.2 (Guarantee), the Authority may terminate this Framework Agreement by issuing a Termination Notice to the Supplier where:

(a) the Call Off Guarantor withdraws the Call Off Guarantee for any reason whatsoever;

(b) the Call Off Guarantor is in breach or anticipatory breach of the Call Off Guarantee;

- (c) an Insolvency Event occurs in respect of the Call Off Guarantor; or
- (d) the Call Off Guarantee becomes invalid or unenforceable for any reason whatsoever;
- (e) the Supplier fails to provide the documentation required by Clause 8.2 by the date so specified by the Contracting Authority;

and in each case the Call Off Guarantee (as applicable) is not replaced by an alternative guarantee agreement acceptable to the Contracting Authority and/or Authority.

### 33.2 Termination on Material Default

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

- (a) the Supplier, subject to paragraph 7.3, fails to accept a Call Off Contract pursuant to paragraph 7.2 of Framework Schedule 5 (Call Off Procedure);
- (b) a Contracting Authority terminates a Call Off Contract for the Supplier's breach of that Call Off Contract;
- (c) an Audit reveals that the Supplier has underpaid an amount equal to or greater than five per cent (5%) 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 whether the failures relate to the same or different KPI targets, in any rolling period of three (3) months;
- (g) the Authority expressly reserves the right to terminate this Framework Agreement for material Default including pursuant to:
  - (i) Clause 9.4 (Cyber Essentials Scheme Condition)
  - (ii) Clause 19.1.4(b)(ii) (Variation Procedure);
  - (iii) Clause 32.1.4 (Authority Remedies);
  - (iv) Clause 27.2.10 (Confidentiality);
  - (v) Clause 40.6.2 (Prevention of Fraud and Bribery);
  - (vi) Clause 36.1.2 (Compliance with the Law);
  - (vii) Clause 41.3 (Conflicts of Interest);
  - (viii) paragraph 6.2 of Framework Schedule 9 (Management Information); and/or
  - (ix) anywhere that is stated in this Framework Agreement that the Supplier by its act or omission will have committed a material Default;

- (h) the Supplier commits a material Default of any of the following Clauses or Framework Schedules:
  - (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 27.3 (Transparency and Freedom of Information);
  - (x) Clause 27.4 (Protection of Personal Data);
  - (xi) paragraph 1.2 of Part B of Framework Schedule 2 (Services and Key Performance Indicators);
  - (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;
- (j) the Supplier commits any material Default which is not, in the reasonable opinion of the Authority, capable of remedy; and/or
- (k) the Supplier commits a Default, including a material Default, which in the opinion of the Authority is remediable but 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, after issue of a written notice from the Authority to the Supplier specifying the remediable Default and requesting it to be remedied in accordance with any instructions of the Authority.

**33.3 NOT USED**

**33.4 Termination on Insolvency**

33.4.1 The Authority may terminate this Framework Agreement by issuing a Termination Notice to the Supplier where an Insolvency Event affecting the Supplier occurs.

**33.5 Termination on Change of Control**

33.5.1 The Supplier shall notify the Authority immediately in writing and as soon as the Supplier is aware (or ought reasonably to be aware) that it is anticipating, undergoing, undergoes or has undergone a Change of Control and provided such notification does not contravene any Law.

33.5.2 The Supplier shall ensure that any notification made pursuant to Clause 33.5.1 shall set out full details of the Change of Control including the circumstances suggesting and/or explaining the Change of Control.

33.5.3 The Authority may terminate this Framework Agreement under Clause 33.5 by issuing a Termination Notice to the Supplier within six (6) Months of:

- (a) being notified in writing that a Change of Control is anticipated 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 anticipated 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.

### **33.6 Termination for breach of Regulations**

33.6.1 The Authority may terminate this Framework Agreement by issuing a Termination Notice to the Supplier on the occurrence of any of the statutory provisos contained in Regulation 73 (1) (a) to (c).

### **33.7 Termination Without Cause**

33.7.1 The Authority shall have the right to terminate this Framework Agreement with effect from at any time following nine (9) Months after the Framework Commencement Date by giving at least three (3) Months' written notice to the Supplier.

### **33.8 Partial Termination**

33.8.1 Where the Authority has the right to terminate this Framework Agreement, the Authority is entitled to terminate all or part of this Framework Agreement pursuant to this Clause 33.8 provided always that, if the Authority elects to terminate this Framework Agreement in part, the parts of this Framework Agreement not terminated or suspended can, in the Authority's reasonable opinion, operate effectively to deliver the intended purpose of the surviving parts of this Framework Agreement.

33.8.2 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 on the provision of any other Services and the Framework Prices provided that:

- (a) the Supplier shall not be entitled to an increase in the Framework Prices in respect of the Services that have not been terminated if the partial termination arises due to the exercise of any of the Authority's termination rights under Clause 33 (Authority Termination Rights) with the exception of Clause 33.7 (Termination Without Cause); and
- (b) the Supplier shall not be entitled to reject the variation.

### **34. SUSPENSION OF SUPPLIER'S APPOINTMENT**

- 34.1 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 Contract during the period specified in the Authority's notice.
- 34.2 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.
- 34.3 The Parties acknowledge that suspension shall not affect the Supplier's obligation to perform any existing Call Off Contracts concluded prior to the suspension notice.
- 34.4 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.
- 34.5 For the avoidance of doubt, no period of suspension under this Clause 34 shall result in an extension of the Framework Period.

### **35. CONSEQUENCES OF EXPIRY OR TERMINATION**

- 35.1 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.
- 35.2 Termination or expiry of this Framework Agreement shall not cause any Call Off Contracts to terminate automatically. For the avoidance of doubt, all Call Off Contracts shall remain in force unless and until they are terminated or expire in accordance with the provisions of the Call Off Contract and the Supplier shall continue to pay any Management Charge due to the Authority in relation to such Call Off Contracts, notwithstanding the termination or expiry of this Framework Agreement.
- 35.3 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 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 services to the 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.
- 35.4 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).

35.5 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.

35.6 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:

35.6.1 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), 27.3 (Transparency and Freedom of Information), 27.4 (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

35.6.2 Framework Schedules 2 (Services and Key Performance Indicators), 3 (Framework Prices and Charging Structure), 7 (Key Sub-Contractors), 8 (Framework Management), 9 (Management Information), 10 (Annual Self Audit Certificate), 12 (Continuous Improvement and Benchmarking), 13 (Guarantee), 14 (Insurance Requirements), [ 15 (Staff Transfer)], 16 (Financial Distress), 17 (Commercially Sensitive Information) and 21 (Tender).

## **K. MISCELLANEOUS AND GOVERNING LAW**

### **36. COMPLIANCE**

#### **36.1 Compliance with Law**

36.1.1 The Supplier shall comply with all applicable Law in connection with the performance of this Framework Agreement.

36.1.2 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.

#### **36.2 Equality and Diversity**

36.2.1 The Supplier shall:

- (a) perform its obligations under this Framework Agreement (including those in relation to the provision of the or Services) in accordance with:

- (i) all applicable equality Law (whether in Protected Characteristics or otherwise), including, where appropriate, the Public Sector Equality Duty (PSED); and
  - (ii) 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;
- (b) 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).

36.2.2 Support the Contracting Authority in delivering a public estate, and associated services, which supports diversity and inclusion in line with the Equality Act, the Public Sector Equality Duty and any diversity and inclusion policy or strategy held by the Contracting Authority Government Property Unit, Homes and Communities Regulatory Framework, Government Property Agency, (GPA) (GPU) wide Civil Estate Coordination issues and GPU advice and guidance or other Policy which the Customer may advise.

### 36.3 **Modern Slavery and Labour Standards**

36.3.1 Comply, and procure and ensure that it's named Subcontractors comply with, the ILO Core Conventions and the requirements of the Modern Slavery Act where applicable.

### 36.4 **Energy Efficiency Directive**

36.4.1 In line with the requirements of Article 6 of the Energy Efficiency Directive Article 2012/27/EU (the EED) Central Government shall purchase only services and buildings with high- energy efficient performance.

36.4.2 Article 5 of the EED obliges public buildings to fulfil an exemplary role in energy efficiency.

36.4.3 The Supplier shall ensure that they take all appropriate action, in association with the delivery of the Service, to ensure the Customer complies with their obligations in association with Articles 5 and 6 of the EED.

### 36.5 **Official Secrets Act and Finance Act**

36.5.1 The Supplier shall comply with the provisions of:

- (a) the Official Secrets Acts 1911 to 1989; and
- (b) section 182 of the Finance Act 1989.

## **37. ASSIGNMENT AND NOVATION**

37.1 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.

37.2 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:

37.2.1 any Other Contracting Authority; or

37.2.2 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

37.2.3 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.

37.3 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.

37.4 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 33.4 (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 33.4 (Termination on Insolvency)) and to Supplier or the Framework Guarantor or Call Off Guarantor in the definition of Insolvency Event were references to the Transferee.

### **38. WAIVER AND CUMULATIVE REMEDIES**

38.1 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.

38.2 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.

### **39. RELATIONSHIP OF THE PARTIES**

39.1 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.

### **40. PREVENTION OF FRAUD AND BRIBERY**

40.1 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:

- 40.1.1 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
- 40.1.2 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.

40.2 The Supplier shall not during the Framework Period:

- 40.2.1 commit a Prohibited Act; and/or
- 40.2.2 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.

40.3 The Supplier shall during the Framework Period:

- 40.3.1 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;
- 40.3.2 require that its Sub-Contractors establish, maintain and enforce the policies and procedures referred to in Clause 40.3.1;
- 40.3.3 keep appropriate records of its compliance with its obligations under Clause 40.3.1 and make such records available to the Authority on request;
- 40.3.4 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 40.3 of all persons associated with the Supplier or its Sub-Contractors who are responsible for supplying the Services in connection with this Framework Agreement. The Supplier shall provide such supporting evidence of compliance as the Authority may reasonably request; and
- 40.3.5 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.

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

- 40.4.1 been subject to an investigation or prosecution which relates to an alleged Prohibited Act;
- 40.4.2 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

40.4.3 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.

40.5 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).

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

40.6.1 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

40.6.2 immediately terminate this Framework Agreement for material Default.

40.7 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).

#### **41. CONFLICTS OF INTEREST**

41.1 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 of Interest, or a potential Conflict of Interest.

41.2 A Conflict of Interest shall, or may, exist where:

41.2.1 the pecuniary or personal interests of the Supplier or the Supplier Personnel conflict with the duties owed to the Authority or Other Contracting Authorities under the provisions of this Framework Agreement or any Call Off Contract;

41.2.2 a situation arises, or may arise, pursuant to regulations 24(2) and (3) of the Regulations; or

41.2.3 the Supplier shall, or may, be placed in a commercially advantageous position over its Competitors as a result of the participation by the Supplier, or any member of the Supplier's Group of Companies, on a framework agreement identified in paragraph 6.1.1 of Schedule 2 (Services and Key Performance Indicators).

41.3 The Supplier shall promptly notify and provide full particulars to the Authority or the relevant Other Contracting Authority if such Conflict of Interest referred to in Clause 41.1 arises or may reasonably be foreseen as arising, whether as a result of a Further Competition or otherwise.

41.4 The Supplier shall follow any reasonable instructions of the Authority or the relevant Other Contracting Authority to mitigate the actual or potential Conflict of Interest.

41.5 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;

41.5.1 there is, or may be, a Conflict of Interest in the circumstances under Clause 41.2.1; or

41.5.2 the Supplier is unable to remedy the actual or potential Conflict of Interest; or

41.5.3 the Supplier fails to comply with the any reasonable instructions of the Authority or Other Contracting Authorities to address a Conflict of Interest.

41.6 The action of the Authority pursuant to Clause 41.5 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Authority.

## **42. SEVERANCE**

42.1 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.

42.2 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.

42.3 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.

## **43. FURTHER ASSURANCES**

43.1 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.

## **44. ENTIRE AGREEMENT**

44.1 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.

44.2 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.

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

#### **45. THIRD PARTY RIGHTS**

45.1 The provisions of:

45.1.1 Clauses: 4 (Scope of Framework Agreement), 5 (Call Off Procedure), 6 (Assistance in Related Procurements), 7 (Representations and Warranties), 8 (Guarantee), 16 (Call Off Performance Under Framework Agreement Performance), 18 (Records, Audit Access and Open Book Data), 27.4 (Protection of Personal Data), 31 (Insurance), 36.2 (Equality and Diversity) and 45 (Third Party Rights); and

45.1.2 Framework Schedules 3 (Framework Prices and Charging Structure), 5 (Call Off Procedure), 13 (Guarantee), 14 (Insurance Requirements), and 21 (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.

45.2 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.

45.3 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.

45.4 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.

45.5 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.

#### **46. NOTICES**

46.1 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".

46.2 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

46.3 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™ 1<sup>st</sup> 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:

46.3.1 any Termination Notice under Clause 33 (Authority Termination Rights), including in respect of partial termination;

46.3.2 any notice in respect of:

- (a) Suspension of Supplier's appointment (Clause 34)
- (b) Waiver (Clause 38);
- (c) Default or Authority Cause; and

46.3.3 any Dispute Notice.

46.4 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.

46.5 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)).

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

46.6.1 For the Authority:

**Crown Commercial Service**

9th Floor  
The Capital  
Old Hall Street  
Liverpool  
L3 9PP

For the attention of: Framework Manager RM3816

46.6.2 For the Supplier: [*Supplier name*]

Address: [*Supplier address*]

For the attention of: [*See attached Spreadsheet for Supplier Contact details*]

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

46.8 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)

#### **47. COMPLAINTS HANDLING**

47.1 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.

47.2 Without prejudice to any rights and remedies that a complainant may have at Law (including under this Framework Agreement and/or a Call Off Contract), 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 Contract, 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.

47.3 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.

#### **48. DISPUTE RESOLUTION**

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

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

#### **49. GOVERNING LAW AND JURISDICTION**

49.1 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.

49.2 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.

**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:

<b>"Admin Fees"</b>	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: <a href="http://CCS.cabinetoffice.gov.uk/i-am-supplier/management-information/admin-fees">http://CCS.cabinetoffice.gov.uk/i-am-supplier/management-information/admin-fees</a> ;
<b>"Affiliates"</b>	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;
<b>"Apprenticeship"</b>	An apprenticeship is a real job with training which allows apprentices to earn while they learn, whilst gaining a nationally recognised qualification. There are various levels of apprenticeship with equivalent educational levels. All apprenticeships will include elements of on the job and off the job training leading to industry recognised standards or qualifications. Some apprenticeships will require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role. More information on apprenticeships can be found on <a href="http://gov.uk">.gov.uk</a>
<b>"Approval"</b>	means the prior written consent of the Authority and <b>"Approve"</b> and <b>"Approved"</b> shall be construed accordingly;
<b>"Audit"</b>	means an audit carried out pursuant to Clause 18 (Records, Audit Access and Open Book Data);
<b>"Audit Report"</b>	means a report summarising the testing completed and the actions arising following an Audit;
<b>"Auditor"</b>	means the Authority, and/or Other Contracting Authority who is a party to a Call Off Contract, and/or the National Audit Office and/or any auditor appointed by the Audit Commission, and /or the representatives of any of them;
<b>"Authority"</b>	means <b>THE MINISTER FOR THE CABINET OFFICE ("Cabinet Office")</b> 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 and Aviation House, 125 Kingsway, London WC2B 6NH and Rosebery Court, St Andrews Business Park, Thorpe St Andrews, Norwich NR7 0HS;
<b>"Authority Cause"</b>	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;
<b>"Authority Personal Data"</b>	means any Personal Data supplied for the purposes of or in connection with this Framework Agreement by the Authority to the Supplier;
<b>"Authority Representative"</b>	means the representative appointed by the Authority from time to time in relation to this Framework Agreement;
<b>"Authority's Confidential Information"</b>	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;
<b>"Branding Guidance"</b>	means the Authority's guidance in relation to the use of branding available at <a href="http://gcloud.civilservice.gov.uk/files/2012/10/supplier-guides-April-2012.pdf">http://gcloud.civilservice.gov.uk/files/2012/10/supplier-guides-April-2012.pdf</a>
<b>"Cabinet Office Controls Process"</b>	means the process Cabinet Office Controls Process as published by the Cabinet Office ( <a href="https://www.gov.uk/government/publications/cabinet-office-controls">https://www.gov.uk/government/publications/cabinet-office-controls</a> )
<b>"Call Off Contract"</b>	means a legally binding agreement (entered into pursuant to the provisions of this Framework Agreement) for the provision of the Services made between a Contracting Authority and the Supplier pursuant to Framework Schedule 5 (Call Off Procedure);
<b>"Call Off Guarantee"</b>	means a deed of guarantee in favour of a Contracting Authority in the form set out in Framework Schedule 13 (Guarantee) and granted pursuant to Clause 4 of the Template Call Off terms;
<b>"Call Off Guarantor"</b>	means the person acceptable to a Contracting Authority to give a Call Off Guarantee;
<b>"Call Off Procedure"</b>	means the process for awarding a Call Off Contract pursuant to Clause 5 (Call Off Procedure) and Framework Schedule 5 (Call Off Procedure);
<b>"CEDR"</b>	means the Centre for Effective Dispute Resolution;
<b>"Central Government Body"</b>	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: <ul style="list-style-type: none"> <li>a) Government Department;</li> </ul>

	<ul style="list-style-type: none"> <li>b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);</li> <li>c) Non-Ministerial Department; or</li> <li>d) Executive Agency;</li> </ul>
<b>"Change in Law"</b>	means any change in Law which impacts on the supply of the Services and performance of the Template Call Off Terms which comes into force after the Framework Commencement Date;
<b>"Change of Control"</b>	means a change of control within the meaning of Section 450 of the Corporation Tax Act 2010;
<b>"Charges"</b>	means the charges raised under or in connection with a Call Off Contract from time to time, which Charges shall be calculated in a manner which is consistent with the Charging Structure;
<b>"Charging Structure"</b>	means the structure to be used in the establishment of the charging model which is applicable to each Call Off Contract, which structure is set out in Framework Schedule 3 (Framework Prices and Charging Structure);
<b>"Commercially Sensitive Information"</b>	<p>means the Confidential Information listed in Framework Schedule 17 (Commercially Sensitive Information) (if any) comprising of commercially sensitive information relating to: -</p> <ul style="list-style-type: none"> <li>(a) the pricing of the Services;</li> <li>(b) details of the Supplier's IPR;</li> <li>(c) the Supplier's business and investment plans; and/or</li> <li>(d) the Supplier's trade secrets;</li> </ul> <p>a) 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;</p>
<b>"Comparable Supply"</b>	means the supply of Services to another customer of the Supplier that are the same or similar to the Services;
<b>"Competitor"</b>	means any organisation which is a party to any framework agreement identified in paragraph 6.1.1 of Schedule 2 (Services and Key Performance Indicators);
<b>"Complaint"</b>	means any formal written complaint raised by a Contracting Authority in relation to the performance of this Framework Agreement or any Call Off Contract in accordance with Clause 47 (Complaints Handling);
<b>"Confidential Information"</b>	means the Authority's Confidential Information and/or the Supplier's Confidential Information, as the context requires;
<b>"Conflict of Interest"</b>	shall have the meaning set out paragraph 41.2

<b>"Continuous Improvement Plan"</b>	means a plan for improving the provision of the Services and/or reducing the Charges produced by the Supplier pursuant to Framework Schedule 12 (Continuous Improvement and Benchmarking);
<b>"Contract Year"</b>	means a consecutive period of twelve (12) Months commencing on the Framework Commencement Date or each anniversary thereof;
<b>"Contracting Authorities"</b>	means the bodies listed in the OJEU Notice and <b>"Contracting Authority"</b> shall be construed accordingly;
<b>"Control"</b>	means control in either of the senses defined in sections 450 and 1124 of the Corporation Tax Act 2010 and <b>"Controlled"</b> shall be construed accordingly;
<b>"Costs"</b>	<p>means the following costs (without double recovery) to the extent that they are reasonably and properly incurred by the Supplier in providing the Services:</p> <ul style="list-style-type: none"> <li>a) the cost to the Supplier or the Key Sub-Contractor (as the context requires), calculated per Man Day, of engaging the Supplier Personnel, including: <ul style="list-style-type: none"> <li>i) base salary paid to the Supplier Personnel;</li> <li>ii) employer's national insurance contributions;</li> <li>iii) Apprenticeship Levy;</li> <li>iv) pension contributions;</li> <li>v) car allowances;</li> <li>vi) any other contractual employment benefits;</li> <li>vii) staff training;</li> <li>viii) work place accommodation;</li> <li>ix) work place IT equipment and tools reasonably necessary to provide the Services (but not including items included within limb (b) below); and</li> <li>x) reasonable recruitment costs, as agreed with the Contracting Authorities under any Call Off Contracts;</li> </ul> </li> <li>b) 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</li> </ul>

in any Supplier Asset is not held by the Supplier) any cost actually incurred by the Supplier in respect of those Supplier Assets;

- c) 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 Services;

but excluding:

- i) Overhead;
- ii) financing or similar costs;
- iii) 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 Contracts whether in relation to Supplier Assets or otherwise;
- iv) taxation;
- v) fines and penalties;
- vi) amounts payable under the benchmarking provisions of Framework Schedule 12 (Continuous Improvement and Benchmarking); and
- vii) non-cash items (including depreciation, amortisation, impairments and movements in provisions);

**"CPI"** means the **Consumer Prices Index** as published by the Office of National Statistics (<http://www.statistics.gov.uk/instantfigures.asp>);

**"Crown"** 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"** means any department, office or executive agency of the Crown;

**"CRTPA"** means the Contracts (Rights of Third Parties) Act 1999;

**"Cyber Essentials Scheme"** 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:

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>;

