



Department
for Environment
Food & Rural Affairs

Conditions of Contract Short Form Enhanced

October 2021



Department for Environment Food & Rural Affairs

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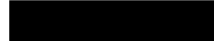
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The Carbon Trust



Date: 06/09/2023

Your ref:



Dear



Supply of Consultancy Services to provide assistance with delivering the carbon footprint report for 2022/23

Following your proposal for the supply of Consultancy Services for the provision of annual reporting to The Department for Environment, Food & Rural Affairs (DEFRA), we are pleased confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the **Annexes** set out the terms of the contract between Defra for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form to Defra Group Commercial via DocuSign within 7 days from the date of this letter, which will create a binding contract between us. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned so that you have a signed copy of the Order Form for your records.

Yours faithfully,



Defra Group Commercial
Department for Environment, Food and Rural Affairs





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Order Form

1. Contract Reference	[REDACTED]
2. Date	06/09/2023
3. Authority	<p>The Department for Environment, Food & Rural Affairs (DEFRA)</p> <p>[REDACTED]</p>
4. Supplier	<p>Carbon Trust Advisory Limited</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
4a. Supplier Account Details	<p>Carbon Trust Advisory Ltd</p> <p>[REDACTED]</p>
5. The Contract	<p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any inconsistency between the provisions of the Order Form, the Conditions and the Annexes, the inconsistency shall be resolved by giving precedence in the following order:</p> <ol style="list-style-type: none">1. Order Form, Annex 2 (<i>Specification</i>) and Annex 3 (<i>Charges</i>) with equal priority.2. Conditions and Annex 1 (<i>Authorised Processing Template</i>) with equal priority.3. Annexes 4 (<i>Tender Submission</i>) and 5 (<i>Sustainability</i>). <p>In the event of any inconsistency between the provisions of Annexes 4 and 5, Annex 5 shall take precedence over Annex 4.</p>



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	Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Authority and may delay conclusion of the Contract.	
6. Deliverables	Goods	None
	Services	Consultancy Services To be performed at an agreed location with the Authority.
7. Specification	The specification of the Deliverables is as set out in Annex 2.	
8. Term	<p>The Term shall commence on Monday 4th September 2023 (the Start Date)</p> <p>and the Expiry Date shall be 31st January 2025 unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>The Authority may extend the Contract for a period of up to 2 months' by giving not less than 1 months' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>	
9. Charges	The Charges for the Deliverables shall be as set out in Annex 3.	



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10. Payment	<p>The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to:</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant with Annex 2 Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact the Authority's Authorised Representative(s).</p>	
11. Authority Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[Redacted]</p>	
12. Address for notices	Authority: DEFRA [Redacted] [Redacted]	Supplier: Carbon Trust Advisory Limited [Redacted] [Redacted]




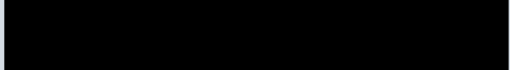

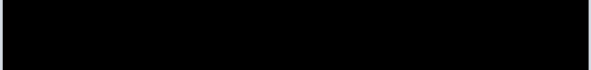


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13. Key Personnel	<table><tr><th data-bbox="459 331 930 376">Authority:</th><th data-bbox="930 331 1544 376">Supplier:</th></tr><tr><td data-bbox="459 409 930 835">DEFRA [Redacted] [Redacted]</td><td data-bbox="930 409 1544 835">Carbon Trust Advisory Limited [Redacted] [Redacted]</td></tr></table>	Authority:	Supplier:	DEFRA [Redacted] [Redacted]	Carbon Trust Advisory Limited [Redacted] [Redacted]
Authority:	Supplier:				
DEFRA [Redacted] [Redacted]	Carbon Trust Advisory Limited [Redacted] [Redacted]				
14. Procedures and Policies	<p>For the purposes of the Contract the sustainability policy can be found in Annex 4.</p> <p>For the avoidance of doubt, if other policies of the Authority are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.</p> <p>The Authority may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>				
15. Limitation of Liabilities	Refer to clause 12.1				



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16. Insurance	<p>The Supplier shall hold the following insurance cover from the 04/09/2023 for the duration of the Contract in accordance with this Order Form.</p> <ul style="list-style-type: none">- Professional Indemnity insurance with cover (for a single event or multiple with an aggregate) of not less than: £5M;- Public Liability insurance with cover (for a single event or multiple with an aggregate) of not less than] £5M;- Employers Liability insurance with cover (for a single event or multiple with an aggregate) of not less than £5M;
Signed for and on behalf of the Supplier 	Signed for and on behalf of the Authority 
Date:  Signature: 	Date:  Signature: 



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Annex 1 – Authorised Processing Template

Contract:	Carbon Footprint Report 22/23
Date:	04/09/2023
Description Of Authorised Processing	Personal Data
Subject matter of the processing	Personal data including name and business contact details
Duration of the processing	Contract Term
Nature and purposes of the processing	<p>The purpose is to enable the delivery of the annual carbon footprint report 22/23.</p> <p>To do this the nature of the processing:</p> <ul style="list-style-type: none">• Collecting• Recording
Type of Personal Data	Name, business email address, business contact details i.e address and telephone number
Categories of Data Subject	Defra and ALB's employees and those associated with the project.



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Annex 2 – Specification

Over the last two years the Carbon Trust have helped Defra group calculate its 'carbon footprint' following the Greenhouse Gas (GHG) protocol.

This is necessary for Defra group to be able to monitor and forecast progress against its commitment to reducing its greenhouse gas emissions in line with a Science Based Target of 4.2% per year from a 2019/20 baseline, and to meet the GHG Greening Government Commitment.

The Carbon Trust will:

- Calculate Defra group's 2022/23 carbon footprint.
- Improve the accuracy of GHG emissions reporting (moving away from some of the proxy-based estimates used in previous years). In particular, improving data accuracy around purchased goods and services which make up over 80% of emissions.
- Upskill Defra group to enable some of this work to be undertaken in-house in future years if we are able to secure resource.
- Improve the data architecture to enable more meaningful analysis (and subsequent intervention planning) – such as emissions by source, by Defra group organisation and by activity.

See full proposal embedded below:



Defra group GHG
Reporting Proposal_v



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Annex 3 – Charges

Defined terms within this Annex:

E-Invoicing: Means invoices created on or submitted to the Authority via the electronic marketplace service.

Electronic Invoice: Means an invoice (generally in PDF file format) issued by the Supplier and received by the Authority using electronic means, generally email

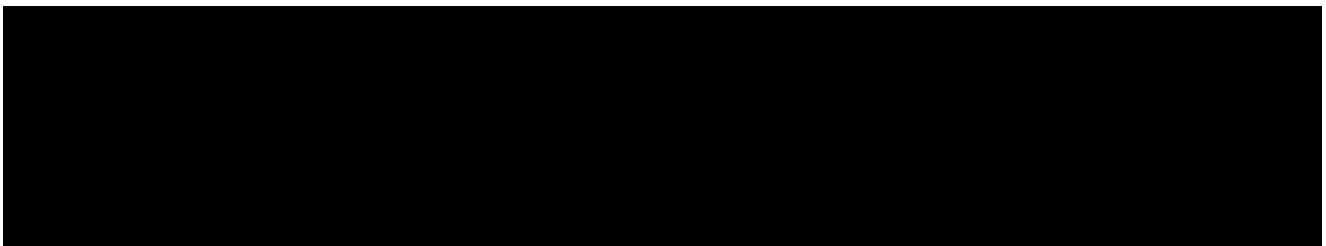
1. How Charges are calculated

1.1 The Charges:

1.1.1 shall be calculated in accordance with the terms of this Annex 2;

1.2 Any variation to the Charges payable under the Contract must be agreed between the Supplier and the Authority and implemented using the procedure set out in this Annex.

