# Framework Schedule 5 (Management Information)

1. **How To Provide Management Information To The Authority**
   1. The Supplier shall, at no charge, provide timely, full, accurate and complete MI Reports to the Authority which incorporate the data, in the correct format, required by the MI Reporting Template and such guidance that the Authority may issue from time to time.
   2. The initial **MI Reporting Template** is set out in the Annex to this Schedule and the Authority may change it from time to time (including the data required and/or format) and issue a replacement version. The Authority shall give at least 30 days' notice in writing of any such change and shall specify the date from which it must be used. The Supplier may not make any amendment to the current MI Reporting Template without the prior Approval of the Authority.
2. **Reporting Period**
   1. **MI Reports** must be completed and returned to the Authority by the fifth (5th) Working Day of every month during the Framework Contract Period and thereafter until all transactions relating to Call-Off Contracts have permanently ceased. If at any point there is a period of a month where no reportable transactions occur, then a declaration must be made confirming no business has been conducted, in place of data submission.
   2. In an MI Report, the Supplier should report contract data that is one month in arrears. 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, i.e. when the Order is received.
3. **Submitting The Information**
   1. MI Reports shall be completed electronically and submitted to the Authority electronically in the manner notified to the Supplier.
   2. MI Reports must be completed in pounds sterling unless the Authority has given prior written consent to the use of another currency.
   3. The Authority may reasonably require that MI Reports be submitted by an alternative means such as email.
   4. The Supplier shall:
      1. promptly after the Framework Start Date provide at least one contact name and contact details for the purposes of queries relating to the Management Information; and
      2. immediately notify the Authority of any changes to the details previously provided to the Authority under this Paragraph 3.4.
4. **How The Authority Can Use The Management Information**
   1. The Supplier grants the Authority a non-exclusive, transferable, perpetual, irrevocable, royalty free licence to:
      1. use and to share with any relevant person; and/or
      2. publish (subject to any information that is exempt from disclosure in accordance with the provisions of FOIA, being redacted),

any Management Information supplied to the Authority for the Authority’s normal operational activities including administering this Contract and/or all Call-Off Contracts, monitoring public sector expenditure, identifying savings or potential savings and planning future procurement activity.

* 1. The Authority may consult with the Supplier to inform its decision to publish information. However, the Authority shall retain absolute discretion regarding the extent, content and format of any disclosure.

1. **What Happens If The Management Information Is Wrong?**
   1. If the Supplier or the Authority identify error(s) and/or omission(s) in historic MI Report(s), the Supplier must provide corrected MI report(s) to the Authority on or before the date when the next MI Report is due. Corrections may be either in the form of an addendum to the next MI submission, or a resubmission of existing historic returns, at the discretion of the Authority.
   2. Following an **MI Failure,** the Authority may issue reminders to the Supplier and require the Supplier to correctly complete the MI Report. The Supplier shall rectify any deficient or incomplete MI Report as soon as possible and not more than 5 Working Days following receipt of any such reminder.
2. **Meetings**
   1. 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. If the Authority requests such a meeting the Supplier shall propose and document measures as part of a Rectification Plan to ensure that the MI Failure(s) are corrected and do not occur in the future.
3. **What Happens If Management Information Reports Are Not Provided?**
   1. If 2 MI Reports are not provided in any rolling 6 month period then an **MI Default** shall be deemed to have occurred and the Authority shall be entitled to:
      1. suspend the Supplier from the Contract until such time that deficient MI reports(s) are rectified; and/or
      2. terminate this Contract.

# Annex: MI Reporting Template

**[Guidance Note:** Framework-specific template must be inserted.

The MI Collection team in Data Insights create MI Templates. A minimum standard template is embedded below.

Contact:

Please note – template will be shared for final Framework Agreement