<b>“Cyber Essentials Scheme Basic Certificate”</b>	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;
<b>“Cyber Essentials Scheme Data”</b>	means sensitive and personal information and other relevant information as referred to in the Cyber Essentials Scheme;
<b>“Cyber Essentials Scheme Plus Certificate”</b>	means the certification awarded on the basis of external testing by an independent certification body of the Supplier’s cyber security approach under the Cyber Essentials Scheme and is a more advanced level of assurance;
<b>"Data Controller"</b>	has the meaning given to it in the Data Protection Act 1998, as amended from time to time;
<b>"Data Processor"</b>	has the meaning given to it in the Data Protection Act 1998, as amended from time to time;
<b>"Data Protection Legislation or “DPA”"</b>	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;
<b>"Data Subject"</b>	has the meaning given to it in the Data Protection Act 1998, as amended from time to time;
<b>"Data Subject Access Request"</b>	means a request made by a Data Subject in accordance with rights granted pursuant to the DPA to access his or her Personal Data;
<b>"Default"</b>	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;
<b>"Default Management Charge"</b>	has the meaning given to it in paragraph 6.2 of Framework Schedule 9 (Management Information);
<b>“Disclosing Party”</b>	means a Party which discloses or makes available directly or indirectly its Confidential Information to the Recipient;

<b>"Direct Award Criteria"</b>	means the award criteria to be applied for the direct award of Call Off Contracts for Services set out in Part A of Framework Schedule 6 (Award Criteria);
<b>"Dispute"</b>	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 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;
<b>"Dispute Notice"</b>	means a written notice served by one Party on the other stating that the Party serving the notice believes that there is a Dispute;
<b>"Dispute Resolution Procedure"</b>	means the dispute resolution procedure set out in Framework Schedule 18 (Dispute Resolution);
<b>"DOTAS"</b>	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;
<b>"DPA"</b>	means the Data Protection Act 1998 as amended from time to time;
<b>"Due Diligence Information"</b>	means any information supplied to the Supplier by or on behalf of the Authority prior to the Framework Commencement Date;
<b>"Environmental Information Regulations or EIRs"</b>	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;
<b>"e-PMIS"</b>	Electronic Property Information Mapping Service
<b>"Equality Act"</b>	Equality Act 2010 as amended from time to time
<b>"Equivalent Services"</b>	means services which the Supplier can supply which are the same or similar to the Services;
<b>"Financial Distress Event"</b>	means the occurrence or one or more of the events listed in paragraph 3 of Schedule 16 (Financial Distress);
<b>"FOIA"</b>	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;
<b>"Framework"</b>	means the framework arrangements established by the Authority for the provision of the Services to Contracting Authorities by suppliers (including the Supplier) pursuant to the OJEU Notice;
<b>"Framework Agreement"</b>	means this agreement consisting of the Clauses together with the Framework Schedules and any appendices and annexes to the same;
<b>"Framework Commencement Date"</b>	means <b>18/07/2017</b> ;
<b>"Framework Guarantee"</b>	means a deed of guarantee in favour of the Authority in the form set out in Framework Schedule 13 (Framework Guarantee) granted pursuant to Clause 8 (Guarantee);
<b>"Framework Guarantor"</b>	means any person acceptable to the Authority to give a Framework Guarantee;
<b>"Framework Period"</b>	means the period from the Framework Commencement Date until the expiry or earlier termination of this Framework Agreement;
<b>"Framework Price(s)"</b>	means the price(s) applicable to the provision of the Services set out in Framework Schedule 3 (Framework Prices and Charging Structure);
<b>"Framework Schedules"</b>	means the schedules to this Framework Agreement;
<b>"Framework Suppliers"</b>	means the suppliers (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;
<b>"Fraud"</b>	means any offence under any Laws creating offences in respect of fraudulent acts (including the Misrepresentation Act 1967) or at common law in respect of fraudulent acts including acts of forgery;
<b>"Further Competition Award Criteria"</b>	means the award criteria set out in Part B of Framework Schedule 6 (Award Criteria);
<b>"Further Competition Procedure"</b>	means the further competition procedure described in paragraph 3 of Framework Schedule 5 (Call Off Procedure);
<b>"General Anti-Abuse Rule"</b>	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;

<b>"General Change in Law"</b>	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;
<b>"Good Industry Practice"</b>	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;
<b>"Government"</b>	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;
<b>"Government Hubs"</b>	means the <a href="#">Government Hubs Programme</a> , run by the GPU, making innovations to the central government's estate by accommodating staff in shared regional hubs and supporting office estates.
<b>"Government Property Unit Strategy"</b>	means the Government Property Unit (GPU) Strategy for the public estate as updated from time to time. The 2014 strategy may be found <a href="#">here</a>
<b>"Group of Companies"</b>	shall have the meaning given to it in section 42(1) of the Landlord and Tenant Act 1954;
<b>"GPU"</b>	means the Government Property Unit, or its successor. Details may be found here <a href="https://www.gov.uk/government/groups/government-property-unit-gpu">https://www.gov.uk/government/groups/government-property-unit-gpu</a>
<b>"Halifax Abuse Principle"</b>	means the principle explained in the CJEU Case C-255/02 Halifax and others;
<b>"Holding Company"</b>	has the meaning given to it in section 1159 of the Companies Act 2006;
<b>"Homes and Communities Agency Regulatory Framework"</b>	The Homes and Communities Regulatory Framework are the requirements that registered providers of social housing must meet. The new Regulatory Framework for social housing in England from 2012 implements the amendments to the Housing and Regeneration Act 2008 introduced by the Localism Act 2011, and the Secretary of State's directions on specific standards for the Regulator. The version current at time of writing is here <a href="https://www.gov.uk/government/collections/regulatory-framework-requirements">https://www.gov.uk/government/collections/regulatory-framework-requirements</a>

The regulatory framework for social housing in England from the 1 April 2015 is made up of:

regulatory requirements – what registered providers need to comply with

codes of practice – a [code of practice](#) can amplify any economic standard to assist registered providers in understanding how compliance might be achieved

regulatory guidance – this provides further explanatory information on the regulatory requirements and includes how the regulator will carry out its role of regulating the requirements

**"Improvement Notice"**

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 Services;

**"Improvement Plan"**

means the plan required by the Authority from the Supplier which shall detail how the Supplier will improve the provision of the Services pursuant to Clause 32.1.1 (Authority Remedies);

**"Information"**

has the meaning given under section 84 of the Freedom of Information Act 2000 as amended from time to time;

**"Insolvency Event"**

means, in respect of the Supplier or Framework Guarantor or Call Off Guarantor (as applicable):

- a) 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
- b) 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
- c) 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
- d) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or
- e) 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

- f) it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986; or
- g) 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
- h) where the Supplier or Framework Guarantor 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
- i) 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"**

means:

- a) 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;
- b) 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
- c) all other rights having equivalent or similar effect in any country or jurisdiction;

**"Invitation to Tender" or "ITT"**

has the meaning given to it in Recital C to this Framework Agreement;

**"IPR Claim"**

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"**

means the performance measurements and targets set out in Part B of Framework Schedule 2 (Services and Key Performance Indicators);

**"Key Sub-Contract"**

means each Sub-Contract with a Key Sub-Contractor;

**"Key Sub-Contractor"**

means any Sub-Contractor which is listed in Framework Schedule 7 (Key Sub-Contractors), that in the opinion of the Authority,

	performs (or would perform if appointed) a critical role in the provision of all or any part of the Services;
<b>"Know-How"</b>	means all ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the Services but excluding know-how already in the other Party's possession before the Framework Commencement Date;
<b>"KPI Target"</b>	means the acceptable performance level for a KPI as set out in relation to each KPI;
<b>"Law"</b>	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;
<b>"Legacy Services"</b>	means services similar to the New Services and/or services which interface with or are intended to interface with or be replaced by the New Services;
<b>"Losses"</b>	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 <b>"Loss"</b> shall be interpreted accordingly;
<b>"Lot"</b>	means the number of lots specified in Framework Schedule 2 (Services and Key Performance Indicators) and "Lots" shall be construed accordingly;
<b>"Management Charge"</b>	means the sum payable by the Supplier to the Authority being an amount equal to 1 per cent (1%) of all Charges for the 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 Contracts entered pursuant to this Framework Agreement;
<b>"Management Information" or "MI"</b>	means the management information specified in Framework Schedule 9 (Management Information);
<b>"Man Day"</b>	means 7.5 Man Hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day;
<b>"Man Hours"</b>	means the hours spent by the Supplier Personnel properly working on the provision of the Services including time spent

	travelling (other than to and from the Supplier's offices, or to and from the Sites) but excluding lunch breaks;
<b>"Ministry of Justice Code"</b>	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;
<b>"MI Default"</b>	has the meaning given to it in paragraph 6.1 of Framework Schedule 9 (Management Information);
<b>"MI Failure"</b>	means when an MI report: <ul style="list-style-type: none"> <li>a) contains any material errors or material omissions or a missing mandatory field; or</li> <li>b) is submitted using an incorrect MI reporting Template; or</li> <li>c) is not submitted by the reporting date(including where a Nil Return should have been filed);</li> </ul>
<b>"MI Report"</b>	means a report containing Management Information submitted to the Authority in accordance with Framework Schedule 9 (Management Information);
<b>"MI Reporting Template"</b>	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;
<b>"MISO"</b>	means 'Management Information System Online'. An online portal located at <a href="https://miso.ccs.cabinetoffice.gov.uk">https://miso.ccs.cabinetoffice.gov.uk</a> provided by the Authority for collection and receipt of Management Information;
<b>"Month"</b>	means a calendar month and <b>"Monthly"</b> shall be interpreted accordingly;
<b>"New Services"</b>	means services which a Contracting Authority wishes to procure from a third party which are the same or similar to the Services;
<b>"Nil Return"</b>	has the meaning given to it in paragraph 3.3 of Framework Schedule 9 (Management Information);
<b>"Occasion of Tax Non-Compliance"</b>	means where: <ul style="list-style-type: none"> <li>a) 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: <ul style="list-style-type: none"> <li>i) 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;</li> </ul> </li> </ul>

- ii) 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
- b) 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"**

has the meaning given to it in Recital A to this Framework Agreement;

**"One Public Estate programme"**

The One Public Estate Programme strategy. One Public Estate is a rolling national programme jointly run by the Cabinet Office [Government Property Unit](#) and the [Local Government Association \(LGA\)](#).

It supports joint working across central and local government to release land and property and boost economic growth, regeneration and integrated public services.

It encourages public sector partners to share buildings, transform services, reduce running costs, and release surplus and under-used land for development.

**"Open Book Data"**

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 Contracts, including details and all assumptions relating to:

- a) the Supplier's Costs broken down against each Service and/or deliverable, including actual capital expenditure (including capital replacement costs) and the unit cost and total actual costs of all services;
- b) operating expenditure relating to the provision of the Services including an analysis showing:
  - i) the Day Rate and quantity of Services and bought-in and services;
  - ii) 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;

- iii) a list of Costs underpinning those rates for each manpower grade, being the agreed rate less the Supplier Profit Margin; and
- c) Overheads;
- d) all interest, expenses and any other third party financing costs incurred in relation to the provision of the Services;
- e) the Supplier Profit achieved over the Framework Period and term of any Call Off Contracts and on an annual basis;
- f) 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;
- g) an explanation of the type and value of risk and contingencies associated with the provision of the Services, including the amount of money attributed to each risk and/or contingency; and
- h) the actual Costs profile for each Service Period under any Call Off Contracts;

<b>"Order"</b>	means an order for the provision of the Services placed by a Contracting Authority with the Supplier under a Call Off Contract;
<b>"Other Contracting Authorities"</b>	means all Contracting Authorities except the Authority and <b>"Other Contracting Authority"</b> shall be construed accordingly;
<b>"Overhead"</b>	means those amounts which are intended to recover a proportion of the Supplier's or the Key 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";
<b>"Party"</b>	means the Authority or the Supplier and <b>"Parties"</b> shall mean both of them;
<b>"Personal Data"</b>	has the meaning given to it in the Data Protection Act 1998 as amended from time to time;
<b>"Processing"</b>	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 <b>"Process"</b> and <b>"Processed"</b> shall be interpreted accordingly;
<b>"Procurement Managed Services"</b>	means the Services listed within paragraph 6.1.2 of Schedule 2 (Services and Key Performance Indicators);

<b>"Prohibited Act"</b>	<p>means any of the following:</p> <ul style="list-style-type: none"> <li>a) to directly or indirectly offer, promise or give any person working for or engaged by a Contracting Authority or any other public body a financial or other advantage to: <ul style="list-style-type: none"> <li>i) induce that person to perform improperly a relevant function or activity; or</li> <li>ii) reward that person for improper performance of a relevant function or activity;</li> </ul> </li> <li>b) 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</li> <li>c) committing any offence: <ul style="list-style-type: none"> <li>i) under the Bribery Act 2010 (or any legislation repealed or revoked by such Act); or</li> <li>ii) under legislation or common law concerning fraudulent acts; or</li> <li>iii) defrauding, attempting to defraud or conspiring to defraud a Contracting Authority or other public body; or</li> <li>iv) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct had been carried out in the UK;</li> </ul> </li> </ul>
<b>"Property"</b>	<p>means any office, industrial or retail unit, residential property or land within the Contracting Authorities portfolio</p>
<b>"Protected Characteristics"</b>	<p>Protected characteristics are defined in Section 4 of the Equality Act 2010 as amended. They are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race (ethnic origins, national origins, colour and nationality); religion or belief (including lack of belief); sex and sexual orientation</p>
<b>"Recipient"</b>	<p>mean the Party which receives or obtains directly or indirectly Confidential Information from the Disclosing Party;</p>
<b>"Regulations"</b>	<p>means the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 and/or the Procurement (Scotland) Regulations 2016 as replaced or amended from time to time;</p>

<b>"Relevant Person"</b>	means any employee, agent, servant, or representative of the Authority, or of any Other Contracting Authority or other public body;
<b>"Relevant Requirements"</b>	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;
<b>"Relevant Supplier"</b>	means a third party bidding to provide New Services;
<b>"Relevant Tax Authority"</b>	means HMRC, or, if applicable, the tax authority in the jurisdiction in which the Supplier is established;
<b>"Replacement Services"</b>	means services which are substantially similar to any of the Services and which are received in substitution for the Services following the expiry or termination of this Framework Agreement;
<b>"Replacement Supplier"</b>	means any third party provider of Replacement Services appointed by or at the direction of the Authority from time to time;
<b>"Reporting Date"</b>	means the 7th 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;
<b>"Request for Information"</b>	means a request for information relating to this Framework Agreement or the provision of the Services or an apparent request for such information under the FOIA or the EIRs;
<b>"Restricted Countries"</b>	means a 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;
<b>"Self Audit Certificate"</b>	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);
<b>"Service Period"</b>	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 Contract between that Contracting Authority and the Supplier;
<b>"Services"</b>	means the services described in Framework Schedule 2 (Services and Key Performance Indicators) which the Supplier shall make available to Contracting Authorities;
<b>" Services Requirements"</b>	means the requirements of the Authority or any other Contracting Authority (as appropriate) for the Services from time to time;

<b>“SME”</b>	means Small to Medium Sized Enterprise. Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the Recommendation <u>2003/361/EC</u> regarding the SME definition. The thresholds and other criteria, together with all legislative documents and a simple guide, can be found <u>here</u>
<b>“Social Value”</b>	Social value as described in the <u>Public Services (Social Value) Act 2012</u> as amended from time to time. Environmental, social and economic benefits associated with, relevant and proportionate to, the subject matter of the contract and accruing to the area in which the procuring body is operating.
<b>“Social Value Legislation”</b>	The <u>Public Services (Social Value) Act 2012</u> , the <u>Well Being of Future Generations (Wales) Act 2015</u> and the <u>Procurement Reform (Scotland) Act 2014</u> as amended from time to time
<b>"Specific Change in Law"</b>	means a Change in Law that relates specifically to the business of the Authority and which would not affect a Comparable Supply;
<b>"Standards"</b>	means: <ul style="list-style-type: none"> <li>a) 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;</li> <li>b) any standards detailed in the specification in Framework Schedule 2 (Services and Key Performance Indicators);</li> <li>c) any Standards detailed by a Contracting Authority in a Call Off Contract following a Further Competition Procedure;</li> <li>d) any relevant Government codes of practice and guidance applicable from time to time.</li> </ul>
<b>"Statement of Requirements"</b>	means a statement issued by the Authority or any Other Contracting Authority detailing its Services Requirements issued in accordance with the Call Off Procedure;
<b>"Sub-Contract"</b>	means any contract or agreement (or proposed contract or agreement) to which a third party: <ul style="list-style-type: none"> <li>(a) provides the Services (or any part of them);</li> <li>(b) provides facilities or services necessary for the provision of the Services (or any part of them); and/or</li> <li>(c) is responsible for the management, direction or control of the provision of the Services (or any part of them);</li> </ul>

<b>"Sub-Contractor"</b>	means any person other than the Supplier who is a party to a Sub-Contract and the servants or agents of that person;
<b>"Supplier"</b>	means the person, firm or company stated in the preamble to this Framework Agreement;
<b>"Supplier Action Plan"</b>	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;
<b>"Supplier Personnel"</b>	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Sub-Contractor engaged in the performance of its obligations under this Framework Agreement or any Call Off Contracts; Call Off Contract
<b>"Supplier Profit"</b>	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 Contracts for the relevant period;
<b>"Supplier Profit Margin"</b>	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 Contracts and expressed as a percentage;
<b>"Supplier Representative"</b>	means the representative appointed by the Supplier from time to time in relation to this Framework Agreement;
<b>"Supplier's Confidential Information"</b>	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;
<b>"Supported Businesses"</b>	Means a business in which the primary aim is the social and professional integration of disabled or disadvantaged persons. At least 30 per cent of the employees of those businesses should be disabled or disadvantaged. The precise proportion of staff may fluctuate over time. Reference should be made to <a href="#">EU Directive 2014/24/EU</a> , recital 36, for what may be considered as disadvantaged. Further guidance on Supported Businesses may be found <a href="#">here</a> .
<b>"Template Call Off Terms"</b>	means the template terms and conditions in Annex 2 to Framework Schedule 4 (Template Order Form and Template Call Off terms);
<b>"Template Order Form"</b>	means the template form in Annex 1 to Framework Schedule 4 (Template Order Form and Template Call Off terms);

<b>"Tender"</b>	means the tender submitted by the Supplier to the Authority, a copy of which is annexed or referred to in Framework Schedule 21 (Tender);
<b>"Termination Notice"</b>	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;
<b>"Transparency Reports"</b>	means the information relating to the Services and performance of this Framework Agreement which the Supplier is required to provide to the Authority in accordance with the reporting requirements in Framework Schedule 22;
<b>"TUPE"</b>	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;
<b>"Variation"</b>	has the meaning given to it in Clause 19.1.1 (Variation Procedure);
<b>"Variation Form"</b>	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);
<b>"Variation Procedure"</b>	means the procedure for carrying out a Variation as set out in Clause 19.1 (Variation Procedure);
<b>"VAT"</b>	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
<b>"VCSE"</b>	means Voluntary, Community and Social Enterprise organisations. These include small local community and voluntary groups, registered charities both large and small, foundations, trusts and the growing number of social enterprises and co- operatives. These may also be referred to as third sector organisations or civil society organisations.
<b>"Vertical Real Estate (VRE)"</b>	Real estate comprising space on or above a building, mast or structure that may be used for antennas, solar panels or other appliances together with surfaces of the building, mast or structure that may be used for signage, advertising and other purposes along with those services needed to support the commercial exploitation of such spaces and surfaces
<b>"Working Days"</b>	means any day other than a Saturday, Sunday or public holiday in England and Wales.

## FRAMEWORK SCHEDULE 2: SERVICES AND KEY PERFORMANCE INDICATORS

### PART A – SERVICES

#### 1. GENERAL

- 1.1 The purpose of this Part A of Framework Schedule 2 (Services and Key Performance Indicators) is to lay down the characteristics of the Services that the Supplier will be required to make available to all Contracting Authorities under this Framework Agreement (including, if applicable, in each Lot) together with any specific Standards applicable to the Services.
- 1.2 The Services and any Standards set out in paragraph 2.3 below may be refined (to the extent permitted and set out in Framework Schedule 5 (Call Off Procedure)) by a Contracting Authority during a Further Competition Procedure to reflect its Service Requirements for entering a particular Call Off Agreement.

#### 2. SPECIFICATION

##### 2.1 Summary

- 2.1.1 The Supplier shall be required to supply Services to Contracting Authorities including but not limited to:
- (a) Professional management, advice guidance, negotiation and assistance on land, property and estates issues, in respect of the relevant Lot(s);
  - (b) Conforming to the Charging Structure;
  - (c) Undertaking any billing requirements;
  - (d) Undertaking to meet all Contracting Authority requirements;
  - (e) Providing a support function to deal with Contracting Authority enquiries and issues;
  - (f) Complying with any KPIs and any service levels and any reporting requirements;
  - (g) Providing a dedicated account manager to manage the relationship between the Authority and the Supplier under this Framework Agreement, to resolve any issues arising from this Framework Agreement and to implement any improvements/innovations during the Framework Period;
  - (h) Complying with the Authority's Management Information requirements as detailed in Schedule 9 of Attachment 4 Framework Agreement.

##### 2.2 Lot Structure

- 2.2.1 The Services covered are divided into the following Lots:
- (a) **Lot 1 National** – The Supplier shall deliver all mandatory services, including but not limited to professional management, workplace planning and space optimisation including but not limited to demand assessment and capacity testing; advice, guidance, negotiation and assistance on property and estates issues, on a national basis. As an

optional service Suppliers can provide any number of the Services within this Lot at locations outside of the UK (international delivery).