2. Rates and Prices



3. Currency

All Supplier invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

4. Variations

The Authority may make reasonable changes to its invoicing requirements during the Term after providing 30 calendar days written notice to the Supplier.

5. Electronic Invoicing

5.1 The Authority shall accept for processing any electronic invoice that it is valid, undisputed and complies with the requirements of the Authority's e-invoicing system:



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- 5.2 The Supplier shall ensure that each invoice is submitted in a PDF format and contains the following information:
- 5.2.1 the date of the invoice;
 - 5.2.2 a unique invoice number;
 - 5.2.3 the period to which the relevant Charge(s) relate;
 - 5.2.4 the correct reference for the Contract
 - 5.2.5 a valid Purchase Order Number;
 - 5.2.6 the dates between which the Deliverables subject of each of the Charges detailed on the invoice were performed;
 - 5.2.7 a description of the Deliverables;
 - 5.2.8 the pricing mechanism used to calculate the Charges (such as fixed price, time and materials);
 - 5.2.9 any payments due in respect of achievement of a milestone, including confirmation that milestone has been achieved by the Authority's Authorised Representative
 - 5.2.10 the total Charges gross and net of any applicable deductions and, separately, the amount of any reimbursable expenses properly chargeable to the Authority under the terms of this Contract, and, separately, any VAT or other sales tax payable in respect of each of the same, charged at the prevailing rate;
 - 5.2.11 a contact name and telephone number of a responsible person in the Supplier's finance department and/or contract manager in the event of administrative queries; and
 - 5.2.12 the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number);
- 5.3 The Supplier shall submit all invoices and any requested supporting documentation through the Authority's e-invoicing system or if that is not possible to: [REDACTED] to such other person and at such place as the Authority may notify to the Supplier from time to time.
- 5.4 Invoices submitted electronically will not be processed if:
- 5.4.1 The electronic submission exceeds 4mb in size
 - 5.4.2 Is not submitted in a PDF formatted document



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5.4.3 Multiple invoices are submitted in one PDF formatted document

5.4.4 The formatted PDF is "Password Protected"



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Annex 3 – Tender Submission



PROPOSAL

Defra group



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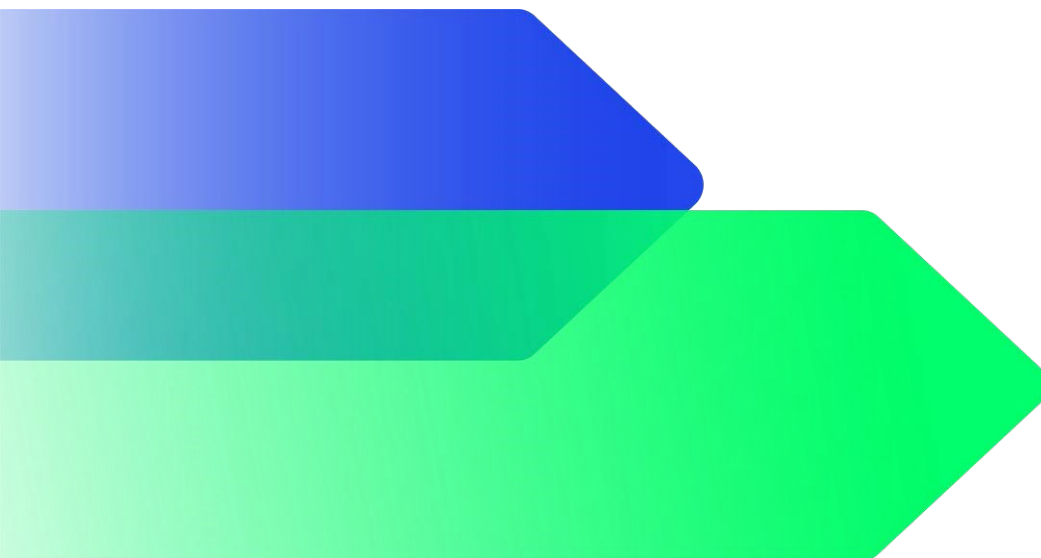
Reference	Defra - GHG reporting on Defra group operations - Aug23
Version	FINAL
Date	21/08/2023



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The Carbon Trust's mission is to accelerate the move
to a decarbonised future.

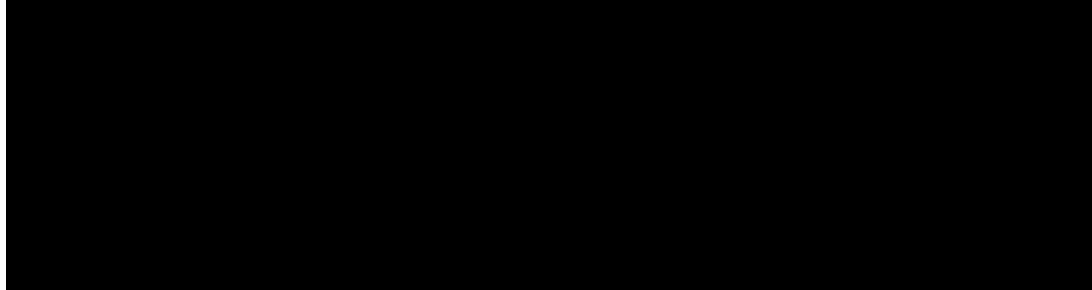




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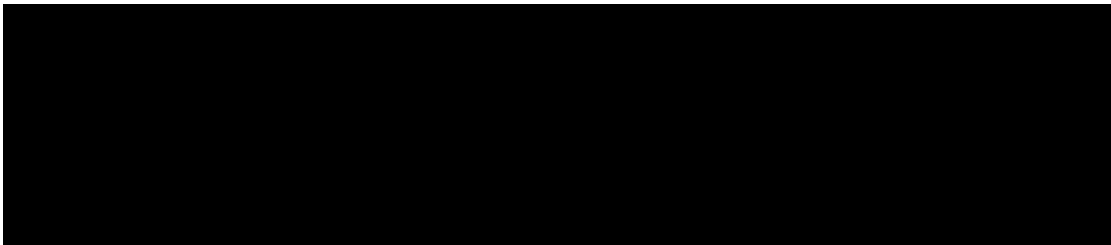
Prepared for:

Prepared by:



Prepared for:

Approved by:



Background

Previous work packages

Over the last two years Carbon Trust has supported Defra group to complete carbon accounting exercises that encompass extensive Scope 1-3 carbon footprints, following the GHG protocol. Two reports have been produced for 19/20 and 21/22 which include the 30 key organisations within Defra group. The baseline for 19/20 was estimated at 593,879 tCO₂e and included full analysis of purchased goods and services; commuter travel; waste disposal and leased assets. The boundary of emissions estimated in these assessments go beyond GHG reporting requirements under Greening Government Commitments (GGC) and have been essential in setting commitments within the group's wider Sustainability Strategy. The 21/22 carbon account (completed during Jan-Mar 2023), showed a reduction in emissions, largely associated with Scope 1 and 2 emissions, which has been mainly attributed to COVID-19 "lockdown" impacts. Comprehensive insight and analysis have however been limited by data granularity, and low levels of direct engagement with Defra group organisations (due to budget/timeline constraints).