- (b) **Lot 2 Regional Panels** – There are Services that are mandatory or optional and Suppliers shall deliver Services, including but not limited to professional management, advice, guidance, negotiation and assistance on property and estates issues, on a regional basis.
  - (i) Regional Panel 2A – East Anglia
  - (ii) Regional Panel 2B – East & West Midlands
  - (iii) Regional Panel 2C – London & South East England
  - (iv) Regional Panel 2D – North East England
  - (v) Regional Panel 2E – North West England & North Wales
  - (vi) Regional Panel 2F – Northern Ireland
  - (vii) Regional Panel 2G - Scotland
  - (viii) Regional Panel 2H – South Wales & South West England
- (c) **Lot 3 Vertical Real Estates (VRE)** - The Supplier shall deliver all applicable Services, including but not limited to administration of the VRE projects, supporting the Digital Strategy, on a national basis.
- (d) **Lot 4 Facilities Management and Property Services (Procurement Managed Services)** - The Supplier shall deliver all applicable Services, on a national basis including but not limited to:
  - (i) Full end-to-end managed procurement service;
  - (ii) Procurement strategy development;
  - (iii) Procurement and project management advice ensuring timely activity;
  - (iv) Options analysis;
  - (v) Development of customer business case; for Central Government Departments, assist with the Cabinet Office Controls Process;
  - (vi) Asset verification and condition surveys;
  - (vii) Compiling asset information for population to the data pack, service matrix, cost models, KPI's and ITT documentation;
  - (viii) Managing the procurement process and overseeing the mobilisation process;
  - (ix) Agreeing the contract terms and conditions with the client;
  - (x) Management of contractors/suppliers, on a national basis.

### 2.3 General Service Requirements

- 2.3.1 The Supplier shall provide professional management, advice, guidance, negotiation and assistance on land, property and estates issues, including but not limited to those Services set out in Section 2.2 Lot Structure.
- 2.3.2 The Supplier shall maintain a full working knowledge of public competition, tendering and financial regulations.
- 2.3.3 The Supplier may be required to develop and deliver training courses, knowledge transfer, and industry best practice to the Authority and the Contracting Authority to develop and improve intelligent client functionality.
- 2.3.4 The Supplier shall provide a senior representative to the Authority, departmental property or sector forums, including general property.
- 2.3.5 The Supplier may be required to provide regulation focussed staff awareness sessions for new and emerging strategies and regulations.
- 2.3.6 The Supplier shall be available during normal working hours, 9am to 5pm five days a week as a minimum requirement.
- 2.3.7 The Supplier shall be compliant with any Property or Estate Management Strategy held by the Contracting Authority, Government Property Unit, Government Property Agency, (GPA) (GPU) wide Civil Estate Coordination issues and GPU advice and guidance:

<https://www.gov.uk/government/groups/government-property-unit-gpu>

- (a) For recommendations or advice given on financial settlements or valuations, the assessments shall be supported with relevant data. This will include comparable information of market transactions and costed breakdowns of other factors that have an effect on the value.
- (b) When terms are recommended for settlement, the Supplier shall provide the Contracting Authority with a clear and unambiguous written statement before the terms are accepted. The terms shall be the best terms available and represent open market value. Any departure from these terms shall be set out in a written statement and issued to the Contracting Authority before they are accepted.
- (c) Where estates services require a conclusion to be legally formalised the Supplier shall work with the Contracting Authority's appointed legal advisor, providing all necessary information and guidance to ensure a timely and satisfactory conclusion to the transaction.
- (d) Where the Services result in any changes to the Contracting Authority's Estate, the Supplier shall provide all necessary assistance and information to update the Contracting Authority's property records. Where this requires Suppliers to update e-PIMS this shall be completed within 7 days. Other records shall be updated by the deadline set by the Contracting Authority.
- (e) In all leasehold transactions, reporting must take full account of the effect of the transaction on both the landlord's and tenant's interests, the scope

for creating marriage value and the extent to which this has been obtained for the Contracting Authority.

2.3.8 The Supplier shall ensure that the Contracting Authority obtains the optimal social, environmental and economic benefits from Contracts in line with Social Value legislation. The Supplier shall work with the Customer to deliver measurable benefits, as set out in their tender / continuous improvement plan in respect of the Social Value priorities identified by the Customer and, at least, the following:

- (a) An efficient and sustainable estate, in line with any Property or Estate Management Strategy held by the Contracting Authority, Government Property Unit, Homes and Communities Regulatory Framework, Government Property Agency, (GPA) (GPU) wide Civil Estate Coordination issues and GPU advice and guidance or other Policy which the Customer may advise. Suppliers will be required to support the Contracting Authority in measurement and delivery of targets in relation to these policies and strategies, including, where relevant, provision of data on behalf of the Contracting Authority to meet any reporting obligations required by these Policies or Strategies.
- (b) A public estate, and associated services, which supports diversity and inclusion in line with the Equality Act, the Public Sector Equality Duty and any diversity and inclusion policy or strategy held by the Contracting Authority Government Property Unit, Homes and Communities Regulatory Framework, Government Property Agency, (GPA) (GPU) wide Civil Estate Coordination issues and GPU advice and guidance or other Policy which the Customer may advise.
- (c) Improved competency and capacity in the Estates Professional Services sector, including knowledge and skills transfer, apprenticeships, a talented and diverse workforce in line with the [Construction 2025 Industrial Strategy](#) for Construction Government and Industry in Partnership.
- (d) Addressing the risk of Modern Slavery and exploitation in construction supply chains associated with the Service, in line with the principles set out in the Chartered Institute of Building: [Building a Fairer System Tackling Modern Slavery in Construction Supply Chains](#). All employers involved in the construction industry should make proper background checks on the agencies who supply them with labour, including where the agency is operating in a supervisory role.
- (e) At Call Off the Customer may identify additional Social Value priorities, relating to the area in which the Service is being delivered, to which the Supplier must align the Service. The Supplier shall work with the Customer to deliver measurable benefits, as set out in their tender / continuous improvement plan in respect of the Social Value priorities identified by the Customer. Customers have the flexibility, at Call Off, to refine the Further Competition Award Criteria, including the weighting given for Social Value benefits where this is provided for in the Framework Agreement. In your response at Further Competition you may be required to identify Social

Value benefits you believe are relevant and proportionate to the Customer's requirements and set out how you will work with the Customer to deliver these benefits. The Customer will allocate a percentage of the mark at Award Stage in relation to your proposals for working with Customers at Call Off to identify relevant Social Value opportunities and deliver benefits.

### **3. LOT 1 - NATIONAL**

#### **3.1 Service Requirements**

- 3.1.1 The following sections set out the Service requirements and the outputs expected in respect of the various tasks that may be performed under this Framework Agreement.
- 3.1.2 This is an output-based specification which may be developed further once the outputs that are required for each project are defined. The Supplier shall use their own skills, experience and judgement in deciding how the Services are to be performed, in conjunction with any Contracting Authority specific requirements.

#### **3.2 Estates Services**

- 3.2.1 In accordance with sections 3.5 and 3.11 below, acquisitions and disposals shall encompass all forms of transfer, including sale (via auction and other recognised means), purchase, transfer, assignment, letting and subletting and lease surrenders.

#### **3.3 Strategic Advice (including preparation and development of an Estate strategy)**

- 3.3.1 The Supplier shall work with the Contracting Authority to provide appropriate strategic advice and/or develop a comprehensive estate strategy. The strategy shall set out the business need and justification, any existing estate options or GPU [GPA] policies/strategies and implications, procurement and funding options and a recommended way forward, which demonstrably best represents whole life value for money. The evidence will be underpinned with full risk and benefits analysis to allow the Contracting Authority to make informed decisions.
- 3.3.2 Advice can be provided in many areas including but not limited to:
  - (a) Asset management;
  - (b) Development appraisal;
  - (c) Investment appraisal / advice;
  - (d) Regeneration;
  - (e) Market research and market advice on either a generic, area, use or site basis for occupation, investment and development;
  - (f) Registered providers of social housing; and

- (g) Local authority rental policies.
- 3.3.3 The Supplier shall develop and advise on standardised documentation to support the delivery of projects and programmes, including guidance notes, financial models and appraisal software, procurement and legal documentation.
- 3.3.4 The Supplier shall review projects, strategies or programmes to ensure that delivery objectives, financial targets and regulatory requirements are achieved.
- 3.3.5 The Supplier shall provide an integrated planning advice and service that includes:
  - (a) Prepare planning and development viability appraisals
  - (b) Undertake consultation with local planning authorities and other statutory and non-statutory stakeholders to inform the disposal of assets or the preparation of planning applications;
  - (c) Prepare representations to local plans to promote land for development and co-ordinate the preparation, submission and negotiation of planning applications.
- 3.3.6 The Supplier shall provide professional mediation, expert witness and other specialist advisory services.
- 3.3.7 Procurement Strategy for Property Related Issues
- 3.3.8 The Supplier shall assess all aspects of a property requirement and provide advice on the procurement strategy that best provides the optimum value for money solution. Options may include PFI/PPP, temporary accommodation and serviced accommodation. The Supplier shall be required to provide advice on:
  - (a) Whole life investment appraisals;
  - (b) Private funding of rationalisation schemes and property projects;
  - (c) Market trends and rental forecasts;
  - (d) Tax implications;
  - (e) Risk transfer;
  - (f) Residual values;
  - (g) Development agreements;
  - (h) Developer selection;
  - (i) Estate rationalisation and review;
  - (j) Funding;
  - (k) Treasury Green Book Business Cases and Appraisal.

#### **3.4 Development Consultancy and Advice**

- 3.4.1 The Supplier shall:

- (a) Provide an assessment of private sector demand/market interest;
  - (b) Prepare and develop marketing briefs;
  - (c) Market and promote the development opportunity;
  - (d) Undertake master planning/feasibility work (possibly linking to the planning work area);
  - (e) Undertake valuations and development appraisals;
  - (f) Provide advice on site assembly (linking to compulsory purchase);
  - (g) Provide advice on delivery vehicles/mechanisms; and
- 3.4.2 Implement strategies, developer/partner selection. The Supplier shall develop, consult and advise on forecasts on future movements in key markets and relevant indices such as House Price Index, commercial property rents, yields and cost inflation.
- 3.4.3 The Supplier shall develop, consult and advise on housing market assessments.
- 3.4.4 The Supplier shall develop, consult and advise on recoverable investment programmes, such as Get Britain Building and Build to Rent.
- 3.4.5 The Supplier shall develop, consult and advise on infrastructure investment and delivery programmes, such as Local Infrastructure Fund.
- 3.4.6 The Supplier shall develop, consult and advise on Public Land asset transfers, joint ventures and Public Private Partnerships.

### **3.5 Acquisition of Freehold and Leasehold Property**

- 3.5.1 Following agreement on a procurement strategy, the Supplier will undertake and manage a comprehensive search of available property solutions, including availability on the Government Estate via GPU. This may include but will not be limited to:
- (a) The preparation of lists of potential properties;
  - (b) Assistance in identifying appropriate terms;
  - (c) Identification of any surveys that may be required;
  - (d) Advice on the most appropriate solution;
  - (e) Undertaking negotiations;
  - (f) Agreeing appropriate terms and conditions; and
  - (g) Acquiring the recommended asset.

### **3.6 Building Surveying Services**

### **3.7 Pre-acquisition property**

- 3.7.1 The Supplier shall undertake a pre-acquisition or more detailed technical due diligence inspection and report for freehold and leasehold property. This may include, but not be restricted to:
- (a) Detailed survey;
  - (b) reviewing technical data available for the property;
  - (c) planning restrictions;
  - (d) operation and maintenance data;
  - (e) organising environmental assessments;
  - (f) considering implications for the building's potential use including occupancy capacity testing;
  - (g) While taking into account the suitability for the intended use of the property.
- 3.7.2 Where required, an outline feasibility study will be provided which will include but not be limited to:
- (a) RIBA Stage planning 0-2, understand the customer's core objectives, produces a number of concept designs to prove property potential, identifies budget estimates for potential alteration works that may be required;
  - (b) Where it is concluded that the interests of the Customer would be best served by the completion of works identified within the building surveying the Supplier will specify, arrange procurement and manage these works.

### **3.8 Existing Property**

- 3.8.1 The Contracting Authority may require independent detailed surveys and reports including schedules of conditions on the current condition of a property or asset, including estimates of costs and priorities to bring the property to an agreed acceptable standard, optimum timing of maintenance and repairs, statutory obligations (including asbestos and equality legislation), health & safety issues/risks and whole life costs which should be attached to the occupancy agreement. This may include but not be limited to the following:
- (a) Property performance including space utilisation space optimisation / efficiency planning;
  - (b) Demand assessment & capacity planning, helping organisations to drive productivity improvements through intelligent integration of the full suite of property, technology and people services;
  - (c) Provide Services in relation to a professional advice service on all matters relating to the Health and Safety at Work Act 1974 and any subsequent re-enactments;

- (d) Provide a professional advice service on all matters relating to the Regulatory Reform (Fire Safety) Order 2005 and any subsequent re-enactments;
- (e) Provide professional advice on but not limited to:
  - Sustainability plans;
  - Building environments;
  - Energy management;
  - Energy efficiency plans and statutory compliance;
  - Waste management;
  - Utilities bureau service;
  - Accessibility.
- (f) Where it is concluded that the interests of the Contracting Authority would be best served by the completion of works identified within the building survey, the Supplier shall specify, arrange procurement and manage these works.

### **3.9 General Advice on Estate and Property Management**

- 3.9.1 The Supplier shall provide advice on all aspects of Estate, property and housing management to support the delivery of the Contracting Authorities statutory, regulatory and business objectives.

### **3.10 General Estate and Property Management Duties**

- 3.10.1 The Supplier shall carry out general estate asset management duties including but not limited to:
  - (a) Day to day estate asset management of the commercial estate, integrating and liaising with current estate suppliers as necessary;
  - (b) Day to day asset management of the retail estate, integrating and liaising with current estate suppliers as necessary;
  - (c) Day to day estate asset management of the residential estate;
  - (d) Ownership and responsibility for managing the Contracting Authorities estate information within their own property database or suppliers, ensuring that its management and maintenance is current and that it shall interface and be compatible with the supplier's database for the estate;
  - (e) Updating and maintaining a property asset management plan for implementation of agreed strategies;
  - (f) Landlord management;
  - (g) Tenant management;
  - (h) Service charge management;

- (i) Vacant property management including regular visits and the provision of appropriate security measures;
- (j) Financial management, including checking and paying Contracting Authority service charges, insurance and rent including general administration (See 3.16); and
- (k) General management duties as specified by the Contracting Authority.

### 3.11 **Disposal of Freehold and Leasehold Property**

3.11.1 Where surplus land, property, space or holdings have been identified, the Supplier shall provide an initial report with budget costs, valuations, forecast incomes, anticipated outcomes and timings which take into account market conditions and risks, together with a recommendation to achieve the most favourable outcome for the Contracting Authority. The Contracting Authority will agree the budget with the Supplier. The Supplier should be incentivised by the Contracting Authority to achieve a saving against the agreed budget.

3.11.2 The Supplier shall undertake and manage the marketing and disposal through to a satisfactory conclusion. The Supplier shall provide a comprehensive final report to support a recommendation, including any need for claw back, with advice on amounts and mechanism.

### 3.12 **Rent Reviews**

3.12.1 The Supplier shall provide an initial report covering all significant facts setting out actions, negotiating strategies and anticipated outcomes.

3.12.2 Following agreement with the Contracting Authority, the Supplier shall undertake and manage negotiations through to a satisfactory conclusion.

3.12.3 The Supplier shall provide a comprehensive final report to support a recommendation on a figure for settlement.

3.12.4 In the event that a satisfactory settlement cannot be reached, the Supplier will advise on appropriate courses of action and may be required to represent the Contracting Authority in any further proceedings.

### 3.13 **Lease Breaks and Lease Expires**

3.13.1 The Supplier will provide comprehensive and timely advice for the Contracting Authority, as landlord or tenant, on the most appropriate course of action to be taken at an imminent break or expiry, including liaising with the Contracting Authority's appointed legal advisors. This can include lease termination, advice and support for preparing lease exemption request business cases to GPU. The Supplier shall take full account of the Contracting Authority's best interest, the statutory position, the Contracting Authority's estate strategy, business needs, condition of the building, dilapidation liabilities and the state of the market.

### 3.14 **Lease Renewals**

- 3.14.1 The Supplier shall provide an initial report covering all significant facts, setting out actions, negotiating strategies and anticipated outcomes.
- 3.14.2 Following agreement with the Contracting Authority, the Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to the Contracting Authority to support a recommendation for agreement. Advice, including support preparing Lease Exemption Request business cases to GPU, shall take full account of the Contracting Authority's best interest, subject to any overriding Exchequer interest, the statutory position, the Contracting Authority's estate strategy, business needs, the condition of the building and the state of the market.

**3.15 Dilapidations**

- 3.15.1 The Supplier shall provide comprehensive and timely advice for the Contracting Authority, as Landlord or Tenant, on the most appropriate course of action to be taken on a dilapidations liability. Advice shall take full account of the Contracting Authority's best interest, the statutory position, the likely future use of the property, the condition of the building, the lease provisions and the Contracting Authority's financial position.
- 3.15.2 Following agreement with the Contracting Authority, the Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to support a recommendation on a settlement.
- 3.15.3 Where it is concluded that the interests of the Contracting Authority would be best served by the completion of works identified within the dilapidations assessment, the Supplier will specify, arrange procurement and manage those works.

**3.16 Landlord and Tenant Issues including Landlord Consents, Service Charges and Claims**

- 3.16.1 The Supplier shall ensure that the Contracting Authority's position as Landlord or Tenant is fully protected through the appropriate seeking, granting or use of licences, written approvals, consents, insurances etc.
- 3.16.2 The Supplier shall provide a full analysis and recommendations on Service charges and other claims received by the Contracting Authority including the results of any Landlord or Tenant negotiations or negotiations with third parties.

**3.17 Rating Support Services**

- 3.17.1 The Supplier shall provide professional advice, guidance, negotiation and assistance on non-domestic rating issues including a proactive strategy to mitigate changes in liability arising from new buildings and alterations. This will include as a minimum:
  - (a) General administration including but not limited to checking rates bills for accuracy of fact and calculation;

- (b) Providing forecasts for budgeting purposes including apportionments for lettings and estimates for new buildings;
- (c) Baseline liability; providing advice on baseline certificates to ensure accuracy and consequently that liability can be calculated correctly during the application of transitional relief provision;
- (d) Full payment management; providing a full Service checking and paying Contracting Authority rate bills. Including but not limited to general administration and baseline liability services as set out above to ensure the Contracting Authority's liabilities are correct and mitigated to the fullest extent without going to appeal and should include the potential initial consultation fees for compiled list and material change appeals as set out below in (e) and 3.16;
- (e) Compiled list appeals:
  - (i) Providing initial advice on assessment correctness and the likelihood of success;
  - (ii) Forecasting and checking rate refund calculations from the billing authority;
  - (iii) Checking interest payment calculations issued by the billing authority;
  - (iv) In light of any such appeals examine the baseline certificate to ascertain whether this can be challenged to produce further savings.
- (f) Material Change Appeals:
  - (i) Giving advice on matters such as:
  - (ii) Providing initial advice on whether any savings can be achieved;
  - (iii) Correcting assessment consequent on "material changes" (within the meaning of relevant legislation);
  - (iv) Applications to Billing Authorities for reduced payments because properties are unoccupied or partly occupied;
  - (v) Applications for charitable relief;
  - (vi) Appropriate splits and mergers.
- (g) 2017 Revaluation (as amended);
- (h) Given the antecedent valuation date of 1 April 2015 as amended the Supplier shall, from time to time be required to:
  - Give advice on the revaluation process;
  - (i) Formulate a proactive "Right First Time" strategy to mitigate changes in liability arising from the revaluation process;

- (ii) Ensure that the necessary data (including rental data) is supplied as necessary to support the accuracy of 2015 (as amended) “Non Domestic List assessments”;
- (iii) Give advice on the likely financial impact of the revaluation.
- (i) Contracting Authorities must pay the correct amount of rates. It will be the responsibility of the Supplier to take all reasonable steps to ensure this is achieved, resolving issues through the most suitable route.

### 3.18 Rating Appeals

#### 3.18.1 Baseline liability:

- (a) Providing advice on baseline certificates and where appropriate challenging these to generate savings during transitional phasing;
- (b) Full payment management;
- (c) Ensure the Contracting Authority’s liabilities are correct and mitigated to the fullest extent without going to appeal and should include the potential initial consultation fees for compiled list and material change appeals as set out below.

#### 3.18.2 Compiled list appeals:

- (a) Providing initial advice on the likelihood of success;
- (b) Lodging formal appeals against the rating assessment and negotiating with the relevant body in an attempt to agree to a lower rateable value.;
- (c) In the light of any such appeals examine the baseline certificate to ascertain whether this can be challenged to produce further savings.

#### 3.18.3 Material change appeals:

- (a) Giving advice on material change appeals;
- (b) Lands/valuation tribunal hearings including:
  - (i) Compliance with all necessary statutory/regulatory/practice statements that may apply;
  - (ii) Advising the Contracting Authority as soon as it becomes apparent that a suitable agreement cannot be achieved through the normal appeal process;
  - (iii) Recommending the most appropriate course of action to be taken and advising fully on the positive and negative implications;
  - (iv) Consulting on the procurement of external assistance, for example appointing legal support;
  - (v) Professional support at tribunals;
  - (vi) Advising on the potential costs that will flow from such action;
  - (vii) Prepare statements of case; and

- (viii) Respond to replies as necessary and to comply with any timeframes applying.

### 3.19 **Valuations**

- 3.19.1 Valuations to the appropriate Framework standards (including RICS Valuations – Professional Standards 2012 (the ‘Red Book’)) shall be provided by the Supplier where necessary in the provision of the Services outlined above.
- 3.19.2 An agreed valuation sign off methodology shall be agreed with the Contracting Authority.
- 3.19.3 The Contracting Authority may require independent valuations which can take a number of forms including:
  - (a) Full valuations; in accordance with RICS valuations – Professional Standards 2012;
  - (b) Asset valuations; valuations for financial reporting purposes, including capital charges, undertaken in accordance with the prevailing accounting standards as interpreted for the UK public sector and current professional standards guidance.