During Jan-Mar 2023 Carbon Trust also developed a carbon forecasting model and outputs that provided a view of the potential changes to emissions under various scenarios, set against SBT/NZ targets (based on assumptions). A "business-as-usual" scenario was also created (the "do nothing" scenario). The carbon accounting and pathway modelling work included handover of the underlying models/analysis to support Defra group Sustainability Centre of Excellence (SCoE) with development of decarbonisation initiatives and further engagement with Defra group bodies to progress action.



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The requirements

Defra group now require further assistance to deliver its annual carbon footprint report for 22/23. However, there is a need to support SCoE and individual bodies to take greater ownership of carbon reporting. Reliance on external support to develop carbon accounts on an ongoing basis poses limitations on Defra group's decarbonisation efforts. These include lack of ownership and "visibility" of carbon emissions at the Defra group and organisational level. It is acknowledged however that some level of external support will be required in the short-to-medium term, particularly in relation to more challenging measurement areas such as supply chain emissions. To facilitate the first stages of "handover", there is a need to develop a more detailed understanding of Defra group organisational level carbon accounting practices (e.g., data sources, processes etc.), that can facilitate the development of standardised approaches to lay the groundwork for more complete, accurate and transparent emissions accounting across the group. This will require collaborative effort across organisations to report emissions in a consistent and auditable manner. Given both the estimated scale and level of uncertainty associated with supply chain estimates, effort needs to be made to evolve supply chain measurement and management. Beyond efforts related to better measurement of carbon, crucially, Defra group bodies now also need to accelerate carbon reduction at scale. The key aims of this work are to therefore:

- Upskill Defra group organisations and SCoE to enable a greater amount of analysis and carbon reporting to take place in-house.
- Improve the accuracy of GHG emissions reporting, moving away from high level proxy estimates where possible, with a focus on improving purchased goods and services (supply chain) estimates.
- Support selected Defra group organisations in the development of carbon reduction plans.

Scope of Services

Overview

To meet the requirements, it is suggested to deliver the scope of work over two main phases. Phase 1 relates to tasks within the financial year 23/24, and phase 2 related to tasks within 24/25. Each phase is divided further into "activities" and "items". An overview can be found below with further details of the expected tasks and deliverables under each "item" provided in the [detailed scope of work](#) section.

Phase 1

The initial phase of work will involve a deep dive into carbon accounting processes, support in developing the 22/23 annual report and initial support to ALBs on their carbon reduction plans/efforts. Phase 1 activities are summarised as:

- **1a:** Provide advice on improving processes for higher accuracy carbon accounting
- **1b:** Purchased good & services (supply chain) deep dive analysis (2021/22)
- **1c:** Annual GHG reporting for 2022/23
- **1d:** Purchased goods and services improvements and integration (2022/23)
- **1e:** Carbon pathway modelling and action planning workshop

Phase 2

Phase 2 is intended to follow on from activities conducted in 23/24, to support Defra group conduct a greater proportion of the GHG reporting accounting themselves, whilst being on hand to help where required (2b). Additionally, assisting selected Defra group bodies in the development of carbon reduction plans is another key focus of the work during 24/25 (2a). The precise scope of 2a will be informed by engagement with Defra group bodies



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during 23/24 (SCoE led exercise supported to assess selected Defra group bodies “maturity” in carbon reduction planning efforts). Support for digital integration of potential online/automated carbon data management systems is understood to be another fluid option which will require varying levels of support (2c).

- **2a:** Support in development of carbon reduction plans
- **2b:** Support SCoE/Defra group bodies in delivering the annual GHG report for 2023/24
- **2c:** Support integration of future carbon data management system
- **2d:** Ongoing support & project management

2d has been established and itemised to present the requirements/budget for ongoing project management, knowledge transfer and ad hoc support options. 2d will occur concurrently and throughout phases 1 and 2 to support the delivery of the core work packages.

Ways of working

Given the scale and nature of the work it is acknowledged that a precise scope of works, detailing a full programme of week-by-week activities is not possible to produce. Therefore, the following ways of working are suggested to be observed, and to be agreed with Defra group/SCoE:

- Requirement to develop a quarterly weekly plan to reflect the best estimate on activities for the subsequent 3-month period, and a review meeting/process at the end year 1 to review requirements for year 2.
- Sufficient notice/foresight (2 weeks) on potential changes to the scope of works that will fundamentally alter the resource requirements, schedule or budgetary needs.
- Agreement between Defra group/SCoE and Carbon Trust on the necessary changes to the scope of work to reflect the changes (i.e., in writing and/or as a variation to this document).
- Sufficient onboarding/introduction of any “new” SCoE team members that will provide core input/direction into the work packages. Onboarding/introduction to entail review of this document, review of progress update records, acquaintance with the history of agreed actions and direction of travel etc.
- Ongoing review and utilisation of weekly progress reporting to document agreed actions, key meeting notes, management of risks etc. to avoid any misunderstanding or unrealistic expectations of what can be delivered.

Additional assumptions, expectations and exclusions associated with the scope of work can be found in Appendix 2. Carbon Trust welcome the opportunity to discuss any elements of this proposal to ensure the tasks and deliverables presented align with the expectations and needs of Defra group / SCoE.



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Detailed scope of work

Phase 1

Activity	Item	Tasks & Deliverables	Estimated Timeline ¹
1a: Provide advice on improving underlying processes to enable higher accuracy carbon accounting practices.	1ai	<p>Tasks</p> <ul style="list-style-type: none">• Develop carbon accounting process questions for distribution to Defra group bodies via questionnaire.• Review and collate results of carbon accounting process questions.• Conduct up to 8 x 1-hour meeting with target Defra group organisations in order to gather further information on carbon accounting process and consolidate the understanding of carbon measurement systems across the group. Sessions to include Q&A to field questions on previous/future accounting methods. An agenda/pre-determined set of core questions will be circulated beforehand.• Engage "cross-cutting" functions within Defra group (Defra group property, DDTS and Fleet) to support improved integration with Defra group existing and future carbon reporting practices.• Host a 1-hour open workshop to answer any questions Defra group organisations or cross cutting functions may have on data collection and carbon accounting. <p>[REDACTED]</p> <p>Deliverables</p> <ul style="list-style-type: none">• Carbon accounting process questionnaire development and results collation/review• Up to 8 x 1-hour meetings with supporting presentation/slide packs and questions• Up to 3 x 1-hour meetings with Defra group cross cutting functions, with meeting notes	Sept 23

¹ Precise timings are flexible and subject to the progress reporting and quarterly review process.