### 3.20 **Planning**

- 3.20.1 The Supplier shall provide town and country planning advice and consultation where necessary. The Contracting Authority will specify the particulars of the advice required.
- 3.20.2 The Supplier shall be required to provide independent planning information and advice to the Contracting Authority, including consultations and negotiations with planning authorities and the submission of formal applications, notices, appeals and Section 106 Agreements, Section 278 Agreements (Highways) and CIL (Community infrastructure Levy).
- 3.20.3 Qualified planners may deliver advice including but not limited to:
  - (a) Strategic planning advice;
  - (b) Disposal related planning advice;
  - (c) Planning applications;
  - (d) Planning appeal;
  - (e) Development plan work on emerging plans;
  - (f) Statutory planning work;
  - (g) Affordable housing requirements;
  - (h) Accessibility and
  - (i) Green travel plans

### 3.21 **Compulsory Purchase**

- 3.21.1 The Supplier shall provide compulsory purchase advice. This will include, but not be restricted to, procedural, and negotiation advice.
- 3.21.2 The Supplier shall provide strategic and procedural advice on how to obtain powers to promote a Compulsory Purchase Order (CPO) the Supplier shall advise on all stages of the CPO process from inception through public inquiry, possession and subsequent negotiation of property acquisition and compensation, if necessary by referral to the Lands Tribunal. In addition to this they may be a requirement for the negotiation and settlement of Part 1 claims.
- 3.21.3 Where the Contracting Authority owns or occupies land which is subject to a CPO being promoted by another body, the advice shall include potential objection to the CPO and appearance at public inquiry, if appropriate and the agreement of terms of withdrawal of objections/undertakings. It shall also include negotiation for the sale of land and settlement of compensation, if necessary by referral to the Lands Tribunal.

**3.22 Daylighting, Sunlighting, Overshadowing and Rights of Light**

- 3.22.1 The Supplier shall provide daylighting, sunlighting and overshadowing advice when a planning application is made. This will cover an analysis of how adjoining properties are affected by the scheme and provide data to ensure that any residential accommodation in the scheme complies with the British Standard on lighting.
- 3.22.2 In the case of rights of light, advice shall be given to show what adjoining properties could lose light as a result of the scheme.

**3.23 Party Wall Awards**

- 3.23.1 The Supplier shall provide advice, either when the Contracting Authority is the building owner developing or when notices are served on the Contracting Authority as an adjoining owner to a development site.
- 3.23.2 Advice shall be given so notices are served at the right time and awards entered into as required. Detailed schedules of condition are prepared.

**3.24 Way-leaves and Easements**

- 3.24.1 The Supplier shall provide an initial report covering all significant facts, setting out actions, negotiating strategies and anticipated outcomes.
- 3.24.2 The Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to support a recommendation on a figure for settlement.
- 3.24.3 In the event that a satisfactory settlement cannot be reached, the Supplier shall advise on appropriate courses of action and represent the Contracting Authority in any further proceedings.

**3.25 Other Neighbourly Matters**

- 3.25.1 The Supplier shall provide an initial report covering all significant facts. The report will set out actions, negotiating strategies and anticipated outcomes with respect to boundary disputes, crane and scaffold over sailing.
- 3.25.2 The Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to support a recommendation on a figure for settlement.
- 3.25.3 In the event that a settlement cannot be reached, the Supplier will advise on appropriate courses of action and represent the Contracting Authority in any further proceedings.

**3.26 Agricultural services**

- 3.26.1 The Supplier shall provide - comprehensive agricultural services as defined by the Contracting Authority in the following areas but not limited to:
  - (a) Agricultural tenancy management and;
  - (b) farm management (including diversification)1986;
  - (c) Agricultural Holdings Act tenancies;
  - (d) 1995 Agricultural Tenancies Act tenancies;
  - (e) Grazing and cropping licences;
  - (f) Live and dead stock valuation;
  - (g) Crop valuation;
  - (h) Covenant management;
  - (i) Succession (1986 Act Tenancies);
  - (j) Assignment of tenancies;
  - (k) UK farming subsidy (inc post Brexit direction and advice);
  - (l) Agricultural-Environmental schemes

**4. LOT 2 - REGIONAL PANELS**

**4.1 Service Requirements**

- 4.1.1 The following sections set out the Service requirements and the outputs expected in respect of the various tasks that may be performed under this Framework Agreement.
- 4.1.2 This is an output-based specification, which may be developed further once the outputs that are required for each project are defined. The Supplier shall use their own skills, experience and judgement in deciding how the Services are to be performed, in conjunction with any Contracting Authority specific requirements.

**4.2 Estates Services**

- 4.2.1 In accordance with sections 4.5 and 4.11 below, acquisitions and disposals shall encompass all forms of transfer, including sale (via auction and other recognised means), purchase, transfer, assignment, letting and subletting and lease surrenders.

#### **4.3 Strategic Advice (including preparation and development of an Estate strategy)**

- 4.3.1 The Supplier shall work with the Contracting Authority to provide appropriate strategic advice and/or develop a comprehensive estate strategy. The strategy shall set out the business need and justification, any existing estate options or GPU [GPA] policies/strategies and implications, procurement and funding options and a recommended way forward which demonstrably best represents whole life value for money. The evidence will be underpinned with full risk and benefits analysis to allow the Contracting Authority to make informed decisions.
- 4.3.2 Advice can be provided in many areas including but not limited to:
- (a) Asset management;
  - (b) Development appraisal;
  - (c) Investment appraisal / advice;
  - (d) Regeneration;
  - (e) Market research and market advice on either a generic, area, use or site basis for occupation, investment and development;
  - (f) Registered providers of social housing; and
  - (g) Local authority rental policies.
- 4.3.3 The Supplier shall develop and advise on standardised documentation to support the delivery of projects and programmes, including guidance notes, financial models and appraisal software, procurement and legal documentation.
- 4.3.4 The Supplier shall review projects, strategies or programmes to ensure that delivery objectives, financial targets and regulatory requirements are achieved.
- 4.3.5 The Supplier shall provide an integrated planning advice and service that includes:
- (a) Prepare planning and development viability appraisals
  - (b) Undertake consultation with local planning authorities and other statutory and non-statutory stakeholders to inform the disposal of assets or the preparation of planning applications;
  - (c) Prepare representations to local plans to promote land for development and co-ordinate the preparation, submission and negotiation of planning applications.
- 4.3.6 The Supplier shall provide professional mediation, expert witness and other specialist advisory services.

- 4.3.7 Procurement Strategy for Property Related Issues
- 4.3.8 The Supplier shall assess all aspects of a property requirement and provide advice on the procurement strategy that best provides the optimum value for money solution. Options may include, but are not limited to: PFI/PPP, temporary accommodation and serviced accommodation. The Supplier shall be required to provide advice on:
- (a) Whole life investment appraisals;
  - (b) Private funding of rationalisation schemes and property projects;
  - (c) Market trends and rental forecasts;
  - (d) Tax implications;
  - (e) Risk transfer;
  - (f) Residual values;
  - (g) Development agreements;
  - (h) Developer selection;
  - (i) Estate rationalisation and review;
  - (j) Funding;
  - (k) Treasury Green Book Business Cases and Appraisal.

#### **4.4 Development Consultancy and Advice**

- 4.4.1 The Supplier shall:
- (a) Provide an assessment of private sector demand/market interest;
  - (b) Prepare and develop marketing briefs;
  - (c) Market and promote the development opportunity;
  - (d) Undertake master planning/feasibility work (possibly linking to the planning work area);
  - (e) Undertake valuations and development appraisals;
  - (f) Provide advice on site assembly (linking to compulsory purchase);
  - (g) Provide advice on delivery vehicles/mechanisms; and
- 4.4.2 Implement strategies, developer/partner selection. The Supplier shall develop, consult and advise on forecasts on future movements in key markets and relevant indices such as House Price Index, commercial property rents, yields and cost inflation.
- 4.4.3 The Supplier shall develop, consult and advise on housing market assessments.
- 4.4.4 The Supplier shall develop, consult and advise on recoverable investment programmes, such as Get Britain Building and Build to Rent.

- 4.4.5 The Supplier shall develop, consult and advise on infrastructure investment and delivery programmes, such as Local Infrastructure Fund.
- 4.4.6 The Supplier shall develop, consult and advise on Public Land asset transfers, joint ventures and Public Private Partnerships.

#### **4.5 Acquisition of Freehold and Leasehold Property**

- 4.5.1 Following agreement on a procurement strategy, the Supplier will undertake and manage a comprehensive search of available property solutions, including availability on the Government Estate via GPU. This may include but will not be limited to:
  - (a) The preparation of lists of potential properties;
  - (b) Assistance in identifying appropriate terms;
  - (c) Identification of any surveys that may be required;
  - (d) Advice on the most appropriate solution;
  - (e) Undertaking negotiations;
  - (f) Agreeing appropriate terms and conditions; and
  - (g) Acquiring the recommended asset.

#### **4.6 Building Surveying Services**

##### **4.7 Pre-acquisition property**

- 4.7.1 The Supplier shall undertake a pre-acquisition or more detailed technical due diligence inspection and report for freehold and leasehold property. This may include, but not be restricted to:
  - (a) Detailed survey;
  - (b) reviewing technical data available for the property;
  - (c) planning restrictions;
  - (d) operation and maintenance data;
  - (e) organising environmental assessments;
  - (f) considering implications for the building's potential use including occupancy capacity testing;
  - (g) While taking into account the suitability for the intended use of the property.
- 4.7.2 Where required, an outline feasibility study will be provided which will include but not be limited to:
  - (a) RIBA Stage planning 0-2, understand the customer's core objectives, produces a number of concept designs to prove property potential, identifies budget estimates for potential alteration works that may be required;

- (b) Where it is concluded that the interests of the Customer would be best served by the completion of works identified within the building surveying the Supplier will specify, arrange procurement and manage these works.

#### **4.8 Existing Property**

- 4.8.1 The Contracting Authority may require independent detailed surveys and reports including schedules of conditions on the current condition of a property or asset, including estimates of costs and priorities to bring the property to an agreed acceptable standard, optimum timing of maintenance and repairs, statutory obligations (including asbestos and equality legislation), health & safety issues/risks and whole life costs which should be attached to the occupancy agreement. This may include but not be limited to the following:
  - (a) Property performance including space utilisation space optimisation / efficiency planning;
  - (b) Demand assessment & capacity planning, helping organisations to drive productivity improvements through intelligent integration of the full suite of property, technology and people services;
  - (c) Provide Services in relation to a professional advice service on all matters relating to the Health and Safety at Work Act 1974 and any subsequent re-enactments;
  - (d) Provide a professional advice service on all matters relating to the Regulatory Reform (Fire Safety) Order 2005 and any subsequent re-enactments;
  - (e) Provide professional advice on but not limited to:
    - Sustainability plans;
    - Accessibility plans;
    - Building environments;
    - Energy management;
    - Energy efficiency plans and statutory compliance;
    - Waste management;
    - Utilities bureau service;
  - (f) Where it is concluded that the interests of the Contracting Authority would be best served by the completion of works identified within the building survey, the Supplier shall specify, arrange procurement and manage these works.

#### **4.9 General Advice on Estate and Property Management**

- 4.9.1 The Supplier shall provide advice on all aspects of Estate, property and housing management to support the delivery of the Contracting Authorities statutory, regulatory and business objectives.

#### 4.10 **General Estate and Property Management Duties**

4.10.1 The Supplier shall carry out general estate asset management duties including but not limited to:

- (a) Day to day estate asset management of the commercial estate, integrating and liaising with current estate suppliers as necessary;
- (b) Day to day asset management of the retail estate, integrating and liaising with current estate suppliers as necessary;
- (c) Day to day estate asset management of the residential estate;
- (d) Ownership and responsibility for managing the Contracting Authorities estate information within their own property database or suppliers, ensuring that its management and maintenance is current and that it shall interface and be compatible with the supplier's database for the estate;
- (e) Updating and maintaining a property asset management plan for implementation of agreed strategies;
- (f) Landlord management;
- (g) Tenant management;
- (h) Service charge management;
- (i) Vacant property management including regular visits and the provision of appropriate security measures;
- (j) Financial management, including checking and paying Contracting Authority service charges, insurance and rent including general administration (See 4.16); and
- (k) General management duties as specified by the Contracting Authority.

#### 4.11 **Disposal of Freehold and Leasehold Property**

4.11.1 Where surplus land, property, space or holdings have been identified, the Supplier shall provide an initial report with budget costs, valuations, forecast incomes, anticipated outcomes and timings which take into account market conditions and risks, together with a recommendation to achieve the most favourable outcome for the Contracting Authority. The Contracting Authority will agree the budget with the Supplier. The Supplier should be incentivised by the Contracting Authority to achieve a saving against the agreed budget.

4.11.2 The Supplier shall undertake and manage the marketing and disposal through to a satisfactory conclusion. The Supplier shall provide a comprehensive final report to support a recommendation, including any need for claw back, with advice on amounts and mechanism.

#### 4.12 **Rent Reviews**

- 4.12.1 The Supplier shall provide an initial report covering all significant facts setting out actions, negotiating strategies and anticipated outcomes.
- 4.12.2 Following agreement with the Contracting Authority, the Supplier shall undertake and manage negotiations through to a satisfactory conclusion.
- 4.12.3 The Supplier shall provide a comprehensive final report to support a recommendation on a figure for settlement.
- 4.12.4 In the event that a satisfactory settlement cannot be reached, the Supplier will advise on appropriate courses of action and may be required to represent the Contracting Authority in any further proceedings.

#### **4.13 Lease Breaks and Lease Expires**

- 4.13.1 The Supplier will provide comprehensive and timely advice for the Contracting Authority, as landlord or tenant, on the most appropriate course of action to be taken at an imminent break or expiry, including liaising with the Contracting Authority's appointed legal advisors. This can include lease termination, advice and support for preparing lease exemption request business cases to GPU. The Supplier shall take full account of the Contracting Authority's best interest, the statutory position, the Contracting Authority's estate strategy, business needs, condition of the building, dilapidation liabilities and the state of the market.

#### **4.14 Lease Renewals**

- 4.14.1 The Supplier shall provide an initial report covering all significant facts, setting out actions, negotiating strategies and anticipated outcomes.
- 4.14.2 Following agreement with the Contracting Authority, the Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to the Contracting Authority to support a recommendation for agreement. Advice, including support preparing Lease Exemption Request business cases to GPU, shall take full account of the Contracting Authority's best interest, subject to any overriding Exchequer interest, the statutory position, the Contracting Authority's estate strategy, business needs, the condition of the building and the state of the market.

#### **4.15 Dilapidations**

- 4.15.1 The Supplier shall provide comprehensive and timely advice for the Contracting Authority, as Landlord or Tenant, on the most appropriate course of action to be taken on a dilapidations liability. Advice shall take full account of the Contracting Authority's best interest, the statutory position, the likely future use of the property, the condition of the building, the lease provisions and the Contracting Authority's financial position.
- 4.15.2 Following agreement with the Contracting Authority, the Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to support a recommendation on a settlement.

4.15.3 Where it is concluded that the interests of the Contracting Authority would be best served by the completion of works identified within the dilapidations assessment, the Supplier will specify, arrange procurement and manage those works.

**4.16 Landlord and Tenant Issues including Landlord Consents, Service Charges and Claims**

4.16.1 The Supplier shall ensure that the Contracting Authority's position as Landlord or Tenant is fully protected through the appropriate seeking, granting or use of licences, written approvals, consents, insurances etc.

4.16.2 The Supplier shall provide a full analysis and recommendations on Service charges and other claims received by the Contracting Authority including the results of any Landlord or Tenant negotiations or negotiations with third parties.

**4.17 Rating Support Services**

4.17.1 The Supplier shall provide professional advice, guidance, negotiation and assistance on non-domestic rating issues including a proactive strategy to mitigate changes in liability arising from new buildings and alterations. This will include as a minimum:

- (a) General administration including but not limited to checking rates bills for accuracy of fact and calculation;
- (b) Providing forecasts for budgeting purposes including apportionments for lettings and estimates for new buildings;
- (c) Baseline liability; providing advice on baseline certificates to ensure accuracy and consequently that liability can be calculated correctly during the application of transitional relief provision;
- (d) Full payment management; providing a full Service checking and paying Contracting Authority rate bills. Including but not limited to general administration and baseline liability services as set out above to ensure the Contracting Authority's liabilities are correct and mitigated to the fullest extent without going to appeal and should include the potential initial consultation fees for compiled list and material change appeals as set out below in (e) and 3.16;
- (e) Compiled list appeals:
  - (i) Providing initial advice on assessment correctness and the likelihood of success;
  - (ii) Forecasting and checking rate refund calculations from the billing authority;
  - (iii) Checking interest payment calculations issued by the billing authority;
  - (iv) In light of any such appeals examine the baseline certificate to ascertain whether this can be challenged to produce further savings.

- (f) Material Change Appeals:
  - (i) Giving advice on matters such as:
  - (ii) Providing initial advice on whether any savings can be achieved;
  - (iii) Correcting assessment consequent on “material changes” (within the meaning of relevant legislation);
  - (iv) Applications to Billing Authorities for reduced payments because properties are unoccupied or partly occupied;
  - (v) Applications for charitable relief;
  - (vi) Appropriate splits and mergers.
- (g) 2015 Revaluation (as amended);
- (h) Given the antecedent valuation date of 1 April 2013 as amended the Supplier shall, from time to time be required to:
  - Give advice on the revaluation process;
  - (i) Formulate a proactive “Right First Time” strategy to mitigate changes in liability arising from the revaluation process;
  - (ii) Ensure that the necessary data (including rental data) is supplied as necessary to support the accuracy of 2015 (as amended) “Non Domestic List assessments”;
  - Give advice on the likely financial impact of the revaluation.
- (i) Contracting Authorities must pay the correct amount of rates. It will be the responsibility of the Supplier to take all reasonable steps to ensure this is achieved, resolving issues through the most suitable route.

#### 4.18 Rating Appeals

##### 4.18.1 Baseline liability:

- (a) Providing advice on baseline certificates and where appropriate challenging these to generate savings during transitional phasing;
- (b) Full payment management;
- (c) Ensure the Contracting Authority’s liabilities are correct and mitigated to the fullest extent without going to appeal and should include the potential initial consultation fees for compiled list and material change appeals as set out below.

##### 4.18.2 Compiled list appeals:

- (a) Providing initial advice on the likelihood of success;
- (b) Lodging formal appeals against the rating assessment and negotiating with the relevant body in an attempt to agree to a lower rateable value.;
- (c) In the light of any such appeals examine the baseline certificate to ascertain whether this can be challenged to produce further savings.

#### 4.18.3 Material change appeals:

- (a) Giving advice on material change appeals;
- (b) Lands/valuation tribunal hearings including:
  - (i) Compliance with all necessary statutory/regulatory/practice statements that may apply;
  - (ii) Advising the Contracting Authority as soon as it becomes apparent that a suitable agreement cannot be achieved through the normal appeal process;
  - (iii) Recommending the most appropriate course of action to be taken and advising fully on the positive and negative implications;
  - (iv) Consulting on the procurement of external assistance, for example appointing legal support;
  - (v) Professional support at tribunals;
  - (vi) Advising on the potential costs that will flow from such action;
  - (vii) Prepare statements of case; and
  - (viii) Respond to replies as necessary and to comply with any timeframes applying.

#### 4.19 Valuations

- 4.19.1 Valuations to the appropriate Framework standards (including RICS Valuations – Professional Standards 2012 (the ‘Red Book’)) shall be provided by the Supplier where necessary in the provision of the Services outlined above.
- 4.19.2 An agreed valuation sign off methodology shall be agreed with the Contracting Authority.
- 4.19.3 The Contracting Authority may require independent valuations which can take a number of forms including:
  - (a) Full valuations; in accordance with RICS valuations – Professional Standards 2012;
  - (b) Asset valuations; valuations for financial reporting purposes, including capital charges, undertaken in accordance with the prevailing accounting standards as interpreted for the UK public sector and current professional standards guidance.

#### 4.20 Planning

- 4.20.1 The Supplier shall provide town and country planning advice and consultation where necessary. The Contracting Authority will specify the particulars of the advice required.
- 4.20.2 The Supplier shall be required to provide independent planning information and advice to the Contracting Authority, including consultations and negotiations with planning authorities and the

submission of formal applications, notices, appeals and Section 106 Agreements, Section 278 Agreements (Highways) and CIL (Community infrastructure Levy).

4.20.3 Qualified planners may deliver advice including but not limited to:

- (a) Strategic planning advice;
- (b) Disposal related planning advice;
- (c) Planning applications;
- (d) Planning appeal;
- (e) Development plan work on emerging plans;
- (f) Statutory planning work;
- (g) Affordable housing requirements;
- (h) Accessibility; and
- (i) Green travel plans

#### 4.21 **Compulsory Purchase**

4.21.1 The Supplier shall provide compulsory purchase advice. This will include, but not be restricted to, procedural, and negotiation advice.

4.21.2 The Supplier shall provide strategic and procedural advice on how to obtain powers to promote a Compulsory Purchase Order (CPO) the Supplier shall advise on all stages of the CPO process from inception through public inquiry, possession and subsequent negotiation of property acquisition and compensation, if necessary by referral to the Lands Tribunal. In addition to this they may be a requirement for the negotiation and settlement of Part 1 claims.

4.21.3 Where the Contracting Authority owns or occupies land which is subject to a CPO being promoted by another body, the advice shall include potential objection to the CPO and appearance at public inquiry, if appropriate and the agreement of terms of withdrawal of objections/undertakings. It shall also include negotiation for the sale of land and settlement of compensation, if necessary by referral to the Lands Tribunal.

#### 4.22 **Daylighting, Sunlighting, Overshadowing and Rights of Light**

4.22.1 The Supplier shall provide daylighting, sunlighting and overshadowing advice when a planning application is made. This will cover an analysis of how adjoining properties are affected by the scheme and provide data to ensure that any residential accommodation in the scheme complies with the British Standard on lighting.

4.22.2 In the case of rights of light, advice shall be given to show what adjoining properties could lose light as a result of the scheme.

#### 4.23 **Party Wall Awards**

4.23.1 The Supplier shall provide advice, either when the Contracting Authority is the building owner developing or when notices are served on the Contracting Authority as an adjoining owner to a development site.

4.23.2 Advice shall be given so notices are served at the right time and awards entered into as required. Detailed schedules of condition are prepared.