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		<ul style="list-style-type: none">1 hour open workshop for Q&A on data collection and carbon accounting, recording provided to SCoESummary review on CT/GGC Scope 1 and 2 discrepancy (email/verbal)	
	1aii	<p>Tasks</p> <ul style="list-style-type: none">Based on 1ai develop preliminary hierarchical "best", "better", "good" practice guidelines for data collection applicable to all Defra group bodies in terms of "tiered" accuracy/precision of carbon accounting, balanced against the practical reality what is achievable for Defra group bodies. <p>Deliverables</p> <ul style="list-style-type: none">Delivered as part of 1aiii	Sept-Oct 23
	1aiii	<p>Tasks</p> <ul style="list-style-type: none">Develop a recommendations report to present staged approach to implementation of hierarchical guidelines (1aii). Additionally, integrate findings from 1ai as agreed with SCoE including integration with Defra group Property considerations, working with GGC etc. <p>Deliverables</p> <ul style="list-style-type: none">Recommendations summary report (MS PowerPoint or Word, ~10-30 pages), bringing together full suite of findings/insights from 1a, including hierarchical guidelines.	Oct 23



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1b: Purchased Goods & Services deep dive analysis (2021/22)	1bi	<p>Tasks</p> <ul style="list-style-type: none">In-depth analysis of Purchased Goods & Services (PG&S) emissions in relation to Core Defra data and 5 “mid-impact” ALB’s (APHA, Forestry Commission, Kew, CEFAS, Natural England), based on the 21/22 data. <p>Deliverables</p> <ul style="list-style-type: none">As per 1bii	Aug 23
	1bii	<p>Tasks</p> <ul style="list-style-type: none">Identify high-impact procurement category hotspots for target ALB’s (as per 1bi).	Sept 23
		<p>Deliverables</p> <ul style="list-style-type: none">Summary report(s) for each target ALB (1bi) containing top 3-5 PG&S emission categories, top 10 suppliers in each category. Additionally indicate “hard-to-abate” supply chain areas e.g., due to limited technology options, perceived engagement challenges etc. MS PowerPoint summary report (~510 pages per 5 x ALB).	



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	1biii	<p>Tasks</p> <ul style="list-style-type: none">Conduct 2 x 60-90min interviews with the 5 midimpact ALB's on PG&S emissions intervention opportunities online via MS Teams (2-3 ALB attendees at each of the two sessions). Additional interviews with further ALBs/colleagues not included currently but can be arranged if required e.g., procurement/finance professionals. <p>Deliverables</p> <ul style="list-style-type: none">Integrate findings into (1bi-1bii) summary report. 1-2 pages on each ALB highlighting potential interventions areas, challenges and barriers for supply chain decarbonisation action on the identified hotspots areas and suppliers. Interventions will be limited to information provided by ALBs, and Carbon Trust existing knowledge on potential action areas (not based on supplier engagement or additional research).	Sept-Oct 23
	1biv	<p>Tasks & Deliverables</p> <ul style="list-style-type: none">Provide PG&S analysis in MS Excel spreadsheet(s) developed as part of 1b (for 21/22 data).	Sept 23
1c: Annual GHG reporting for 2022/23	1ci	<p>Tasks</p> <ul style="list-style-type: none">Data collection for 22/23 GHG reporting (30 ALBs). Following previous processes, including improvements where possible, and informed by insight gained from engagement with ALBs during 1a. <p>Deliverables</p> <ul style="list-style-type: none">Development of data collection materials e.g., data collection sheets (MS Excel), centralised data management requests and data collection	Oct 23
		coordination support for Defra SCoE and direct support with ALBs on data collection queries etc.	



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	1cii	<p>Tasks</p> <ul style="list-style-type: none">Review data submissions, issue clarifications, conduct data cleansing, gap filling using proxies and substitutions as needed. <p>Deliverables</p> <ul style="list-style-type: none">Outputs reported under 1cv	Oct 23
	1ciii	<p>Tasks</p> <ul style="list-style-type: none">Develop the GHG emissions footprint for 22/23, broken down by ALB, emissions source, scope and site/asset level (as data allows/agreed with SCoE). <p>Deliverables</p> <ul style="list-style-type: none">Outputs reported under 1cv	Nov-Dec 23
	1civ	<p>Tasks</p> <ul style="list-style-type: none">Undertake comparative analysis of previous years' results (19/20 > 21/22 > 22/23)Complete analysis to show progress against SBT (Scope 1 and 2 targets) <p>Deliverables</p> <ul style="list-style-type: none">Outputs reported under 1cv	Nov 23
	1cv	<p>Tasks</p> <ul style="list-style-type: none">Summarise full results in annual GHG emissions report. Following previous years format. Where possible include Defra group property-based emissions boundary, GGC emissions boundary and/or others as required/possible/agreed with SCoE. <p>Deliverables</p> <ul style="list-style-type: none">Defra group 22/23 carbon footprint report (MS PowerPoint/PDF ~200 pages)Defra group carbon footprint calculator (MS Excel)	Dec 23



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1d: Purchased Goods & Services	1di	<p>Tasks</p> <ul style="list-style-type: none">• Work in partnership with SCoE strategy team to improve data accuracy of PG&S emissions. SCoE will	Jan 24
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improvements and integration (2022/23)		<p>analyse PG&S emissions with Defra's commercial function and will feed back inaccuracies in reporting to Carbon Trust.</p> <p>Deliverables</p> <ul style="list-style-type: none">• Basic data review exercise only. Findings to be summarised in email format/discussed directly with SCoE only.	
	1dii	<p>Tasks</p> <ul style="list-style-type: none">• Create emissions data quality evaluation approach for supplier GHG submissions, based on a qualitative approach to data quality assessment as set out by the GHG protocol. Carbon Trust to create in partnership with SCoE Strategy team. <p>Deliverables</p> <ul style="list-style-type: none">• MS Excel tool and/or guidance framework (presented through MS Word or PowerPoint) to facilitate the integration of data from suppliers into Defra group hybrid model on PG&S emissions. Primary aim of the tool will support assessment of supplier submissions and facilitate decision on replacement of the spend based estimate with data obtained from suppliers i.e., by evaluating whether the correct boundary of emissions is present, data is of high enough quality, reliable etc.	Jan-Feb 24



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	1diii	<p>Tasks</p> <ul style="list-style-type: none">Where possible replace PG&S spend data with actual emissions data of up to 30 suppliers/contracts (provided by SCoE strategy team). This will include a trial & test of the data quality assessment tool (1dii) <p>Deliverables</p> <ul style="list-style-type: none">Update the 22/23 carbon footprint report (1c) using replacement supplier specific data where deemed appropriate/adequate (evaluation based on 1dii). Updated 22/23 analysis/footprint model to include supplier specific estimates, where possible. If possible/where timelines allow, supplier specific estimates will be included within the main draft of the carbon footprint report (1cv).	Feb 24
	1ei	<p>Tasks</p>	Feb-Apr 24
1e: Carbon pathways modelling including and action planning workshop		<ul style="list-style-type: none">Update 21/22 modelling with 22/23 emissions data and refine pathways as desired.Create basic decarbonisation scenarios for Core Defra and 5 mid-impact ALB's, based on PG&S analysis, SCoE strategy team's work and information gathered from supplier engagement forums (provided by SCoE).Create PG&S decarbonisation scenarios for Defra group, mapped against UK's carbon budgets, based on abovementioned decarbonisation scenarios and Environment Agency analysis (provided by SCoE). <p>Deliverables</p> <ul style="list-style-type: none">Updated MS Excel pathway model (based on the version developed Jan-Mar23). Summary report not included.	