#### 4.24 **Way-leaves and Easements**

4.24.1 The Supplier shall provide an initial report covering all significant facts, setting out actions, negotiating strategies and anticipated outcomes.

4.24.2 The Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to support a recommendation on a figure for settlement.

4.24.3 In the event that a satisfactory settlement cannot be reached, the Supplier shall advise on appropriate courses of action and represent the Contracting Authority in any further proceedings.

#### 4.25 **Other Neighbourly Matters**

4.25.1 The Supplier shall provide an initial report covering all significant facts. The report will set out actions, negotiating strategies and anticipated outcomes with respect to boundary disputes, crane and scaffold over sailing.

4.25.2 The Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to support a recommendation on a figure for settlement.

4.25.3 In the event that a settlement cannot be reached, the Supplier will advise on appropriate courses of action and represent the Contracting Authority in any further proceedings.

#### 4.26 **Agricultural services**

4.26.1 The Supplier shall provide comprehensive agricultural services as defined by the Contracting Authority in the following areas but not limited to:

- (a) Agricultural tenancy management and ;
- (b) Farm management (including diversification)
- (c) 1986 Agricultural Holdings Act tenancies
- (d) 1995 Agricultural Tenancies Act tenancies
- (e) Grazing and cropping licences
- (f) Live and dead stock valuation
- (g) Crop valuation
- (h) Covenant management
- (i) Succession (1986 Act Tenancies)
- (j) Assignment of tenancies
- (k) UK farming subsidy (inc post Brexit direction and advice)

- (l) Agricultural -Environmental schemes

## **5. LOT 3 - VERTICAL REAL ESTATE**

### **5.1 Service Requirements**

- 5.1.1 Services required under a Vertical Real Estate Framework for delivery on a national basis to include but not limited to rooftops, greenfield sites and small cells.
- 5.1.2 The Supplier shall provide advice, guidance, management and assurance on the leasing of new sites, existing sites that have infrastructure and agreements in place with Infrastructure Providers, Emergency Services Network (ESN) or Mobile Network Operator's (MNO's) or sites where the Contracting Authority is the Tenant and VRE infrastructure is proposed or exists.
- 5.1.3 The supplier shall provide advice, guidance, management and assurance on the use of buildings, mast or structure that may be used for antennas, solar panels or other appliances together with buildings, masts or structures that may be used for signage, advertising and other purposes along with those services needed to support the commercial exploitation of such spaces.

### **5.2 Marketing - the supplier shall provide services in relation to:**

- 5.2.1 Marketing and sales of new sites and existing sites that have capacity for additional infrastructure;
- 5.2.2 Production of a feasibility report for sites and market report;
- 5.2.3 Advising on market pricing;
- 5.2.4 Collation of sites on a database and sales and marketing of those sites;
- 5.2.5 Making sites available via a portal to industry;
- 5.2.6 Promotion of sites to industry;
- 5.2.7 Screening and processing site share applications.

### **5.3 Letting - new sites and additional capacity at existing sites including redevelopment of sites**

- 5.3.1 The Supplier shall;
  - (a) manage and/or
  - (b) deliver and/or
  - (c) provide assurance on compliance (where the operator is responsible for acquisition management, construction, facilities management, approvals and cost).
- 5.3.2 on the letting, Design and Construction (ADC), including but not limited to:

- (a) Management of the letting
- (b) Drawings;
- (c) Offer letters;
- (d) Town and country planning;
- (e) Community relations; and
- (f) Legal effort and agreements / licence support.

#### 5.3.3 Construction management

- (a) pre-start meetings;
- (b) The management of rigging and civil activity; and
- (c) Oversight of adherence to Construction, Design and Management Regulations.

#### 5.3.4 Design

- (a) Production or approval of design and changes; and
- (b) Oversight of adherence to ICNIRP certification (radiation).

#### 5.3.5 Asset management

- (a) Agreement / Review of rent / licence fee review to completion;
- (b) Processing lease or licence variations; and
- (c) Management of 3rd Party site sharing.

#### 5.3.6 Financial management

- (a) Rent collecting / invoicing;
- (b) Revenue share apportionment if appropriate;
- (c) Production of financial statements; and
- (d) Debt management.

#### 5.3.7 Site access

- (a) Managing site access requests;
- (b) Production of access permits;
- (c) Provision of supervision;
- (d) Control of H&S on site; and.

#### 5.3.8 Facilities management activities

- (a) Ground maintenance;
- (b) Safety climb certification;
- (c) Structural surveys;
- (d) Site inspection;
- (e) Planned maintenance;
- (f) Electrical inspections;
- (g) Defect reporting;
- (h) Alarm monitoring.

### 5.4 General Advice on Vertical Real Estate Management

5.4.1 The Contracting Authority, as Landlord or Tenant, may order advice on all aspects of VRE to support the delivery of their statutory, regulatory and business objectives, where services do not require specific VRE knowledge generic services can be sourced from lots 1 and 2, this may also include but not limited to:

#### 5.4.2 VRE Rent Reviews

- (a) The Supplier shall provide an initial report covering all significant facts setting out actions, negotiating strategies and anticipated outcomes.
- (b) The Supplier shall undertake and manage negotiations through to a satisfactory conclusion.
- (c) The Supplier shall provide a comprehensive final report to support a recommendation on a figure for settlement.
- (d) In the event that a satisfactory settlement cannot be reached, the Supplier will advise on appropriate courses of action and may be required to represent the Contracting Authority in any further proceedings.

#### 5.4.3 VRE Lease Breaks and Lease Expires

- (a) The Supplier shall provide comprehensive and timely advice for the Contracting Authority, as landlord, on the most appropriate course of action to be taken at an imminent break or expiry, including liaising with the Contracting Authority's appointed legal advisors. It will take full account of the Contracting Authority's best interest, the statutory position, the Contracting Authority's estate strategy, business needs, the condition of the infrastructure, dilapidation liabilities and the state of the market.

#### 5.4.4 VRE Lease Renewals

- (a) The Supplier shall provide an initial report covering all significant facts, setting out actions, negotiating strategies and anticipated outcomes.
- (b) The Supplier shall undertake and manage negotiations through to a satisfactory conclusion and a comprehensive final report to the Contracting Authority to support a recommendation for agreement. Advice, including support, will take full account of the Contracting Authority's best interest, subject to any overriding Exchequer interest, the statutory position, the Contracting Authority's estate strategy, business needs, the condition of the infrastructure and the state of the market.

#### 5.4.5 VRE Disposal of Freehold and Leasehold Property

- (a) Where surplus land, property, space or holdings have been identified, the Supplier shall provide an initial report with budget costs, valuations, forecast incomes, anticipated outcomes and timings which take into account market conditions and risks, together with a recommendation to achieve the most favourable outcome for the Contracting Authority. The Contracting Authority will agree the budget with the Supplier. The Supplier should be incentivised by the Contracting Authority to achieve a saving against the agreed budget.
- (b) The Supplier shall undertake and manage the marketing and disposal through to a satisfactory conclusion. The Supplier shall provide a comprehensive final report to support a recommendation, including any need for claw back, with advice on amounts and mechanism.

#### 5.4.6 VRE Dilapidations

- (a) The Supplier shall provide comprehensive and timely advice for the Contracting Authority, as Landlord on the most appropriate course of action to be taken on a dilapidations liability. Advice will take full account of the Contracting Authority's best interest, the statutory position, the likely future use of the property, the condition of the infrastructure, the lease provisions and the Contracting Authority's financial position.
- (b) The Supplier shall undertake and manage negotiations through to a satisfactory conclusion and provide a comprehensive final report to support a recommendation on a settlement.
- (c) Where it is concluded that the interests of the Contracting Authority would be best served by the completion of works identified within the dilapidations assessment, the Supplier shall specify, arrange procurement and manage those works.

## **6. LOT 4 - PROCUREMENT MANAGED SERVICE FOR FACILITIES MANAGEMENT & PROPERTY SERVICES**

### **6.1 Service requirements**

- 6.1.1 The Supplier shall provide a full end-to-end managed procurement service for the provision of Facilities Management (FM) Services for delivery on a national basis. The Supplier will be expected to consider using any relevant Authority framework agreements and subsequent frameworks and any other public sector framework agreements as specified by the Contracting Authority. The Supplier may also be requested to run an appropriate procurement acting as the agent of the Contracting Authority.
- 6.1.2 The Procurement Managed Service shall include, but will not be limited to the following:
- (a) Procurement strategy development including holistic view of property related requirements, including Social Value;
  - (b) Procurement and project management advice ensuring timely activity;
  - (c) Options analysis;
  - (d) Development of customer business case;
  - (e) For Central Government Departments, assist with the Cabinet Office Controls Process, including but not limited to financial analysis of current services;
  - (f) Asset verification and condition surveys;
  - (g) Compiling asset information for population to the data pack, service matrix, cost models, KPI's and ITT documentation;
  - (h) Managing the procurement process including award recommendation and overseeing the mobilisation process;
  - (i) Agreeing the contract terms and conditions with the client; and
  - (j) Contract management of Suppliers during and post Award.
- 6.1.3 The Supplier shall provide feedback to The Authority on service provision and lessons learnt from the overall process and engage on improvement planning.

## 7. SCOPE OF SERVICES TABLE

**✓Mandatory / o Optional / X Out of scope for specific lot**

Service	Lot 1	Lot 2	Lot 3	Lot 4
Acquisition of freehold and leasehold property	✓	✓	X	X

Disposal (includes letting or other commercial arrangements) of freehold and leasehold property	✓	✓	X	X
Rent reviews	✓	✓	X	X
Lease breaks and lease expiries	✓	✓	X	X
Lease renewals	✓	✓	X	X
Dilapidations - Undertaking surveys / leading negotiations	✓	✓	X	X
Landlord and Tenant issues including Landlord consents, service charges and claims	✓	✓	X	X
Rating support services	✓	✓	X	X
Strategic advice, including the preparation and development of an estate strategy	✓	o	X	X
Procurement strategy for property related issues	✓	o	X	X
Development consultancy and advice	✓	o	X	X
Valuations	✓	✓	X	X
Planning	✓	✓	X	X
Building surveying services	✓	✓	X	X
General advice on estate and property management including strategy	✓	✓	X	X

General estate and property management duties, (landlord and tenant day to day)	✓	✓	X	X
Rating appeals	✓	o	X	X
Compulsory purchase	✓	o	X	X
Daylighting/ sunlighting/ overshadowing and rights of light	✓	✓	X	X
Party wall awards	✓	✓	X	X
Way-leaves and easements	✓	✓	X	X
Other neighbourly matters	✓	✓	X	X
RIBA stage planning (0 to 2 / part of pre-acquisition scope)	✓	o	X	X
Retail Property Services/Management	✓	o	X	X
Workplace planning and space optimisation including but not limited to:	✓	o	X	X
<ul style="list-style-type: none"> <li>• Demand assessment</li> </ul>	✓	o	X	X
<ul style="list-style-type: none"> <li>• Capacity testing</li> </ul>	✓	o	X	X
Performance of assets	✓	o	X	X
Property Investment, Appraisal and Financial Advisory Services	✓	o	X	X

Energy Efficiency Services	✓	o	X	X
Health and Safety advisory services	✓	o	X	X
Fire advisory services	✓	o	X	X
Environmental advisory services	✓	o	X	X
Sustainability advisory services	✓	o	X	X
Agricultural Land Management Advisory Services	✓	o	X	X
International Delivery	o	X	X	X
Facilities Management and Property Services (Procurement Managed Service)	X	X	X	✓
Vertical Real Estate Services	X	X	✓	X

## 8. PROCUREMENT SPECIFIC STANDARDS

8.1 The Supplier shall take full account of current legislation, government guidance and best practice, including but not limited to;

- 8.1.1 Achieving excellence,
- 8.1.2 Revitalising health & safety,
- 8.1.3 Sustainable development and social value,
- 8.1.4 Design quality,
- 8.1.5 Gateway reviews;
- 8.1.6 Accessibility; and;
- 8.1.7 National property controls.

- 8.2 The Supplier shall take cognisance of the requirement to use Electronic Property Information Mapping Service (EPIMS), which is a mandatory requirement for government departments.
- 8.3 The Supplier shall provide estates services in accordance with all codes of practice and guidance issued by the relevant professional bodies
- 8.4 The Supplier shall ensure that any advice provided to the Contracting Authority complies with the policies set out in 2.3.8 to 2.3.13 and are based upon the overall Exchequer best interest and value for money and in accordance with the Treasury Green Book.
- 8.5 The Supplier shall at all times during the Framework Period and the term of any Call Off Contract comply with the Standards including but not limited to the following for the scope of the Service:

8.5.1 Service Management Standards

- (a) BS EN ISO 9001 "Quality Management System" standard or equivalent.
- (b) ISO 10007 "Quality management systems – Guidelines for configuration management".
- (c) 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

8.5.2 Environmental Standards

- (a) BS EN ISO 14001 Environmental Management System standard or equivalent.
- (b) Directive 2002/96/EC on Waste Electrical and Electronic Equipment (or equivalent) and Directive 2002/95/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (or equivalent).

8.5.3 Portfolio, Programme and Project Management Standards

- (i) PRINCE2 and MSP methodologies or equivalent methodology

8.5.4 Architecture Standards

- (a) COBIT and TOGAF 9.1 Architecture Framework and Standards.

8.5.5 Information Security Management Standards

- (a) ISO 27001 Information Security Management standard or equivalent.
- (b) Cyber Essentials Scheme

8.5.6 Manual of Protective Security Standards

- (a) Manual of Protective Security (MPS) or equivalent

8.5.7 Occupational Health and Safety Management System Standards

- (a) OHSAS 18001 Occupational Health and Safety Management System or equivalent;

- 8.5.8 The Authority anticipates that during the Framework Period the level of Supplier compliance with BIM standards shall increase in Government. The Authority and/or Contracting Authorities will confirm the minimum BIM level required in the Contracting Authority Scope, which may be amended from time to time in accordance with the Framework Agreement
- 8.5.9 The Supplier shall at all times during the Framework Period and the term of any Call Off Contract comply with Standards including but not limited to those published by the Royal Institute of Chartered Surveyors (RICS)
- 8.5.10 All digital services must be as inclusive as possible. As a minimum, any Web Based Content Associated with your Service must meet Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0. Other digital content should meet the Government [Digital Service Standard](https://www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction), as set out in <https://www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction>

## PART B – KEY PERFORMANCE INDICATORS

### 1. GENERAL

- 1.1 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).
- 1.2 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.
- 1.3 The KPIs from which performance by the Supplier of this Framework Agreement will be reported against are set out below:

Key Performance Indicator (KPI)	KPI Target	Measured by
<b>1. FRAMEWORK MANAGEMENT</b>		
1.1 MI returns: All MI returns to be returned to CCS by the 5 <sup>th</sup> 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)
1.2 All undisputed 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)
1.3 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
1.4 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
<b>2. OPERATIONAL EFFICIENCY/PRICE SAVINGS</b>		
2.1 The Supplier to deliver against the Supplier Action Plan to derive further cost savings and demonstrate additional Social Value benefits over the Framework Period via continuous improvement and innovation		Confirmation by the Authority of the cost savings / Social Value benefits achieved by the dates identified in the Supplier Action Plan
<b>3. DEMAND MANAGEMENT SAVINGS</b>		
3.1 The Supplier to deliver against the Supplier Action Plan to derive further cost savings and demonstrate additional Social Value benefits over the Framework Period continuous improvement and innovation		Confirmation by the Authority of the cost savings / Social Value benefits achieved by the dates identified in the Supplier Action Plan
<b>4. CUSTOMER SATISFACTION</b>		
4.1 Services to be provided under Call Off Contracts to the satisfaction of Contracting Authorities		Confirmation by the Authority of the Supplier's performance against customer satisfaction surveys
[OTHER]		
[...]		[...]

## FRAMEWORK SCHEDULE 3: FRAMEWORK PRICES AND CHARGING STRUCTURE

### 1. DEFINITIONS

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

<b>"Indexation"</b>	means the adjustment of an amount or sum in accordance with Paragraph 9 of this Framework Schedule 3;;
<b>"Indexation Adjustment Date"</b>	has the meaning given to it in paragraph 9.1.1(a) of this Framework Schedule 3;

### 2. GENERAL PROVISIONS

2.1 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 Contract.

2.2 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.

2.3 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.

### 3. PRICING MECHANISM FOR THE CALCULATION OF FRAMEWORK PRICES

3.1 Framework Prices shall be calculated using the pricing mechanism specified in Annex 1 to this Framework Schedule 3 and on the basis of the rates and prices specified in Annex 2 to this Framework Schedule 3, as more particularly set out in this Framework Schedule 3.

3.2 Table 1 of Annex 1 sets out which pricing mechanism shall be used to calculate each Framework Price, which shall be one or more of the following:

- 3.2.1 **"Hourly rate"**, in which case the provisions of Paragraph 3.3 shall apply;
- 3.2.2 **"Percentage fee"** in which case the provisions of Paragraph 3.4 shall apply;  
or
- 3.2.3 **"Fixed fee"** pricing, in which case the provisions of Paragraph 3.5 shall apply.

#### 3.3 Hourly Rates

- 3.3.1 Where Table 1 of Annex 1 indicates that a Framework Price (as applicable) is to be calculated by reference to a Hourly Rate pricing mechanism, the rates set out in Table 1 of Annex 2 shall be used to calculate the relevant Framework Prices, provided that the Supplier (or its Sub-Contractor) shall not be entitled to include any uplift for risks or contingencies within its rates.

- 3.3.2 The Hourly rates set out in Table 1 of Annex 2 shall be subject to increase by way of Indexation.

### 3.4 Percentage fee

- 3.4.1 Where Table 1 of Annex 1 indicates that a Framework Price is to be calculated by reference to a Percentage pricing mechanism, the relevant Framework Price shall be the amount set out against that Framework Price in Table 2 of Annex 2.
- 3.4.2 The Framework Prices calculated by reference to Percentage pricing mechanism in Table 2 of Annex 2 shall be subject to increase by way of Indexation

### 3.5 Fixed fee

- 3.5.1 Where Table 1 of Annex 1 indicates that a Framework Price is to be calculated by reference to a fixed fee pricing mechanism, the relevant Framework Price shall be calculated on the basis of the unit costs set out against that Framework Price in Table 3 of Annex 2.
- 3.5.2 The fixed fee set out in Table 3 of Annex 2 shall be subject to increase by way of Indexation.

### 3.6 If a Property transaction on a non-hourly rate fee Charge is aborted, abortive fees will not be payable unless :

- 3.6.1 The transaction was aborted owing to a change in the policy (corporate or political) of the Contracting Authority
- 3.6.2 The Contracting Authority amending the Order in such a way as to render it obsolete
- 3.6.3 In the case of a disposal, the best bid was unacceptable
- 3.6.4 In the case of dilapidations the landlord declined to pursue the claim

### 3.7 Failure to agree terms, a material Default, a professional conflict of interest or failure to provide a satisfactory service to the Contracting Authority are not grounds for the payment of abortive fees. Should abortive fees be payable they shall be ex-gratia and demonstrably based on the Framework Charges and Fees up to the point of discontinuation and shall not exceed the Charge or Fee payable had the Service been satisfactorily completed.

## 4. COSTS AND EXPENSES

### 4.1 The Framework Prices shall include all costs and expenses relating to the Services provided to Contracting Authorities and/or the Supplier's performance of its obligations under any Call Off Contracts 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:

- 4.1.1 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

- 4.1.2 any amount for any services provided or costs incurred by the Supplier prior to the commencement date of any Call Off Contract.

## 5. INCENTIVISATION

5.1 Together with main fee schedules, there will be an option for the Contracting Authority to apply incentivisation to the transaction-based Estates Services and lump sum fees covered by this Framework Agreement at Call Off. Incentivisation will not apply to Orders based on General or Expert Hourly rates. Incentivisation will involve agreement with the Supplier of a target figure at the point of Order, with additional percentage payments over and above the non-incentivised fee being earned by the Supplier, for settlements higher or lower than the target, according to the nature of the Contracting Authority's interest, i.e. Landlord or Tenant. Targets can be of a monetary or time related nature. In arriving at the target figure, Contracting Authority's may seek proposals from the Potential Provider, obtain advice from another Suppliers or run a further competition between those Suppliers that the Contracting Authority assesses to be capable of providing the Service. The incentivisation targets can include incremental payments and payment can be linked to failing to achieve target as well as improvement in target. The degree of incentivisation is left to the discretion of the Contracting Authority and Supplier.

Example:

<b>Target Rent</b>	<b>£110,000</b>
<b>Final Settlement</b>	<b>£100,000</b>
<b>Positive difference to Tenant (Contracting Authority)</b>	<b>£10,000</b>
<b>Incentive fee of 10% for Potential Provider</b>	<b>£1,000</b>

## 6. ADJUSTMENT OF THE FRAMEWORK PRICES

6.1 The Framework Prices shall only be varied:

- 6.1.1 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);
- 6.1.2 where all or part of the Framework Prices are reviewed and reduced in accordance with Framework Schedule 12 (Continuous Improvement and Benchmarking);
- 6.1.3 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);

- 6.1.4 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
- 6.1.5 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).

6.2 Subject to paragraphs 6.1.1 to 6.1.3 of this Framework Schedule, the Framework Prices will remain fixed for the first two (2) Contract Years.

## **7. SUPPLIER PERIODIC ASSESSMENT OF FRAMEWORK PRICES**

- 7.1 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.
- 7.2 Such assessments by the Supplier under paragraph 7.1 shall be carried out on 1 May and 1 December 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.

## **8. SUPPLIER REQUEST FOR INCREASE OF THE FRAMEWORK PRICES**

- 8.1 The Supplier may request an increase in all or part of the Framework Prices in accordance with the remaining provisions of this paragraph 8 subject always to:
  - 8.1.1 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 paragraph 8.2;
  - 8.1.2 the Approval of the Authority which shall be granted in the Authority's sole discretion.
- 8.2 The earliest Review Adjustment Date will be the first (1st) Working Day following the expiry of the period specified in paragraph 6.2 of this Framework Agreement during which the Contract Charges shall remain fixed (and no review under this paragraph 8 is permitted). 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.
- 8.3 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:
  - 8.3.1 a list of the Framework Prices it wishes to review;
  - 8.3.2 for each of the Framework Prices under review, written evidence of the justification for the requested increase including:

- (a) a breakdown of the profit and cost components that comprise the relevant Framework Price;
- (b) details of the movement in the different identified cost components of the relevant Framework Price;
- (c) reasons for the movement in the different identified cost components of the relevant Framework Price;
- (d) evidence that the Supplier has attempted to mitigate against the increase in the relevant cost components; and
- (e) 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.

## 9. INDEXATION

9.1 Where the Framework Prices or any component amounts or sums thereof are expressed in this Framework Schedule 3 as "subject to increase by way of Indexation" the following provisions shall apply:

9.1.1 the relevant adjustment shall:

- (a) 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 paragraph 9.1.2;
- (b) 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;
- (c) 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;
- (d) 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.

9.1.2 The earliest Indexation Adjustment Date will be the (1st) Working Day following the expiry of the period specified in paragraph 6.2 of this Framework Agreement during which the Contract Charges shall remain fixed (and no review under this paragraph 8 is permitted). Thereafter any subsequent increase by way of Indexation shall not occur before the anniversary of the previous Indexation Adjustment Date during the Framework Period;

9.1.3 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 Contracts.

## **10. IMPLEMENTATION OF ADJUSTED FRAMEWORK PRICES**

10.1 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:

- 10.1.1 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;
- 10.1.2 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
- 10.1.3 on 1 June for assessments made on 1 May and on 1 January for assessments made on 1 December where an adjustment to the Framework Prices is made in accordance with paragraph 6.1.3 of this Framework Schedule 3
- 10.1.4 Not Used.

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

## **11. CHARGES UNDER CALL OFF AGREEMENTS**

11.1 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 Contract in force at the time a change to the Framework Prices is implemented.

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

## **12. E-COMMERCE TRANSACTIONS WITH CENTRAL GOVERNMENT BODIES**

12.1. 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.

12.2. 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 Contract.

**ANNEX 1: PRICING MECHANISM**

**ANNEX 1, ANNEX 2 AND ANNEX 3 ARE CONTAINED WITHIN ATTACHMENT 12 –  
CHARGING STRUCTURE**

**REDACTED**

## ANNEX 2: RATES AND PRICES

## ANNEX 3: FRAMEWORK PRICES

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

**ANNEX 1: TEMPLATE ORDER FORM**

**Annex 1 and annex 2 Attached separately – attachment 5 call off contract v1.0**

## ANNEX 2: TEMPLATE CALL OFF TERMS

## FRAMEWORK SCHEDULE 5: CALL OFF PROCEDURE

### 1. AWARD PROCEDURE

1.1 If the Authority or any Other Contracting Authority decides to source the Services through this Framework Agreement then it will award its 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.

1.1.1 The Customer when placing an initial order via each lot (or panel, where this applies) within RM3816, is required to complete a customer user agreement form (see Annex xx) and return this to the Authority at [property@crownccommercial.gov.uk](mailto:property@crownccommercial.gov.uk)

1.1.2 The Authority will issue a customer reference number that is Lot specific on receipt of the customer user agreement. The Customer should quote the reference number supplied by the Authority on all correspondence. The Customer may have up to four customer reference numbers.

1.1.3 The Supplier shall request the customer reference number when a Customer places a new order under the Framework Agreement prior to work commencing.

1.1.4 The Supplier shall include the customer reference number as part of their Management Information supplied to the Authority within their MI Reporting Template.

1.2 If a Contracting Authority can determine that:

1.2.1 its Services Requirements can be met by the Framework Suppliers’ catalogues and description of the Services as set out in Framework Schedule 2 (Services and Key Performance Indicators); and

1.2.2 all of the terms of the proposed Call Off Contract 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 Contract in accordance with the procedure set out in paragraph 2 below.

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

1.3.1 requires the Supplier to develop proposals or a solution in respect of such Contracting Authority’s Services Requirements; and/or

1.3.2 needs to amend or refine the Template Call Off Terms to reflect its Services Requirements to the extent permitted by and in accordance with the Regulations and Guidance;

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

## **2. DIRECT ORDERING WITHOUT A FURTHER COMPETITION**

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

- 2.1.1 develop a clear Statement of Requirements;
- 2.1.2 ensure the estimated value of their proposed Call Off Contract is not greater than £50,000 plus VAT
- 2.1.3 apply the Direct Award Criteria to the Framework Suppliers' catalogues and description of the Services as set out in Framework Schedule 2 (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
- 2.1.4 on the basis set out above, award the Call Off Contract with the successful Framework Supplier in accordance with paragraph 7 below.

## **3. FURTHER COMPETITION PROCEDURE**

### **Contracting Authority's Obligations**

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

- 3.1.1 develop a Statement of Requirements setting out its requirements for the Services and identify the Framework Suppliers capable of supplying the Services;
- 3.1.2 amend or refine the Template Call Off Form and Template Call Off Terms to reflect its Services Requirements only to the extent permitted by and in accordance with the requirements of the Regulations and Guidance;
- 3.1.3 invite tenders by conducting a Further Competition Procedure for its Services Requirements in accordance with the Regulations and Guidance and in particular:
  - (a) if wishing to utilise Lot 1 optional service (international delivery) Contracting Authorities must ensure; that the Suppliers have this optional service available and that prior to going out to Further Competition they must ensure that they seek guidance from the Authority.
  - (b) if an Electronic Reverse Auction (as defined in paragraph 4 below) is to be held, the Contracting Authority shall notify the Framework Suppliers identified in accordance with paragraph 3.1.1 and shall conduct the Further Competition Procedure in accordance with the procedures set out in paragraph 4.3; or

- (c) if an Electronic Reverse Auction is not used, the Contracting Authority shall:
  - (i) invite the Framework Suppliers identified in accordance with paragraph 3.1.1 to submit a tender in writing for each proposed Call Off Contract to be awarded by giving written notice by email to the relevant Supplier Representative of each Framework Supplier;
  - (ii) set a time limit for the receipt by it of the tenders which takes into account factors such as the complexity of the subject matter of the proposed Call Off Contract and the time needed to submit tenders; and
  - (iii) keep each tender confidential until the time limit set out for the return of tenders has expired.
- 3.1.4 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 Contract for its Services Requirements;
- 3.1.5 on the basis set out above, award its Call Off Contract to the successful Framework Supplier in accordance with paragraph 7 which Call Off Contract shall:
  - (a) state the Services Requirements;
  - (b) state the tender submitted by the successful Framework Supplier;
  - (c) state the charges payable for the Services Requirements in accordance with the tender submitted by the successful Framework Supplier; and
  - (d) 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 Services,
- 3.1.6 provide unsuccessful Framework Suppliers with written feedback in relation to the reasons why their tenders were unsuccessful.

#### **The Supplier's Obligations**

- 3.2 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:
  - 3.2.1 a statement to the effect that it does not wish to tender in relation to the relevant Services Requirements; or
  - 3.2.2 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:
    - (a) an email response subject line to comprise unique reference number and Supplier name, so as to clearly identify the Supplier;

- (b) a brief summary, in the email (followed by a confirmation letter), stating that the Supplier is bidding for the Statement of Requirements;
- (c) a proposal covering the Services Requirements.
- (d) CVs of key personnel – as a minimum any lead consultant, with others, as considered appropriate along with required staff levels; and
- (e) confirmation of discounts applicable to the Services, as referenced in Framework Schedule 3 (Framework Prices and Charging Structure).

3.2.3 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).

3.2.4 The Supplier agrees that:

- (a) 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
- (b) 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:
  - (i) 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
  - (ii) 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.

3.3 If at any stage in the Further Competition Procedure the Supplier becomes aware of an actual or potential Conflict of Interest the Supplier shall promptly notify the Contracting Authority and provide the Contracting Authority with the details of that Conflict of Interest and a description of the steps it shall take, if any, to remedy such Conflict of Interest.

3.4 The Contracting Authority shall consider the information provided by the Supplier and promptly notify the Supplier that it:

- 3.4.1 is satisfied that the steps proposed by the Supplier are sufficient to remedy the Conflict of Interest;
- 3.4.2 requires the Supplier to comply with the Contracting Authority's reasonable instructions to remedy the Conflict of Interest; or

- 3.4.3 is not satisfied that the Conflict of Interest can be remedied and any tender submitted will be rejected or offer of a contract withdrawn.
- 3.5 The Contracting Authority reserves the right to reject any tender or withdraw any offer of a contract where a Conflict of Interest exists or a potential Conflict of Interest may exist and:
  - 3.5.1 the Supplier fails to comply with the Contracting Authority's reasonable instructions to remedy such Conflict of Interest; or
  - 3.5.2 the Conflict of Interest cannot be remedied to its satisfaction.

#### 4. E-AUCTIONS

- 4.1 The Contracting Authority shall be entitled to formulate its Statement of Requirements in accordance with paragraph 3 above and invite the Supplier to a Further Competition Procedure including a reverse auction in accordance with the rules laid down by the Contracting Authority and the Regulations.
- 4.2 The Supplier acknowledges that Contracting Authorities may wish to undertake an electronic reverse auction, where Framework Suppliers compete in real time by bidding as the auction unfolds ("**Electronic Reverse Auction**").
- 4.3 Before undertaking an Electronic Reverse Auction, the relevant Contracting Authority will make an initial full evaluation of all tenders received in response to its Statement of Requirements. The Contracting Authority will then invite to the Electronic Reverse Auction only those tenders that are admissible in accordance with the Regulations. The invitation shall be accompanied by the outcome of the full initial evaluation of the relevant tenders.
- 4.4 The Contracting Authority will inform the Framework Suppliers of the specification for the Electronic Reverse Auction which shall include:
  - 4.4.1 the information to be provided at auction, which must be expressed in figures or percentages of the specified quantifiable features;
  - 4.4.2 the mathematical formula to be used to determine automatic ranking of bids on the basis of new prices and/or new values submitted;
  - 4.4.3 any limits on the values which may be submitted;
  - 4.4.4 a description of any information which will be made available to Framework Suppliers in the course of the Electronic Reverse Auction, and when it will be made available to them;
  - 4.4.5 the conditions under which Framework Suppliers will be able to bid and, in particular, the minimum differences which will, where appropriate, be required when bidding;
  - 4.4.6 relevant information concerning the electronic equipment used and the arrangements and technical specification for connection;
  - 4.4.7 subject to paragraph 4.5, the date and time of the start of the Electronic Reverse Auction; and

- 4.4.8 details of when and how the Electronic Reverse Auction will close.
- 4.5 The Electronic Reverse Auction may not start sooner than two (2) Working Days after the date on which the specification for the Electronic Reverse Auction has been issued.
- 4.6 Throughout each phase of the Electronic Reverse Auction the Contracting Authority will communicate to all Framework Suppliers sufficient information to enable them to ascertain their relative ranking.
- 4.7 The Supplier acknowledges and agrees that:
- 4.7.1 the Contracting Authority and its officers, servants, agents, group companies, assignees and customers (including the Authority) do not guarantee that its access to the Electronic Reverse Auction will be uninterrupted or error-free;
  - 4.7.2 its access to the Electronic Reverse Auction may occasionally be restricted to allow for repairs or maintenance; and
  - 4.7.3 it will comply with all such rules that may be imposed by the Contracting Authority in relation to the operation of the Electronic Reverse Auction.
- 4.8 The Contracting Authority will close the Electronic Reverse Auction on the basis of:
- 4.8.1 a date and time fixed in advance;
  - 4.8.2 when no new prices or values meeting the minimum differences required pursuant to paragraph 4.4.5 have been received within the prescribed elapsed time period; or
  - 4.8.3 when all the phases have been completed.

## **5. NO AWARD**

- 5.1 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 or Services Requirements. Nothing in this Framework Agreement shall oblige any Contracting Authority to award any Call Off Contract.

## **6. RESPONSIBILITY FOR AWARDS**

- 6.1 The Supplier acknowledges that each Contracting Authority is independently responsible for the conduct of its award of Call Off Contracts under this Framework Agreement and that the Authority is not responsible or accountable for and shall have no liability whatsoever in relation to:
- 6.1.1 the conduct of Other Contracting Authorities in relation to this Framework Agreement; or
  - 6.1.2 the performance or non-performance of any Call Off Contracts between the Supplier and Other Contracting Authorities entered into pursuant to this Framework Agreement.

## **7. CALL OFF AWARD PROCEDURE**

- 7.1 Subject to paragraphs 1 to 6 above, a Contracting Authority may award a Call Off Contract 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 Contract) which is not as described in this paragraph 7 shall not constitute a Call Off Contract under this Framework Agreement.
- 7.2 Subject to paragraph 7.3, on receipt of an order form as described in paragraph 7.1 from a Contracting Authority, the Supplier shall accept the Call Off Contract by promptly signing and returning (including by electronic means) a copy of the order form to the Contracting Authority concerned.
- 7.3 The obligation under paragraph 7.2 shall not apply where the Supplier is able to provide satisfactory evidence to the Contracting Authority of an actual or potential Conflict of Interest which cannot be resolved to the satisfaction of the Contracting Authority.
- 7.4 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 Contract shall be formed.

## FRAMEWORK SCHEDULE 6: AWARD CRITERIA

### 1. GENERAL

- 1.1 This Framework Schedule 6 is designed to assist Contracting Authorities seeking to award a Call Off Contract on the basis of direct award or through reopening competition under a Further Competition Procedure in accordance with the Call Off Procedure.
- 1.2 A Call Off Contract shall be awarded on the basis of most economically advantageous tender ("MEAT") from the point of view of the Contracting Authority.
- 1.3 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' commoditised Services as included within the Electronic Catalogue. The criteria are in no particular order of importance..

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 (which in total should add up to 100%):
1	Price (life cycle costs, cost effectiveness & price; price and running costs)	10-90%
2	Quality (including delivery time, period of completion, sales service, good value)	10-90%

## PART B: FURTHER COMPETITION AWARD CRITERIA

1. The following criteria shall be applied to the Services set out in the Suppliers' compliant tenders submitted through the Further Competition Procedure. The criteria are in no particular order of importance.:

Criteria Number	Criteria	Percentage Weightings (or rank order of importance where applicable) - to be set by the Contracting Authority conducting the further competition- examples below (which in total should add up to 100%):
1	Quality (including delivery time, period of completion, sales service, good value (including where applicable the degree to which the Supplier satisfies the Contracting Body's Social Value requirements))	10-90%
2	Price	10-90%

## **FRAMEWORK SCHEDULE 7: KEY SUB-CONTRACTORS**

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

**REDACTED**

## FRAMEWORK SCHEDULE 8: FRAMEWORK MANAGEMENT

### 1. INTRODUCTION

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

<b>"Supplier Framework Manager"</b>	has the meaning given to it in paragraph 2.1.1 of this Framework Schedule 8; and
<b>"Supplier Review Meetings"</b>	has the meaning given to it in paragraph 2.2.1. of this Framework Schedule 8.

1.2 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.

1.3 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.

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

### 2. FRAMEWORK MANAGEMENT

#### 2.1 Framework Management Structure:

2.1.1 The Supplier shall provide a suitably qualified nominated contact (the **"Supplier Framework Manager"**) who will take overall responsibility for delivering the Services required within this Framework Agreement, as well as a suitably qualified deputy to act in their absence.

2.1.2 The Supplier shall put in place a structure to manage the Framework in accordance with Framework Schedule 2 (Services and Key Performance Indicators).

2.1.3 A full governance structure for the Framework will be agreed between the Parties during the Framework Agreement implementation stage.

2.1.4 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.

2.1.5 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.

## **2.2 Supplier Review Meetings**

- 2.2.1 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**").
- 2.2.2 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.
- 2.2.3 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.
- 2.2.4 The Supplier Review Meetings shall be attended, as a minimum, by the Authority Representative(s) and the Supplier Framework Manager.

## **3. KEY PERFORMANCE INDICATORS**

- 3.1 The KPIs applicable to this Framework Agreement are set out in Framework Schedule 2 (Services and Key Performance Indicators).
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 The Authority reserves the right to use and publish the performance of the Supplier against the KPIs without restriction.

## **4. EFFICIENCY TRACKING PERFORMANCE MEASURES**

- 4.1 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:
  - 4.1.1 tracking reductions in product volumes and product costs, in order to demonstrate that Contracting Authorities are consuming less and buying more smartly;

4.1.2 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).

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

4.3 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 (and Key Performance Indicators).

4.4 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.

## **5. ESCALATION PROCEDURE**

5.1 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).

5.2 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**

### **1. GENERAL REQUIREMENTS**

- 1.1 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.
- 1.2 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 Contract.

### **2. MANAGEMENT INFORMATION AND FORMAT**

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 The Supplier may not make any amendment to the current MI Reporting Template without the prior Approval of the Authority.
- 2.6 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.

### **3. FREQUENCY AND COVERAGE**

- 3.1 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 Contracts have permanently ceased.
- 3.2 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.

3.3 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**").

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

3.4.1 in the next MI Report due immediately following discovery of the error by the Supplier; or

3.4.2 as a result of the Authority querying any data contained in an MI Report.

#### **4. SUBMISSION OF THE MONTHLY MI REPORT**

4.1 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.

4.2 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.

#### **5. DEFECTIVE MANAGEMENT INFORMATION**

5.1 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.

5.2 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**

5.3 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**

5.4 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.

5.5 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.

5.6 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.

5.7 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.

## 6. DEFAULT MANAGEMENT CHARGE

6.1 If:

6.1.1 Two (2) MI Failures occur in any rolling six (6) Month period;

6.1.2 Two (2) consecutive MI Failures occur;

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

6.2 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.

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

6.3.1 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 Contract, in the whole period preceding the date on which the MI Default occurred; or

6.3.2 the sum of five hundred pounds (£500).

6.4 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:

6.4.1 in arrears for those Months in which an MI Failure occurred; and

6.4.2 on an ongoing Monthly basis,

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

6.5 For the avoidance of doubt the Parties agree that:

- 6.5.1 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
  - 6.5.2 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.
- 6.6 If the Supplier provides sufficient Management Information to rectify any MI Failures to the satisfaction of the Authority and the Management Information demonstrates that:
- 6.6.1 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
  - 6.6.2 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 **22/08/2017** between **[Supplier name]** and the Authority, we confirm the following:

1. In our opinion based on the testing undertaken **[Supplier name]** 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

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

### 2. MARKETING

2.1 Marketing contact details:

2.1.1 REDACTED

2.1.2 REDACTED

2.1.3 REDACTED

[See attached spreadsheet for contact details]

### 3. AUTHORITY PUBLICATIONS

3.1 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.

3.2 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.

3.3 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.

### 4. SUPPLIER PUBLICATIONS

4.1 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.

4.2 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

### 1. DEFINITIONS

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

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

### 2. BACKGROUND

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

2.2 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 Contracts remain in force:

2.2.1 Benchmarking;

2.2.2 Continuous Improvement;

### **3. BENCHMARKING**

#### **3.1 Frequency Purpose and Scope of Benchmark Review**

3.1.1 The Supplier shall carry out Benchmark Reviews of the Services when so requested by the Authority.

3.1.2 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.

3.1.3 The purpose of a Benchmark Review will be to establish whether the Benchmarked Services are, individually and/or as a whole, Good Value.

3.1.4 The Services that are to be the Benchmarked Services will be identified by the Authority in writing.

#### **3.2 Benchmarking Process**

3.2.1 The Supplier shall produce and send to the Authority for Approval, a draft plan for the Benchmark Review.

3.2.2 The plan must include:

(a) a proposed timetable for the Benchmark Review;

(b) a description of the benchmarking methodology to be used;

(c) a description that demonstrates objectively and transparently that the benchmarking methodology to be used is capable of fulfilling the benchmarking purpose; and

(d) a description of how the Supplier will scope and identify the Comparison Group.

3.2.3 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.

- 3.2.4 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.
- 3.2.5 Once it has received the Approval of the draft plan, the Supplier shall:
- (a) 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:
    - (i) market intelligence;
    - (ii) the Supplier's own data and experience;
    - (iii) relevant published information; and
    - (iv) pursuant to paragraph 3.2.7 below, information from other suppliers or purchasers on Comparable Rates;
  - (b) by applying the adjustment factors listed in paragraph 3.2.7 and from an analysis of the Comparable Rates, derive the Equivalent Data;
  - (c) using the Equivalent Data to calculate the Upper Quartile;
  - (d) determine whether or not each Benchmarked Rate is, and/or the Benchmarked Rates as a whole are, Good Value.
- 3.2.6 The Supplier agrees to use its reasonable endeavours to obtain information from other suppliers or purchasers on Comparable Rates.
- 3.2.7 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:
- (a) the contractual terms and business environment under which the Comparable Rates are being provided (including the scale and geographical spread of the customers);
  - (b) exchange rates;
  - (c) 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.

### 3.3 Benchmarking Report:

- 3.3.1 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;
- 3.3.2 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:

- (a) include a finding as to whether or not a Benchmarked Service and/or whether the Benchmarked Services as a whole are, Good Value;
  - (b) if any of the Benchmarked 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 Services as a whole Good Value; and
  - (c) include sufficient detail and transparency so that the Authority can interpret and understand how the Supplier has calculated whether or not the Benchmarked Services are, individually or as a whole, Good Value.
- 3.3.3 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).
- 3.3.4 The Authority shall be entitled to publish the results of any benchmarking of the Framework Prices to Other Contracting Authorities.