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	1eii	<p>Tasks</p> <ul style="list-style-type: none">Conduct 1x session with attendees attended by interested Defra group bodies and operational areas on 'How to develop an emissions reduction action plan'. To take place at an agreed point between September and November 2023. <p>Deliverables</p> <ul style="list-style-type: none">Develop and run on 1 x session (1-2 hours) to include provision of slide pack, invitation/pre-read information and other relevant information as required (online via MS Teams). No follow up activities currently included.	Nov 23
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Phase 2

2a: Support in development of Carbon Reduction Plans	2ai	<p>Tasks</p> <ul style="list-style-type: none">Support ALBs (listed in Appendix 3) with development of carbon reduction plans.Conduct specific tasks as required for individual ALBs in relation to project ID/assessment and prioritisation, project phasing and pathway modelling, development of necessary governance arrangements etc. <p>Deliverables</p> <ul style="list-style-type: none">One-one meetings with up to 16 ALBs as per Appendix 3 (16 x 30 mins), for initial discussions/investigations on support needed.Provision of up to 5 days support for each target ALB (16), to provide assistance with various carbon reduction plan development tasks e.g., project ID/assessment and prioritisation, project phasing and pathway modelling, development of necessary governance arrangements etc.	Apr-Dec 24
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2b: Support SCoE delivering GHG reporting for year 2023/24	2bi	<p>Tasks</p> <ul style="list-style-type: none">Develop advice and guidelines, data collection tools and bespoke calculators/databases for Defra group led carbon footprinting (based on 1a and 1d including guidance on conducting data cleansing and proxies etc). <p>Deliverables</p> <ul style="list-style-type: none">Carbon footprint guidance document to include methodology and “how-to” guide for self-led carbon footprinting. To include tiered/hierarchical methods for application with varying details of data (as provisionally developed during 1aii)Data collection templates, footprint tool, emissions factor database (MS Excel)Knowledge transfer session for SCoE to provide training on the guidance docs/tools (1-2 hours via MS Teams)	May-Jun 24
	2bii	<p>Tasks</p> <ul style="list-style-type: none">Present summary of work to date, and outline timelines to ALBs for 2023/24 GHG emissions reporting.	Jun-Jul 24
		<ul style="list-style-type: none">Provide refresher on data collection methodology (2bi), footprinting framework, and methodology/guidance docs/tools to all ALBs to develop a consistent auditable approach. <p>Deliverables</p> <ul style="list-style-type: none">60-90mins plenary meeting with MS PowerPoint slides (Invite open to all ALBs)Follow up meetings with individual/groups of ALBs, as required (up to 30 x 30min meetings)	



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	2biii	<p>Tasks</p> <ul style="list-style-type: none">Availability during the data collection and ALB/SCoE lead footprinting process via weekly drop-in sessions and 1-1 meetings. <p>Deliverables</p> <ul style="list-style-type: none">Weekly drop-in sessions over 2 months (up to 8 x 1hour meetings) and availability to engage with ALBs individually/directly, as required (up to 30 x 30 min meetings)	Aug-Sept 24
	2biv	<p>Tasks</p> <ul style="list-style-type: none">Undertake review of footprinting analysis and review the annual carbon footprint report. <p>Deliverables</p> <ul style="list-style-type: none">30–60-page evaluation report (MS PowerPoint/PDF) summarising each ALBs submission and background analysis in terms of quality, recommendations for improvement etc. Analysis to be conducted by ALBs as directed in 2bi-2bii, to facilitate consistent auditable format to simplify the review process.Feedback on any aggregate carbon footprint report produced by SCoE to be provided within comments log (MS Excel)	Sept-Oct 24
2c: Support integration of future carbon data management system (optional)	2ci	<p>Tasks</p> <ul style="list-style-type: none">Support Defra group SCoE with investigation on the transition to online/cloud-based carbon accounting <p>Deliverables</p> <ul style="list-style-type: none">Provide market knowledge/input from carbon accounting software-digital solutions development	TBC
		<p>team and propose suitable software solutions/partners</p> <ul style="list-style-type: none">Draft inputs for tender documents for the procurement of footprinting software solutions	



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2d: Ongoing support and project management	2di	<p>Tasks</p> <ul style="list-style-type: none">Weekly catch ups throughout project lifetime with weekly progress reporting and forecasting future work plans (quarterly).Presentation of progress at monthly leadership meetings (integrated with every ~4 weekly update meeting).Availability for ad hoc meetings e.g., monthly SLG meetings etc. <p>Deliverables</p> <ul style="list-style-type: none">Weekly progress report template highlighting progress to date, next steps, actions and owners, project risk analysis.Record keeping of key meeting notes to be included within the weekly progress update report.Produce a quarterly work plan that illustrates updated view on week-by-week activities in the subsequent 3month period.Attendance at monthly leadership meeting to outline progress and present outputs where available.Development and delivery of presentations/workshops for ad hoc meetings such as SLG.End of year 1 project review meeting (1-2 hours MS Teams).	Throughout 23/24 and 24/25
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Commercials & Timeline

Fee estimate

Contents of this proposal are flexible and Carbon Trust are happy to alter work packages during the course of the commission, to best suit the evolving understanding of what is required. The estimated budget detailed below can be treated as a “cap” however based on our understanding of the requirements (acknowledging caveats under Appendix 2: Assumptions, expectations and exclusions). Any significant variation from the work packages (and the budgetary needs) will be raised with SCoE at the first possible opportunity. It is recommended that monitoring of the scope of work in accordance with this proposal and the developing needs is reviewed regularly during catchups and subject to ongoing review integrated within the weekly/quarterly progress reporting (included as a standard item on the progress report template). Invoicing will be conducted monthly, reflecting the previous work conducted and agreed with SCoE in advance.

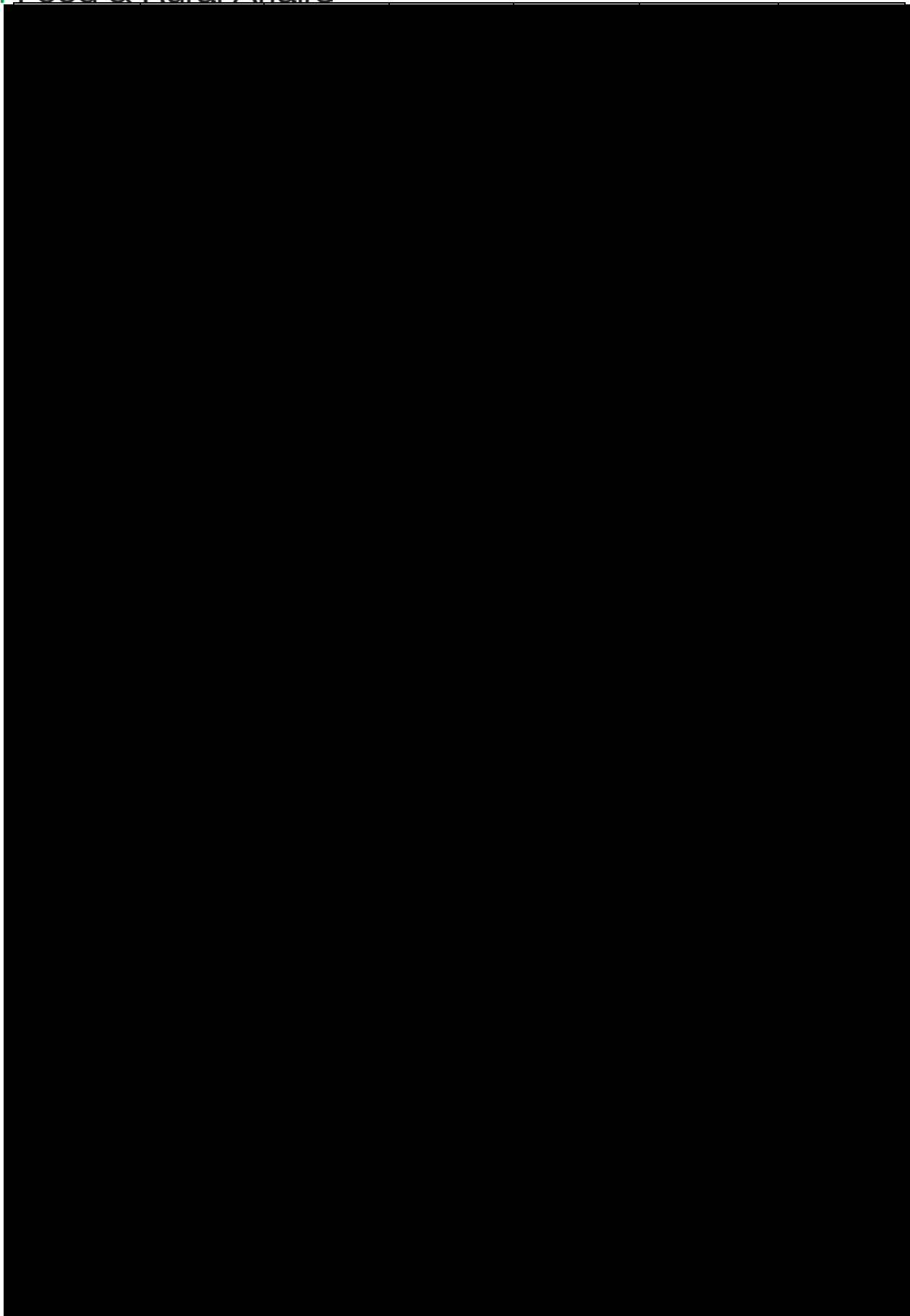
Activity	Items	Budget (+VAT)
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Item Reference	Project Director hours	Project Manager hours	Project Analyst hours	Total Allocated hours	Allocated budget	Proportion of total budget
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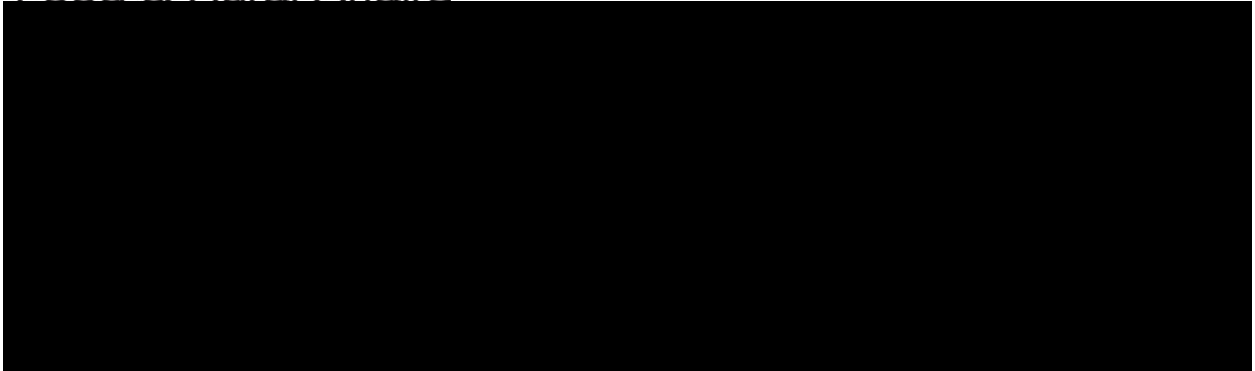


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Full Programme

The timeline below represents the estimated phasing of work in accordance with the detailed scope of work laid out above. Precise timings are flexible and subject to ongoing review via the progress reporting process. To meet the timescales presented below, timely provision of the necessary information and data will be required. Should the overall start date be delayed, some activities from 23/24 may need to be allocated to 24/25. Timing for activities under 2c are TBC. A quarterly week-by-week plan for the first 3 months of the programme is presented on the next page.

[illegible]



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Quarter 1 Weekly Plan^{2, 3}

Phase	Activity	Item	Description	21/08/23	28/08/23	04/09/23	11/09/23	18/09/23	25/09/23	02/10/23	09/10/23	16/10/23	23/10/23	30/10/23	06/11/23	13/11/23
1	1a	1ai	Questionnaire responses and interviews						Complete							
		1aai	Develop reporting guidelines							Complete						
		1aiii	Recommendations report									Deliverable				
	1b	1bi	PG&S analysis			Complete										
		1bii	PG&S hotspots				Complete									
		1biii	PG&S interviews & report							Deliverable						
		1biv	PG&S data handover							Deliverable						
	1c	1ci	22/23 data collection												Complete	
		1cii	Data review & clarifications													Ongoing
		1ciii	Footprint analysis													Ongoing
		1civ	Comparative analysis													Nxt Qurtr

² Timelines heavily dependent on start date and timely provision of data and availability of interviews

³ The presented workplan is subject to change during proposal development but will be finalised with the Defra group team ahead of project kick off, to ensure the correct staff members can be invited to relevant meetings

[illegible]

Appendix 1: Project team

Below is an outline of the core delivery team expected to support the project. Additional team members such as those outlined on the next page will be brought in to support activities with the necessary complementary or supplementary skills. Our Cities & Regions team (Public Sector specialists) is made up of over 50 consultants with further reach back of over 400 consultants at Carbon Trust, which we will use flexibility to support Defra group based on our evolving understanding of what is required.

[REDACTED]	
[REDACTED]	

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[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

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APPENDIX

Appendix 2: Assumptions, expectations and exclusions

- Carbon Trust currently plan for all work to be conducted remotely, utilising the various technology tools available to us (including videoconferencing and virtual workshops).
- In the event that a physical workshop/meeting or site visits are conducted, Carbon Trust reserve the right to review the budget and proposal in light of additional time required for travel and on-site time.
- The client will highlight prior to proposal agreement if any significant misunderstanding is apparent. Should a tangible change be identified, Carbon Trust reserves the right to revisit this proposal and the agreed fee.
- The client will endeavour to provide one point of contact to communicate internally across Defra group ALBs where data / information collection is concerned.
- All key deliverables and draft versions for comment will be shared as PDF documents, alongside a comments log. Feedback documented should be documented in the comments log.
- It is the client's responsibility to ensure feedback from all relevant parties is provided in a timely manner. It is the responsibility of the client to ensure that the iteration include appropriate stakeholders and that amendment requests are consolidated into the comments log, with no further/future updates to the consolidated feedback allowable.