#### 4. CONTINUOUS IMPROVEMENT

- 4.1 The Supplier shall adopt a policy of continuous improvement in relation to the Services pursuant to which it will regularly review with the Authority the Services and the manner in which it is providing the 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 Services including the Social Value it delivers associated with the Service provision. 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.
- 4.2 Without limiting paragraph 4.1, the Supplier shall produce at the start of each Contract Year a plan for improving the provision of Services and/or reducing the Charges produced by the Supplier pursuant to this Schedule 12 under all Call Off Contracts and reducing the Framework Prices (without adversely affecting the performance of the Framework Agreement or any Call Off Contract) 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:
- 4.2.1 identifying the emergence of new and evolving technologies which could improve the Services;
  - 4.2.2 identifying changes in behaviour at Contracting Authorities that result in a cost saving and a reduction in the Framework Prices;
  - 4.2.3 improving the way in which the Services are sold via the Framework Agreement that may result in reduced Framework Prices;
  - 4.2.4 identifying and implementing efficiencies in the Supplier's internal processes and administration that may lead to cost savings and reductions in the Framework Prices;

- 4.2.5 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;
  - 4.2.6 identifying and implementing efficiencies in the Supplier's supply chain that may lead to cost savings and reductions in the Framework Prices;
  - 4.2.7 baselining the quality of the Supplier's Services and its cost structure and demonstrating the efficacy of its Continuous Improvement Plan on each element during the Framework Period;
  - 4.2.8 measuring and reducing the sustainability impacts of the Supplier's operations and supply-chains pertaining to the Services, and identifying opportunities to assist Contracting Authorities in meeting their sustainability objectives; and
  - 4.2.9 Identifying and implementing processes that may lead to quantifiable Social Value benefits to Contracting Authorities.
- 4.3 The initial Continuous Improvement Plan for the first (1<sup>st</sup>) 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.
- 4.4 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.
- 4.5 Once the first Continuous Improvement Plan has been Approved in accordance with paragraph 4.4:
- 4.5.1 the Supplier shall use all reasonable endeavours to implement any agreed deliverables in accordance with the Continuous Improvement Plan; and
  - 4.5.2 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.
- 4.6 The Supplier shall update the Continuous Improvement Plan as and when required but at least once every Contract Year (after the first (1<sup>st</sup>) Contract Year) in accordance with the procedure and timescales set out in paragraph 4.2.
- 4.7 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.
- 4.8 Should the Supplier's costs in providing the 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 Services.



**FRAMEWORK SCHEDULE 13: GUARANTEE**

**[Guidance Note: this is a draft form of guarantee which can be used to procure either a Framework Guarantee or a Call Off Guarantee, and so it will need to be amended to reflect the Beneficiary's requirements. See Clause 8 of the Framework Agreement and Clause 4 of the Template Call Off Terms.]**

**[INSERT THE NAME OF THE GUARANTOR]**

**- AND -**

**[INSERT THE NAME OF THE BENEFICIARY]**

**DEED OF GUARANTEE**

## DEED OF GUARANTEE

THIS DEED OF GUARANTEE is made the                    day of                    20[ ]

### BETWEEN:

- (1) [Insert the name of the Guarantor] [a company incorporated in England and Wales] with number [insert company no.] whose registered office is at [insert details of the Guarantor's registered office here] [OR] [a company incorporated under the laws of [insert country], registered in [insert country] with number [insert number] at [insert place of registration], whose principal office is at [insert office details] ("Guarantor"); in favour of
- (2) [The Authority] [Insert name of Contracting Authority who is Party to the Guaranteed Agreement] whose principal office is at [ ] ("Beneficiary")

**[Guidance note: Where this deed of guarantee is used to procure a Framework Guarantee in favour of the Authority, this paragraph numbered (2) above will set out the details of the Authority. Where it is used to procure a Call Off Guarantee in favour of a Contracting Authority this paragraph numbered (2) above will set out the details of the relevant Contracting Authority]**

### WHEREAS:

- (A) The Guarantor has agreed, in consideration of the Beneficiary entering into the Guaranteed Agreement with the Supplier, to guarantee all of the Supplier's obligations under the Guaranteed Agreement.
- (B) It is the intention of the Parties that this document be executed and take effect as a deed.

Now in consideration of the Beneficiary entering into the Guaranteed Agreement, the Guarantor hereby agrees with the Beneficiary as follows:

## 1. DEFINITIONS AND INTERPRETATION

In this Deed of Guarantee:

- 1.1 unless defined elsewhere in this Deed of Guarantee or the context requires otherwise, defined terms shall have the same meaning as they have for the purposes of the Guaranteed Agreement;
- 1.2 the words and phrases below shall have the following meanings:

**[Guidance Note: Insert and/or settle Definitions, including from the following list, as appropriate to either Framework Guarantee or Call Off Guarantee]**

<b>["Authority"]</b>	has the meaning given to it in the Framework Agreement;]
<b>["Beneficiary"]</b>	means [the Authority] [insert name of the Contracting Authority with whom the Supplier enters into a Call Off Contract] and "Beneficiaries" shall be construed accordingly;]

<b>"Call Off Contract"</b>	has the meaning given to it in the Framework Agreement;]
<b>"Framework Agreement"</b>	means the Framework Agreement for the r Services dated on or about the date hereof made between the Authority and the Supplier;]
<b>"Guaranteed Agreement"</b>	means [the Framework Agreement] [the Call Off Contract] made between the Beneficiary and the Supplier on [insert date];]
<b>"Guaranteed Obligations"</b>	means all obligations and liabilities of the Supplier to the Beneficiary under the Guaranteed Agreement together with all obligations owed by the Supplier to the Beneficiary that are supplemental to, incurred under, ancillary to or calculated by reference to the Guaranteed Agreement;
<b>"Services"</b>	has the meaning given to it in the Framework Agreement;]

1.3 references to this Deed of Guarantee and any provisions of this Deed of Guarantee or to any other document or agreement (including to the Guaranteed Agreement) are to be construed as references to this Deed of Guarantee, those provisions or that document or agreement in force for the time being and as amended, varied, restated, supplemented, substituted or novated from time to time;

1.4 unless the context otherwise requires, words importing the singular are to include the plural and vice versa;

1.5 references to a person are to be construed to include that person's assignees or transferees or successors in title, whether direct or indirect;

1.6 the words "other" and "otherwise" are not to be construed as confining the meaning of any following words to the class of thing previously stated where a wider construction is possible;

1.7 unless the context otherwise requires, reference to a gender includes the other gender and the neuter;

1.8 unless the context otherwise requires, references to an Act of Parliament, statutory provision or statutory instrument include a reference to that Act of Parliament, statutory provision or statutory instrument as amended, extended or re-enacted from time to time and to any regulations made under it;

1.9 unless the context otherwise requires, any phrase introduced by the words "including", "includes", "in particular", "for example" or similar, shall be construed as illustrative and without limitation to the generality of the related general words;

1.10 references to Clauses and Schedules are, unless otherwise provided, references to Clauses of and Schedules to this Deed of Guarantee; and

1.11 references to liability are to include any liability whether actual, contingent, present or future.

## 2. GUARANTEE AND INDEMNITY

- 2.1 The Guarantor irrevocably and unconditionally guarantees and undertakes to the Beneficiary to procure that the Supplier duly and punctually performs all of the Guaranteed Obligations now or hereafter due, owing or incurred by the Supplier to the Beneficiary.
- 2.2 The Guarantor irrevocably and unconditionally undertakes upon demand to pay to the Beneficiary all monies and liabilities which are now or at any time hereafter shall have become payable by the Supplier to the Beneficiary under or in connection with the Guaranteed Agreement or in respect of the Guaranteed Obligations as if it were a primary obligor.
- 2.3 If at any time the Supplier shall fail to perform any of the Guaranteed Obligations, the Guarantor, as primary obligor, irrevocably and unconditionally undertakes to the Beneficiary that, upon first demand by the Beneficiary it shall, at the cost and expense of the Guarantor:
  - 2.3.1 fully, punctually and specifically perform such Guaranteed Obligations as if it were itself a direct and primary obligor to the Beneficiary in respect of the Guaranteed Obligations and liable as if the Guaranteed Agreement had been entered into directly by the Guarantor and the Beneficiary; and
  - 2.3.2 as a separate and independent obligation and liability, indemnify and keep the Beneficiary indemnified against all losses, damages, costs and expenses (including VAT thereon, and including, without limitation, all court costs and all legal fees on a solicitor and own client basis, together with any disbursements,) of whatever nature which may result or which such Beneficiary may suffer, incur or sustain arising in any way whatsoever out of a failure by the Supplier to perform the Guaranteed Obligations save that, subject to the other provisions of this Deed of Guarantee, this shall not be construed as imposing greater obligations or liabilities on the Guarantor than are purported to be imposed on the Supplier under the Guaranteed Agreement.
- 2.4 As a separate and independent obligation and liability from its obligations and liabilities under Clauses 2.1 to 2.3 above, the Guarantor as a primary obligor irrevocably and unconditionally undertakes to indemnify and keep the Beneficiary indemnified on demand against all losses, damages, costs and expenses (including VAT thereon, and including, without limitation, all legal costs and expenses), of whatever nature, whether arising under statute, contract or at common law, which such Beneficiary may suffer or incur if any obligation guaranteed by the Guarantor is or becomes unenforceable, invalid or illegal as if the obligation guaranteed had not become unenforceable, invalid or illegal provided that the Guarantor's liability shall be no greater than the Supplier's liability would have been if the obligation guaranteed had not become unenforceable, invalid or illegal.

### **3. OBLIGATION TO ENTER INTO A NEW CONTRACT**

- 3.1 If the Guaranteed Agreement is terminated for any reason, whether by the Beneficiary or the Supplier, or if the Guaranteed Agreement is disclaimed by a liquidator of the Supplier or the obligations of the Supplier are declared to be void or voidable for any reason, then the Guarantor will, at the request of the Beneficiary enter into a contract with the Beneficiary in terms mutatis mutandis the same as the Guaranteed Agreement and the obligations of the Guarantor under such substitute agreement shall be the same as if the Guarantor had been original obligor under the Guaranteed Agreement or under an agreement entered into on the same terms and at the same time as the Guaranteed Agreement with the Beneficiary.

#### 4. DEMANDS AND NOTICES

4.1 Any demand or notice served by the Beneficiary on the Guarantor under this Deed of Guarantee shall be in writing, addressed to:

4.1.1 [Address of the Guarantor in England and Wales]

4.1.2 [Facsimile Number]

4.1.3 For the Attention of [insert details]

or such other address in England and Wales or facsimile number as the Guarantor has from time to time notified to the Beneficiary in writing in accordance with the terms of this Deed of Guarantee as being an address or facsimile number for the receipt of such demands or notices.

4.2 Any notice or demand served on the Guarantor or the Beneficiary under this Deed of Guarantee shall be deemed to have been served:

4.2.1 if delivered by hand, at the time of delivery; or

4.2.2 if posted, at 10.00 a.m. on the second Working Day after it was put into the post; or

4.2.3 if sent by facsimile, at the time of despatch, if despatched before 5.00 p.m. on any Working Day, and in any other case at 10.00 a.m. on the next Working Day.

4.3 In proving service of a notice or demand on the Guarantor or the Beneficiary it shall be sufficient to prove that delivery was made, or that the envelope containing the notice or demand was properly addressed and posted as a prepaid first class recorded delivery letter, or that the facsimile message was properly addressed and despatched, as the case may be.

4.4 Any notice purported to be served on the Beneficiary under this Deed of Guarantee shall only be valid when received in writing by the Beneficiary.

#### 5. BENEFICIARY'S PROTECTIONS

5.1 The Guarantor shall not be discharged or released from this Deed of Guarantee by any arrangement made between the Supplier and the Beneficiary (whether or not such arrangement is made with or without the assent of the Guarantor) or by any amendment to or termination of the Guaranteed Agreement or by any forbearance or indulgence whether as to payment, time, performance or otherwise granted by the Beneficiary in relation thereto (whether or not such amendment, termination, forbearance or indulgence is made with or without the assent of the Guarantor) or by the Beneficiary doing (or omitting to do) any other matter or thing which but for this provision might exonerate the Guarantor.

5.2 This Deed of Guarantee shall be a continuing security for the Guaranteed Obligations and accordingly:

5.2.1 it shall not be discharged, reduced or otherwise affected by any partial performance (except to the extent of such partial performance) by the Supplier of the Guaranteed Obligations or by any omission or delay on the part of the Beneficiary in exercising its rights under this Deed of Guarantee;

- 5.2.2 it shall not be affected by any dissolution, amalgamation, reconstruction, reorganisation, change in status, function, control or ownership, insolvency, liquidation, administration, appointment of a receiver, voluntary arrangement, any legal limitation or other incapacity, of the Supplier, the Beneficiary, the Guarantor or any other person;
- 5.2.3 if, for any reason, any of the Guaranteed Obligations shall prove to have been or shall become void or unenforceable against the Supplier for any reason whatsoever, the Guarantor shall nevertheless be liable in respect of that purported obligation or liability as if the same were fully valid and enforceable and the Guarantor were principal debtor in respect thereof; and
- 5.2.4 the rights of the Beneficiary against the Guarantor under this Deed of Guarantee are in addition to, shall not be affected by and shall not prejudice, any other security, guarantee, indemnity or other rights or remedies available to the Beneficiary.
- 5.3 The Beneficiary shall be entitled to exercise its rights and to make demands on the Guarantor under this Deed of Guarantee as often as it wishes and the making of a demand (whether effective, partial or defective) in respect of the breach or non performance by the Supplier of any Guaranteed Obligation shall not preclude the Beneficiary from making a further demand in respect of the same or some other default in respect of the same Guaranteed Obligation.
- 5.4 The Beneficiary shall not be obliged before taking steps to enforce this Deed of Guarantee against the Guarantor to obtain judgment against the Supplier or the Guarantor or any third party in any court, or to make or file any claim in a bankruptcy or liquidation of the Supplier or any third party, or to take any action whatsoever against the Supplier or the Guarantor or any third party or to resort to any other security or guarantee or other means of payment. No action (or inaction) by the Beneficiary in respect of any such security, guarantee or other means of payment shall prejudice or affect the liability of the Guarantor hereunder.
- 5.5 The Beneficiary's rights under this Deed of Guarantee are cumulative and not exclusive of any rights provided by law and may be exercised from time to time and as often as the Beneficiary deems expedient.
- 5.6 Any waiver by the Beneficiary of any terms of this Deed of Guarantee, or of any Guaranteed Obligations shall only be effective if given in writing and then only for the purpose and upon the terms and conditions, if any, on which it is given.
- 5.7 Any release, discharge or settlement between the Guarantor and the Beneficiary shall be conditional upon no security, disposition or payment to the Beneficiary by the Guarantor or any other person being void, set aside or ordered to be refunded pursuant to any enactment or law relating to liquidation, administration or insolvency or for any other reason whatsoever and if such condition shall not be fulfilled the Beneficiary shall be entitled to enforce this Deed of Guarantee subsequently as if such release, discharge or settlement had not occurred and any such payment had not been made. The Beneficiary shall be entitled to retain this security after as well as before the payment, discharge or satisfaction of all monies, obligations and liabilities that are or may become due owing or incurred to the Beneficiary from the Guarantor for such period as the Beneficiary may determine.

## **6. GUARANTOR INTENT**

6.1 Without prejudice to the generality of Clause 5 (Beneficiary's protections), the Guarantor expressly confirms that it intends that this Deed of Guarantee shall extend from time to time to any (however fundamental) variation, increase, extension or addition of or to the Guaranteed Agreement and any associated fees, costs and/or expenses.

## **7. RIGHTS OF SUBROGATION**

7.1 The Guarantor shall, at any time when there is any default in the performance of any of the Guaranteed Obligations by the Supplier and/or any default by the Guarantor in the performance of any of its obligations under this Deed of Guarantee, exercise any rights it may have:

7.1.1 of subrogation and indemnity;

7.1.2 to take the benefit of, share in or enforce any security or other guarantee or indemnity for the Supplier's obligations; and

7.1.3 to prove in the liquidation or insolvency of the Supplier,

only in accordance with the Beneficiary's written instructions and shall hold any amount recovered as a result of the exercise of such rights on trust for the Beneficiary and pay the same to the Beneficiary on first demand. The Guarantor hereby acknowledges that it has not taken any security from the Supplier and agrees not to do so until Beneficiary receives all moneys payable hereunder and will hold any security taken in breach of this Clause on trust for the Beneficiary.

## **8. DEFERRAL OF RIGHTS**

8.1 Until all amounts which may be or become payable by the Supplier under or in connection with the Guaranteed Agreement have been irrevocably paid in full, the Guarantor agrees that, without the prior written consent of the Beneficiary, it will not:

8.1.1 exercise any rights it may have to be indemnified by the Supplier;

8.1.2 claim any contribution from any other guarantor of the Supplier's obligations under the Guaranteed Agreement;

8.1.3 take the benefit (in whole or in part and whether by way of subrogation or otherwise) of any rights of the Beneficiary under the Guaranteed Agreement or of any other guarantee or security taken pursuant to, or in connection with, the Guaranteed Agreement;

8.1.4 demand or accept repayment in whole or in part of any indebtedness now or hereafter due from the Supplier; or

8.1.5 claim any set-off or counterclaim against the Supplier;

8.2 If the Guarantor receives any payment or other benefit or exercises any set off or counterclaim or otherwise acts in breach of this Clause 8, anything so received and any benefit derived directly or indirectly by the Guarantor therefrom shall be held on trust for the Beneficiary and applied in or towards discharge of its obligations to the Beneficiary under this Deed of Guarantee.

## **9. REPRESENTATIONS AND WARRANTIES**

9.1 The Guarantor hereby represents and warrants to the Beneficiary that:

- 9.1.1 the Guarantor is duly incorporated and is a validly existing company under the laws of its place of incorporation, has the capacity to sue or be sued in its own name and has power to carry on its business as now being conducted and to own its property and other assets;
- 9.1.2 the Guarantor has full power and authority to execute, deliver and perform its obligations under this Deed of Guarantee and no limitation on the powers of the Guarantor will be exceeded as a result of the Guarantor entering into this Deed of Guarantee;
- 9.1.3 the execution and delivery by the Guarantor of this Deed of Guarantee and the performance by the Guarantor of its obligations under this Deed of Guarantee including, without limitation entry into and performance of a contract pursuant to Clause 3) have been duly authorised by all necessary corporate action and do not contravene or conflict with:
  - (a) the Guarantor's memorandum and articles of association or other equivalent constitutional documents;
  - (b) any existing law, statute, rule or regulation or any judgment, decree or permit to which the Guarantor is subject; or
  - (c) the terms of any agreement or other document to which the Guarantor is a Party or which is binding upon it or any of its assets;
- 9.1.4 all governmental and other authorisations, approvals, licences and consents, required or desirable, to enable it lawfully to enter into, exercise its rights and comply with its obligations under this Deed of Guarantee, and to make this Deed of Guarantee admissible in evidence in its jurisdiction of incorporation, have been obtained or effected and are in full force and effect; and
- 9.1.5 this Deed of Guarantee is the legal valid and binding obligation of the Guarantor and is enforceable against the Guarantor in accordance with its terms.

## 10. PAYMENTS AND SET-OFF

10.1 All sums payable by the Guarantor under this Deed of Guarantee shall be paid without any set-off, lien or counterclaim, deduction or withholding, howsoever arising, except for those required by law, and if any deduction or withholding must be made by law, the Guarantor will pay that additional amount which is necessary to ensure that the Beneficiary receives a net amount equal to the full amount which it would have received if the payment had been made without the deduction or withholding.

10.2 The Guarantor shall pay interest on any amount due under this Deed of Guarantee at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis from the due date up to the date of actual payment, whether before or after judgment.

10.3 The Guarantor will reimburse the Beneficiary for all legal and other costs (including VAT) incurred by the Beneficiary in connection with the enforcement of this Deed of Guarantee.

## **11. GUARANTOR'S ACKNOWLEDGEMENT**

11.1 The Guarantor warrants, acknowledges and confirms to the Beneficiary that it has not entered into this Deed of Guarantee in reliance upon, nor has it been induced to enter into this Deed of Guarantee by any representation, warranty or undertaking made by or on behalf of the Beneficiary (whether express or implied and whether pursuant to statute or otherwise) which is not set out in this Deed of Guarantee.

## **12. ASSIGNMENT**

12.1 The Beneficiary shall be entitled to assign or transfer the benefit of this Deed of Guarantee at any time to any person without the consent of the Guarantor being required and any such assignment or transfer shall not release the Guarantor from its liability under this Guarantee.

12.2 The Guarantor may not assign or transfer any of its rights and/or obligations under this Deed of Guarantee.

## **13. SEVERANCE**

13.1 If any provision of this Deed of Guarantee is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if this Deed of Guarantee had been executed with the invalid, illegal or unenforceable provision eliminated.

## **14. THIRD PARTY RIGHTS**

14.1 A person who is not a Party to this Deed of Guarantee shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Deed of Guarantee. This Clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

## **15. GOVERNING LAW**

15.1 This Deed of Guarantee and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in all respects in accordance with English law.

15.2 The Guarantor irrevocably agrees for the benefit of the Beneficiary that the courts of England shall have jurisdiction to hear and determine any suit, action or proceedings and to settle any dispute which may arise out of or in connection with this Deed of Guarantee and for such purposes hereby irrevocably submits to the jurisdiction of such courts.

15.3 Nothing contained in this Clause shall limit the rights of the Beneficiary to take proceedings against the Guarantor in any other court of competent jurisdiction, nor shall the taking of any such proceedings in one or more jurisdictions preclude the taking of proceedings in any other jurisdiction, whether concurrently or not (unless precluded by applicable law).

15.4 The Guarantor irrevocably waives any objection which it may have now or in the future to the courts of England being nominated for the purpose of this Clause on the ground of venue or otherwise and agrees not to claim that any such court is not a convenient or appropriate forum.

15.5 [The Guarantor hereby irrevocably designates, appoints and empowers [the Supplier] [a suitable alternative to be agreed if the Supplier's registered office is not in England or Wales] either at its registered office or on facsimile number [insert fax no.] from time to time to act as

its authorised agent to receive notices, demands, service of process and any other legal summons in England and Wales for the purposes of any legal action or proceeding brought or to be brought by the Beneficiary in respect of this Deed of Guarantee. The Guarantor hereby irrevocably consents to the service of notices and demands, service of process or any other legal summons served in such way.

***[Guidance Note: Include the above provision when dealing with the appointment of English process agent by a non English incorporated Guarantor]***

IN WITNESS whereof the Guarantor has caused this instrument to be executed and delivered as a Deed the day and year first before written.