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- It is expected that consolidated feedback is sent back to Carbon Trust within a reasonable timeframe. Carbon Trust reserve the right to issue the draft content as final after 6 weeks (following draft issue), where no comments are received. Feedback after this time will not be incorporated. Any final presentation that is included should occur within 8 weeks of issuing the final outputs. Carbon Trust reserve the right not to undertake the presentation after this point.
- Meeting the timescales presented in the project schedule will require timely sharing of data, meeting availability, and prompt feedback. In order to assist in data collection and accelerate the process, ahead of formal project kick-off we can provide a list of all data likely to be required.
- Invoicing will be conducted on a monthly basis to be agreed with Defra group SCoE.
- Sufficient notice/foresight on potential changes to the scope of works that will fundamentally alter the resource requirements, schedule or budgetary needs (2 weeks).
- Agreement between Defra group/SCoE and Carbon Trust on the necessary changes to the scope of work to reflect the changes (i.e., in writing and/or as a variation to this document).
- Sufficient onboarding/introduction of any “new” SCoE team members that will provide core input/direction into the work packages. Onboarding/introduction to entail review of this document, review of progress update records, acquaintance with the history of agreed actions and direction of travel etc.
- Ongoing review and utilisation of weekly/quarterly progress reporting to document agreed actions, key meeting notes, management of risks etc. to avoid any misunderstanding or unrealistic expectations of what can be delivered by Carbon Trust.
- Carbon accounting methods will follow those developed in previous years unless improvements to processes can be implemented as identified during 1a-1b.
- It is understood that for tasks to be completed under 1d Carbon Trust will not conduct any supplier engagement or collection of primary data from suppliers (to be lead by SCoE). Additional analysis as per 1di is also to be conducted by SCoE with only light touch review by Carbon Trust. Carbon Trust reserves the right to request additional budget where it becomes apparent that supplier engagement, additional analysis beyond what is outlined, or other related tasks not included are required.
- Scenario modelling conducted as part of 1e will be based on various assumptions to derive estimates on how emissions *might* change in the future. This will be limited by the information and data that is available. Where scenarios are requested that require information and data that is not available, Carbon Trust reserves the right to request additional budget to cover the resource required obtain the additional data. In some instances, such data may not exist and therefore certain scenarios will need to be based on different assumptions or may not be practical/feasible to construct.
- A summary report of the updated carbon reduction scenarios as per 1ei has not been included. Where this is required, Carbon Trust reserves the right to request additional budget.
- Provision of follow up activities after the delivery of the workshop as per 1eii have not been included.
- Support outlined under 2a may vary quite significantly than estimated, depending on the specific level of detail and number of ALBs requiring support e.g., project ID activities for each ALB could be fairly light touch or require detailed analysis, site visits etc. As such, the estimated budget included should be revisited at the beginning of the process/when further information is available to better understand the resource and budget needs. Carbon



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Trust reserve the right to request additional budget should it become clear that activities under 2a require additional resource/budget than currently presented.

- Support delivered under 2a is currently anticipated to be conducted remotely. Should it become apparent that site visits are required, Carbon Trust reserves the right to request additional budget to cover the additional time required for on-site/travel, and travel expenses.
- Where analysis conducted by ALBs as per 2biv is not consistent with the guidelines provided by Carbon Trust, it may not be possible to provide accurate and/or constructive analysis and feedback on the submission from the ALB without further information/engagement with ALBs. If substantial additional engagement with ALBs is required to resolve this, Carbon Trust reserves the right to request additional budget.
- Carbon Trust reserve the right to review the estimated budget associated with 2b where it becomes clear that some or all Defra group ALBs and/or SCoE are unable to conduct the carbon accounting exercises themselves, and Carbon Trust are required to take on the bulk of the activities needed to develop the 2023/24 report.

APPENDIX

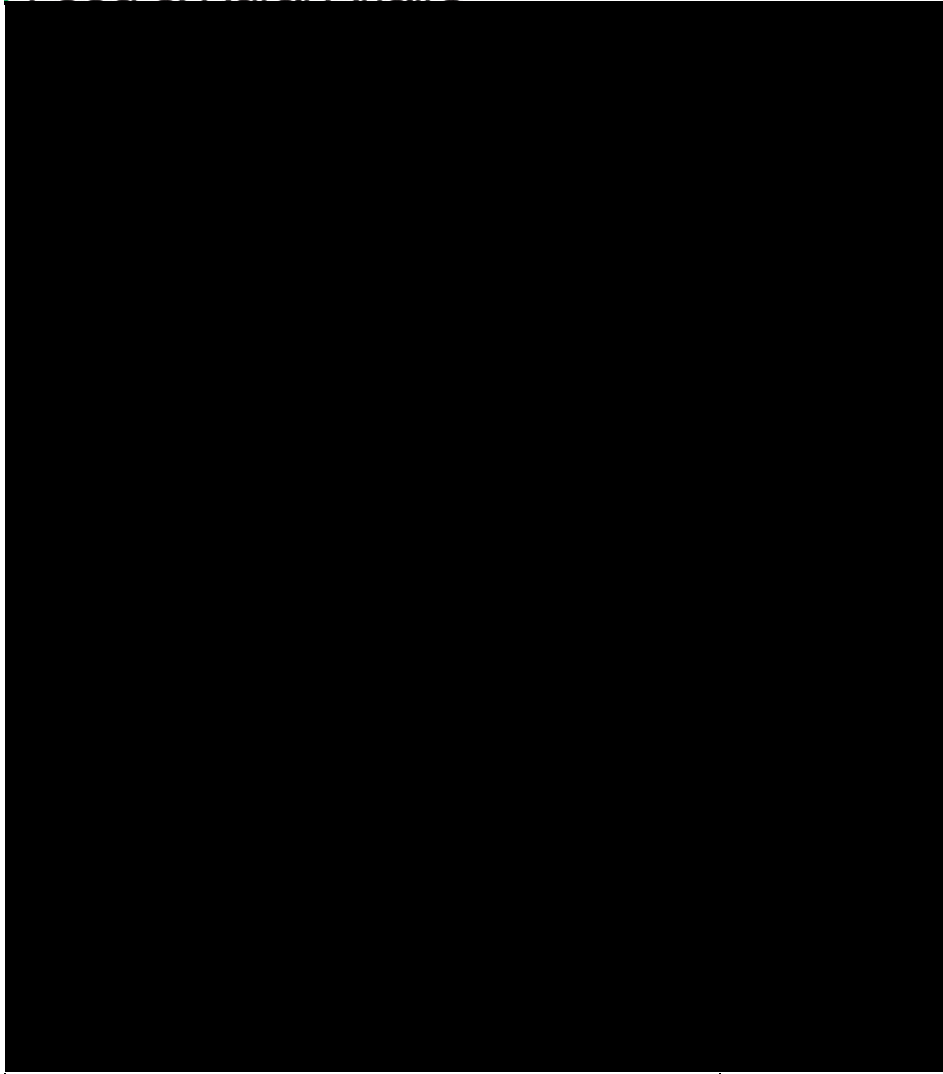
Appendix 3: ALBs included in action planning support⁴

ALB	tCO ₂ e (21/22)

⁴ Indicative list and subject to change



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Annex 4 – Sustainability

1 Sustainability

1.1 The Supplier must comply with the Authority's Sustainability Requirements set out in this Contract. The Supplier must ensure that all Supplier Staff and subcontractors who are involved in the performance of the Contract are aware of these requirements in accordance with clauses 8.1(c) and 13.2.

1.2 The Authority requires its suppliers and subcontractors to meet the standards set out in the Supplier Code of Conduct in accordance with clause 13.1(c).

1.3 The Supplier must comply with all legislation as per clause 13.1.

2 Human Rights

2.1 The Authority is committed to ensuring that workers employed within its supply chains are treated fairly, humanely, and equitably. The Authority requires the Supplier to share this commitment and to take reasonable and use reasonable and proportionate endeavours to identify any areas of risk associated with this Contract to ensure that it is meeting the International Labour Organisation International Labour Standards which can be found online - Conventions and Recommendations (ilo.org) and at a minimum comply with the Core Labour Standards, encompassing the right to freedom of association and collective bargaining, prohibition of forced labour, prohibition of discrimination and prohibition of child labour.