EXECUTED as a DEED by

**[Insert name of the Guarantor]** acting by **[Insert/print names]**

Director

Director/Secretary

## FRAMEWORK SCHEDULE 14: INSURANCE REQUIREMENTS

### 1. OBLIGATION TO MAINTAIN INSURANCES

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 The Supplier shall ensure that the public 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 Services and for which the Supplier is legally liable.

### 2. GENERAL OBLIGATIONS

- 2.1 Without limiting the other provisions of this Framework Agreement, the Supplier shall:
  - 2.1.1 take or procure the taking of all reasonable risk management and risk control measures in relation to the 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;
  - 2.1.2 promptly notify the insurers in writing of any relevant material fact under any Insurances of which the Supplier is or becomes aware; and
  - 2.1.3 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.

### 3. FAILURE TO INSURE

- 3.1 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.
- 3.2 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.

#### **4. EVIDENCE OF POLICIES**

4.1 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.

#### **5. AGGREGATE LIMIT OF INDEMNITY**

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

5.1.1 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:

- (a) details of the policy concerned; and
- (b) its proposed solution for maintaining the minimum limit of indemnity specified; and

5.1.2 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:

- (a) 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
- (b) 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.

#### **6. CANCELLATION**

6.1 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.

#### **7. INSURANCE CLAIMS**

7.1 The Supplier shall promptly notify to insurers any matter arising from, or in relation to, the 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 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.

- 7.2 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 **£2 000 000** relating to or arising out of the provision of the 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.
- 7.3 Where any Insurance requires payment of a premium, the Supplier shall be liable for and shall promptly pay such premium.
- 7.4 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 LIABILITY INSURANCE**

#### **1. INSURED**

1.1 The Supplier

#### **2. INTEREST**

2.1 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:

2.1.1 death or bodily injury to or sickness, illness or disease contracted by any person;

2.1.2 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 Services and in connection with this Framework Agreement.

#### **3. LIMIT OF INDEMNITY**

3.1 Not less than £2,000,000 in respect of any one occurrence, the number of occurrences being unlimited, but £2,000,000 any one occurrence and in the aggregate per annum in respect of products and pollution liability.

#### **4. TERRITORIAL LIMITS**

4.1.1 Worldwide

#### **5. PERIOD OF INSURANCE**

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

#### **6. COVER FEATURES AND EXTENSIONS**

6.1 Indemnity to principals clause.

#### **7. PRINCIPAL EXCLUSIONS**

7.1 War and related perils.

7.2 Nuclear and radioactive risks.

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

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

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

7.6 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.

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

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

#### **8. MAXIMUM DEDUCTIBLE THRESHOLD**

8.1 Not to exceed [£ threshold to be agreed with Supplier] for each and every third party property damage claim (personal injury claims to be paid in full).

## **PART B: PROFESSIONAL INDEMNITY INSURANCE**

### **1. INSURED**

1.1 The Supplier

### **2. INTEREST**

2.1 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 Services.

### **3. LIMIT OF INDEMNITY**

3.1 Not less than £2,000,000 in respect of any one claim and in the aggregate per annum.

### **4. TERRITORIAL LIMITS**

4.1 Worldwide

### **5. PERIOD OF INSURANCE**

5.1 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.

### **6. COVER FEATURES AND EXTENSIONS**

6.1 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.

### **7. PRINCIPAL EXCLUSIONS**

7.1 War and related perils

7.2 Nuclear and radioactive risks

### **8. MAXIMUM DEDUCTIBLE THRESHOLD**

8.1 Not to exceed [insert threshold set out in the Supplier's Tender] each and every claim.

## **PART C: UNITED KINGDOM COMPULSORY INSURANCES**

### **1. GENERAL**

1.1 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: NOT USED**

## FRAMEWORK SCHEDULE 16: FINANCIAL DISTRESS

### 1. DEFINITIONS

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

<b>"Credit Rating Threshold"</b>	means the minimum credit rating level for the Supplier as set out in Annex 2 [and for each Key Sub-Contractor as set out in Schedule 7 (Key Sub-Contractors)]; and
<b>"Financial Distress Service Continuity Plan"</b>	means a plan setting out how the Supplier will ensure the continued performance and delivery of the Services in accordance with this Framework Agreement in the event that a Financial Distress Event occurs;
<b>"Rating Agencies"</b>	means the rating agencies listed in Annex 1.

### 2. CREDIT RATING AND DUTY TO NOTIFY

2.1 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.

2.2 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).

2.3 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 (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:

$$\frac{A + B + C}{D}$$

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.

2.4 The Supplier shall:

- 2.4.1 regularly monitor the credit ratings of the Supplier with the Rating Agencies; and
- 2.4.2 promptly notify (or shall procure that its auditors promptly notify) the Authority in writing following the occurrence of a Financial Distress Event or Key Sub-Contractor Financial Distress Event or any fact, circumstance or matter which could cause a Financial Distress Event or a Key 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 Key Sub-Contractor Financial Distress Event or the fact, circumstance or matter which could cause a Financial Distress Event or a Key Sub-Contractor Financial Distress Event).

2.5 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, or relevant Key Sub-Contractor (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 Key Sub-Contractor (as the case may be) at or below the applicable Credit Rating Threshold.

### 3. CONSEQUENCES OF A FINANCIAL DISTRESS EVENT

3.1 In the event of:

- 3.1.1 the credit rating of the Supplier or any Key Sub-Contractor] dropping below the applicable Credit Rating Threshold;
- 3.1.2 the Supplier or any Key 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;
- 3.1.3 there being a public investigation into improper financial accounting and reporting, suspected fraud or any other impropriety of the Supplier or any Key Sub-Contractor];
- 3.1.4 the Supplier or any Key Sub-Contractor] committing a material breach of covenant to its lenders;
- 3.1.5 a Key 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
- 3.1.6 any of the following:

- (a) commencement of any litigation against the Supplier or any Key Sub-Contractor with respect to financial indebtedness or obligations under a service contract;
- (b) non-payment by the Supplier or any Key Sub-Contractor of any financial indebtedness;
- (c) any financial indebtedness of the Supplier or any Key Sub-Contractor becoming due as a result of an event of default; or
- (d) the cancellation or suspension of any financial indebtedness in respect of the Supplier or any Key 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 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.

3.2 In the event of a late or non-payment of a Key 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:

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

3.3 The Supplier shall or any relevant Key Sub-Contractor shall:

- 3.3.1 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 Services in accordance with this Framework Agreement; and
- 3.3.2 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 Services in accordance with this Framework Agreement:
  - (a) 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
  - (b) provide such financial information relating to the Supplier as the Authority may reasonably require.

- 3.4 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.
- 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.
- 3.6 Following Approval of the Financial Distress Service Continuity Plan by the Authority, the Supplier shall:
- 3.6.1 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 Services in accordance with this Framework Agreement;
  - 3.6.2 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
  - 3.6.3 comply with the Financial Distress Service Continuity Plan (including any updated Financial Distress Service Continuity Plan).
- 3.7 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.

#### **4. TERMINATION RIGHTS**

- 4.1 The Authority shall be entitled to terminate this Framework Agreement for material Default if:
- 4.1.1 the Supplier fails to notify the Authority of a Financial Distress Event in accordance with paragraph 2.4;
  - 4.1.2 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
  - 4.1.3 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.

#### **5. PRIMACY OF CREDIT RATINGS**

5.1 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:

5.1.1 the Supplier shall be relieved automatically of its obligations under paragraphs 3.3 to 3.6; and

5.1.2 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**

Dun and Bradstreet

## ANNEX 2: CREDIT RATINGS & CREDIT RATING THRESHOLDS

Entity	Credit rating (long term)	Credit Rating Threshold
Supplier		less than 35 for Lots 1, 2 and 3
		less than 51 for Lot 4

## FRAMEWORK SCHEDULE 17: COMMERCIALY SENSITIVE INFORMATION

### 1. INTRODUCTION

- 1.1 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.
- 1.2 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.
- 1.3 Without prejudice to the Authority's obligation to disclose Information in accordance with FOIA or Clause 27.3 (Transparency and 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
		REDACTED	

## FRAMEWORK SCHEDULE 18: DISPUTE RESOLUTION PROCEDURE

### 1. DEFINITIONS

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

<b>"CEDR"</b>	means the Centre for Effective Dispute Resolution of International Dispute Resolution Centre, 70 Fleet Street, London, EC4Y 1EU;
<b>"Counter Notice"</b>	has the meaning given to it in paragraph 6.2;
<b>"Exception"</b>	means a deviation of project tolerances in accordance with PRINCE2 methodology in respect of this Framework Agreement or in the supply of the Services;
<b>"Expedited Dispute Timetable"</b>	means the accelerated timetable for the resolution of disputes as set out in paragraph 2.6 .;
<b>"Expert"</b>	means the person appointed by the Parties in accordance with paragraph 5.2 . of this Framework Schedule 18;
<b>"Extraordinary Meeting"</b>	a meeting, attended in person or over a conference call, held by the Parties in an attempt to resolve the Dispute in good faith in accordance with paragraphs 2.5 and 2.6 of this Framework Schedule 18;
<b>"Mediator"</b>	means the independent third party appointed in accordance with paragraph 4.2 of this Framework Schedule 18; and
<b>"Senior Officers"</b>	are senior officials of the Authority and Supplier that have been instructed by the Authority Representative and Supplier Representative respectively to resolve the Dispute by commercial negotiation.

### 2. INTRODUCTION

2.1 The Parties shall seek to resolve a Dispute:

- 2.1.1 first in good faith (as prescribed in paragraphs 2.4 to 2.8 of this Framework Schedule 18);
- 2.1.2 where the Dispute has not been resolved by good faith, the Parties shall attempt to resolve the Dispute by commercial negotiation (as prescribed in paragraph 3 of this Framework Schedule 18);
- 2.1.3 where the Dispute has not been resolved in good faith and commercial negotiation has been unsuccessful in resolving the Dispute, then either Party may serve a Dispute Notice and shall attempt to resolve the Dispute through mediation (as prescribed in paragraph 4 of this Framework Schedule 18); and

- 2.1.4 if mediation is not agreed by the Parties, the Parties may proceed to arbitration (as prescribed in paragraph 6 of this Framework Schedule 18) or litigation (in accordance with Clause 49 of this Framework Agreement (Governing Law and Jurisdiction)).
- 2.2 Specific issues shall be referred to Expert Determination (as prescribed in paragraph 5 of this Framework Schedule 18) 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) of this Framework Schedule 18.
- 2.3 Save in relation to paragraph 4.5, the Parties shall bear their own legal costs in resolving Disputes under this Framework Schedule 18.

Good faith discussions

- 2.4 Pursuant to paragraph 2.1.1 of this Framework Schedule 18, if any Dispute arises the Authority Representative and the Supplier Representative shall attempt first to resolve the Dispute in good faith, which may include (without limitation) either Party holding an Extraordinary Meeting.
- 2.5 Either Party may hold an Extraordinary Meeting by serving written notice. The written notice must give the receiving party at least five (5) Working Days notice of when the Extraordinary Meeting is to take place.
- 2.6 The Authority Representative and Supplier Representative shall attend the Extraordinary Meeting. The key personnel of the Parties may also attend the Extraordinary Meeting.
- 2.7 The representatives of the Parties attending the Extraordinary Meeting shall use their best endeavours to resolve the Dispute.
- 2.8 If the Dispute is not resolved at the Extraordinary Meeting then the Parties may attempt to hold additional Extraordinary Meetings in an attempt to resolve the Dispute.
- 2.9 If:
- 2.9.1 the Extraordinary Meetings are unsuccessful in resolving the Dispute; or
  - 2.9.2 the Parties agree that good faith discussions shall not resolve the dispute; or
  - 2.9.3 the Dispute has not been resolved through good faith discussions within thirty (30) Working Days from when they first started,
- the Parties shall attempt to resolve the Dispute by commercial negotiation.

**3. COMMERCIAL NEGOTIATIONS**

- 3.1 Where the Parties have been unable to resolve the Dispute in good faith under paragraphs 2.4 to 2.8 of this Framework Schedule 18, pursuant to paragraph 2.1.2, the Authority and the Supplier shall use reasonable endeavours to resolve the Dispute as soon as possible, by discussion between Senior Officers.
- 3.2 Senior Officers shall resolve the Dispute as soon as possible and in any event thirty (30) Working Days from the date Parties agree good faith discussions were deemed unsuccessful.

3.3 If Senior Officers:

- 3.3.1 are 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
- 3.3.2 fail to resolve the Dispute in the timelines under paragraph 3.2 of this Framework Schedule 18,

commercial negotiations shall be deemed unsuccessful and either Party may serve a Dispute Notice in accordance with paragraphs 3.4 and 3.5 of this Framework Schedule 18.

Dispute Notice

3.4 The Dispute Notice shall set out:

- 3.4.1 the material particulars of the Dispute;
- 3.4.2 the reasons why the Party serving the Dispute Notice believes that the Dispute has arisen; and
- 3.4.3 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 7 of this Framework Schedule 18, the reason why.

3.5 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.

**4. MEDIATION**

4.1 Pursuant to paragraph 2.1.3 of this Framework Schedule 18, if a Dispute Notice is served, the Parties shall attempt to resolve the Dispute by way of mediation and where mediation is not agreed, the Parties may proceed to arbitration or litigation in accordance with this Framework Schedule 18.

4.2 Where the Parties agree to mediation, the Parties may follow the CEDR's Model Mediation Procedure which is current at the time the Dispute Notice is served (or such other version as the Parties may agree) or a mediation procedure that is agreed between the Parties.

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

4.4 If neither Party applies to CEDR to nominate the Mediator or an application to CEDR is unsuccessful under paragraph 4.2 of this Framework Schedule 18, either Party may proceed to:

- 4.4.1 hold further discussions between Senior Officers; or
- 4.4.2 an Expert determination, as prescribed in paragraph 5 of this Framework Schedule 18; or

- 4.4.3 arbitration, as prescribed in paragraph 6 of this Framework Schedule 18;  
or
- 4.4.4 litigation in accordance with Clause 49 of this Framework Agreement (Governing Law and Jurisdiction).

- 4.5 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.
- 4.6 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.
- 4.7 The costs of any mediation procedure used to resolve the Dispute under this paragraph 4 of this Framework Schedule 18 shall be shared equally between the Parties.

## **5. EXPERT DETERMINATION**

- 5.1 If a Dispute relates to any aspect of the technology underlying the provision of the Services or otherwise relates to a technical matter of an accounting or financing nature (as the Parties may agree), either Party may request (such request shall not be unreasonably withheld or delayed by the Parties) by written notice to the other that the Dispute is referred to an Expert for determination.
- 5.2 Where the Parties agree to an expert determination, the Expert shall:
- 5.2.1 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 relevant professional body; and
  - 5.2.2 act on the following basis:
    - 5.2.2.1 he/she shall act as an expert and not as an arbitrator and shall act fairly and impartially;
    - 5.2.2.2 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;
    - 5.2.2.3 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;

- 5.2.2.4 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;
- 5.2.2.5 the process shall be conducted in private and shall be confidential; and
- 5.2.2.6 the Expert shall determine how and by whom the costs of the determination, including his/her fees and expenses, are to be paid.

## 6. ARBITRATION

- 6.1 Either of the Parties may, at any time before court proceedings are commenced and after the Parties have attempted to resolve the Dispute in good faith, by commercial negotiation , mediation and Expert determination (if applicable), refer the Dispute to arbitration in accordance with the provisions of paragraph 6.4 . of this Framework Schedule 18. The Parties are not obliged to pursue arbitration but may choose to do so in resolving the Dispute.
- 6.2 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 49 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.
- 6.3 If:
  - 6.3.1 the Counter Notice requires the Dispute to be referred to arbitration, the provisions of paragraph 6.4 shall apply;
  - 6.3.2 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;
  - 6.3.3 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.
- 6.4 In the event that any arbitration proceedings are commenced pursuant to paragraphs 6.1 to 6.3, the Parties hereby confirm that:
  - 6.4.1 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 . and 6.4.6);

- 6.4.2 the arbitration shall be administered by the LCIA;
- 6.4.3 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;
- 6.4.4 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;
- 6.4.5 the arbitration proceedings shall take place in London and in the English language; and
- 6.4.6 the seat of the arbitration shall be London.

## **7. EXPEDITED DISPUTE TIMETABLE**

- 7.1 In exceptional circumstances where the use of the times in this Framework Schedule 18 would be considered unreasonable by the Parties, 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.
- 7.2 If the use of the Expedited Dispute Timetable is determined in accordance with paragraph 7.1 of this Framework Schedule 18 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:
  - 7.2.1 in paragraph 2.8, fourteen (14) Working Days;
  - 7.2.2 in paragraph 3.2, ten (10) Working Days;
  - 7.2.3 in paragraph 4.2, ten (10) Working Days;
  - 7.2.4 in paragraph 5.2, five (5) Working Days; and
  - 7.2.5 in paragraph 6.2, ten (10) Working Days.
- 7.3 If at any point it becomes clear that an applicable deadline under paragraph 7.2 of this Framework Schedule 18 cannot be met or has passed, the Parties may (but shall be under no obligation to) agree in writing to extend the relevant deadline.
- 7.4 If, pursuant to paragraph 7.2 of this Framework Schedule 18, the Parties fail to agree within two (2) Working Days after the relevant deadline has passed, the Authority may set a revised deadline provided that it is no less than five (5) Working Days before the end of the period of time specified in the applicable paragraphs under paragraph 7.2 (or

no less than two (2) Working Days in the case of Paragraph 5.2 of this Framework Schedule 18).

- 7.5 Any agreed extension under paragraph 7.2 of this Framework Schedule 18 shall have the effect of delaying the start of the subsequent stages by the period agreed in the extension. If the Authority fails to set such a revised deadline then the use of the Expedited Dispute Timetable shall cease and the normal time periods shall apply from that point onwards.

## **8. URGENT RELIEF**

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

- 8.1.1 for interim or interlocutory remedies in relation to this Framework Agreement or infringement by the other Party of that Party's Intellectual Property Rights; or
- 8.1.2 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; or
- 8.1.3 if the Parties fail to resolve the Dispute following good faith discussions and commercial negotiations and mediation (where it is agreed between the Parties) is unsuccessful within 60 working days or such period as may be agreed by the Parties then any Dispute between the Parties may be referred to the Courts.

**FRAMEWORK SCHEDULE 19: VARIATION FORM**

Variation Form No:

.....

BETWEEN:

**Crown Commercial Service ("the Authority")**

and

**[Supplier name] ("the Supplier")**

1. This Framework Agreement is varied as follows:

**[Guidance Note: Refer to Clause 19.1 and insert details of the Variation]**

- 2. This Variation must be agreed and signed by both Parties and shall only be effective from the date it is signed by the Authority.
- 3. Words and expressions in this Variation shall have the meanings given to them in the Framework Agreement.
- 4. 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

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## FRAMEWORK SCHEDULE 20: CONDUCT OF CLAIMS

### 1. INDEMNITIES

- 1.1 This Schedule shall apply to the conduct by a Party from whom an indemnity is sought under this Framework Agreement or any Call Off Contract (the “**Indemnifier**”), of claims made by a third person against a party having (or claiming to have) the benefit of the indemnity (the “**Beneficiary**”).
- 1.2 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 Contract (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.
- 1.3 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.
- 1.4 With respect to any Claim conducted by the Indemnifier pursuant to Paragraph 1.3:
- 1.4.1 the Indemnifier shall keep the Beneficiary fully informed and consult with it about material elements of the conduct of the Claim;
  - 1.4.2 the Indemnifier shall not bring the name of the Beneficiary into disrepute;
  - 1.4.3 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
  - 1.4.4 the Indemnifier shall conduct the Claim with all due diligence.
- 1.5 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 Contract if:

- 1.5.1 the Indemnifier is not entitled to take conduct of the Claim in accordance with Paragraph 1.3;
- 1.5.2 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
- 1.5.3 the Indemnifier fails to comply in any material respect with the provisions of Paragraph 1.4.

## **2. RECOVERY OF SUMS**

2.1 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:

- 2.1.1 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
- 2.1.2 the amount paid to the Beneficiary by the Indemnifier in respect of the Claim under the relevant indemnity.

## **3. MITIGATION**

3.1 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: TENDER**

### **1. GENERAL**

- 1.1 This Framework Schedule 21 sets out a copy of the Supplier's Tender including the Supplier's responses to the whole award questionnaire in accordance with section AQA1 of the award questionnaire to the ITT.
- 1.2 Subject to Clauses 1.2.2 and 1.2.3, in addition to any other obligations on the Supplier under this Framework Agreement and any Call Off Contract the Supplier shall provide the Services to Contracting Authorities in accordance with the Tender.

**REDACTED**

## FRAMEWORK SCHEDULE 22: TRANSPARENCY REPORTS

### 1. GENERAL

- 1.1 Within three (3) months of the [Insert Framework Commencement Date or the date so specified by the Authority] the Supplier shall submit to the Authority for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in Annex 1 of this Schedule 22 below.
- 1.2 If the Authority rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval by the Authority within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Authority. If the Parties fail to agree on a draft Transparency Report the Authority shall determine what should be included.
- 1.3 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Authority at the frequency referred to in Annex 1 of this Schedule 22 below.
- 1.4 Any disagreement in connection with the preparation and/or approval of Transparency Reports, other than under paragraph 1.2 above in relation to the contents of a Transparency Report, shall be treated as a Dispute.
- 1.5 The requirements in this Schedule 22 are in addition to any other reporting requirements set out in this Framework Agreement.

### ANNEX 1: LIST OF TRANSPARENCY REPORTS

<b>Title</b>	<b>Content</b>	<b>Format</b>	<b>Frequency</b>
[Performance]	[ ]	[ ]	[ ]
[Charges]	[ ]	[ ]	[ ]
[Key Sub-Contractors]	[ ]	[ ]	[ ]
[Technical]	[ ]	[ ]	[ ]
[Performance management]	[ ]	[ ]	[ ]