2.2 The Supplier must ensure that it and its sub-contractors and its [or their] supply chain:

2.2.1 pay staff fair wages and

2.2.2 implement fair shift arrangements, providing sufficient gaps between shifts, adequate rest breaks and reasonable shift length, and other best practices for staff welfare and performance.

3 Equality, Diversity and Inclusion (EDI)

3.1 The Supplier will support the Authority to achieve its Public Sector Equality Duty by complying with the Authority's policies (as amended from time to time) on EDI. This



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includes ensuring that the Supplier, Supplier Staff, and its subcontractors in the delivery of its obligations under this Contract:

3.1.1 do not unlawfully discriminate either directly or indirectly because of race, colour, ethnic or national origin, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, marriage and civil partnership or age and without prejudice to the generality of the foregoing the Supplier shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010;

3.1.2 will not discriminate because of socio-economic background, working pattern or having parental or other caring responsibilities;

3.1.3 eliminates discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010;

3.1.4 advances equality of opportunity between people who share a protected characteristic and those who do not;

3.1.5 foster good relations between people who share a protected characteristic and people who do not share it;

3.1.6 identifies and removes EDI barriers which are relevant and proportionate to the requirement; and

3.1.6 shall endeavour to use gender-neutral language when providing the Deliverables and in all communications in relation to the Contract.

4 Environment

4.1 The Supplier shall ensure that any Goods or Services are designed, sourced, and delivered in a manner which is environmentally responsible and in compliance with paragraph 1.3 of this Annex;

4.2 In performing its obligations under the Contract, the Supplier shall to the reasonable satisfaction of the Authority ensure the reduction of whole life cycle sustainability impacts including;

4.2.1 resilience to climate change;

4.2.2 eliminating and/or reducing embodied carbon;



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- 4.2.3 minimising resource consumption and ensuring resources are used efficiently;
- 4.2.4 avoidance and reduction of waste following the waste management hierarchy as set out in Law and working towards a circular economy;
- 4.2.5 reduction of single use consumable items (including packaging), and avoidance of single use plastic in line with Government commitments;
- 4.2.6 environmental protection (including pollution prevention, biosecurity and reducing or eliminating hazardous substances; and
- 4.2.7 compliance with Government Buying Standards applicable to Deliverables and using reasonable endeavours to support the Authority in meeting applicable Greening Government Commitments.

5 Social Value

- 5.1 The Supplier will support the Authority in highlighting opportunities to provide wider social, economic, or environmental benefits to communities through the delivery of the Contract.
- 5.2 The Supplier will ensure that supply chain opportunities are inclusive and accessible to:
 - 5.2.1 new businesses and entrepreneurs;
 - 5.2.2 small and medium enterprises (SMEs);
 - 5.2.3 voluntary, community and social enterprise (VCSE) organisations;
 - 5.2.4 mutuals; and
 - 5.2.5 other underrepresented business groups.



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Short Form Terms

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

"Authority"	means the authority identified in paragraph 3 of the Order Form;
"Authority Data"	a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Authority's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Authority; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or b) any Personal Data for which the Authority is the Data Controller;
"Authority Cause"	any breach of the obligations of the Authority or any other default, act, omission, negligence or statement of the Authority, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Authority is liable to the Supplier;
"Central Government Body"	for the purposes of this Contract this 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">• Government Department;• Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);• Non-Ministerial Department; or• Executive Agency;
"Charges"	means the charges for the Deliverables as specified in the Order Form and Annex 2;



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"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is agreed by the Parties to be confidential;
"Contract"	means this contract between (i) the Authority and (ii) the Supplier which is created by the Supplier signing the Order Form and returning it to the Authority.
"Controller"	has the meaning given to it in the "UK GDPR";
"Crown Body"	means any department, office or agency of the Crown, including any and all Local Authority bodies;
"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Legislation"	(i) the UK GDPR and any applicable national implementing Laws as amended from time to time; (ii) the Data Protection Act 2018 to the extent that it relates to Processing of personal data and privacy; (iii) all applicable Law about the Processing of personal data and privacy;
"Data Protection Officer"	has the meaning given to it in the GDPR;
"Data Subject"	has the meaning given to it in the GDPR;
"Data Subject Access Request"	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;



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"Date of Delivery"	means that date by which the Deliverables must be delivered to the Authority, as specified in the Order Form;
"Deliver"	means handing over the Deliverables to the Authority at the address and on the date specified in the Order Form, which shall include unloading and any other specific arrangements agreed in accordance with Clause 4. Delivered and Delivery shall be construed accordingly;
"Deliverables"	Goods and/or Services that may be ordered under the Contract including the Documentation;
"Documentation"	<p>descriptions of the Services, technical specifications, user manuals, training manuals, operating manuals, process definitions and procedures, system environment descriptions and all such other documentation (whether in hardcopy or electronic form) that is required to be supplied by the Supplier to the Authority under the Contract as:</p> <ul style="list-style-type: none">a) would reasonably be required by a competent third party capable of Good Industry Practice contracted by the Authority to develop, configure, build, deploy, run, maintain, upgrade and test the individual systems that provide the Deliverablesb) is required by the Supplier in order to provide the Deliverables; and/orc) has been or shall be generated for the purpose of providing the Deliverables;
"Existing IPR"	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise);
"Expiry Date"	means the date for expiry of the Contract as set out in the Order Form;
"FOIA"	means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;



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"Force Majeure Event"	any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the subcontractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and iii) any failure of delay caused by a lack of funds;
"Goods"	means the goods to be supplied by the Supplier to the Authority under the Contract;
"Good Industry Practice"	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;
"Information"	has the meaning given under section 84 of the FOIA;
"Information Commissioner"	the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;
"Insolvency Event"	occurs in respect of a legal person (for example an individual, company or organisation): i) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; or iv) if the person makes any arrangement with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction whether under the Insolvency Act 1986 or otherwise;
"IP Completion Day"	has the meaning given to it in the European Union (Withdrawal) Act 2018;



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"Key Personnel"	means any persons specified as such in the Order Form or otherwise notified as such by the Authority to the Supplier in writing;
"Law"	means any law, statute, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, right within the meaning of Section 4(1) EU Withdrawal Act 2018 as amended by EU (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Parties are bound to comply;
"New IPR"	all and any intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR;
"Order Form"	means the letter from the Authority to the Supplier printed above these terms and conditions;
"Party"	the Supplier or the Authority (as appropriate) and "Parties" shall mean both of them;
"Personal Data"	has the meaning given to it in the UK GDPR;
"Personal Data Breach"	has the meaning given to it in the UK GDPR;
"Processing"	has the mean given to it in the UK GDPR;
"Processor"	has the meaning given to it in the UK GDPR;
"Purchase Order Number"	means the Authority's unique number relating to the order for Deliverables to be supplied by the Supplier to the Authority in accordance with the terms of the Contract;
"Regulations"	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);
"Services"	means the services to be supplied by the Supplier to the Authority under the Contract;



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"Specification"	means the specification for the Deliverables to be supplied by the Supplier to the Authority (including as to quantity, description and quality) as specified in Annex 2;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where applicable, the Authority's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Start Date"	Means the start date of the Contract set out in the Order Form;
"Subprocessor"	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;
"Supplier Staff"	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any subcontractor engaged in the performance of the Supplier's obligations under the Contract;
"Supplier"	means the person named as Supplier in the Order Form;
Supplier Group Companies	means the Supplier, any subsidiary undertaking and parent undertaking from time to time of the Supplier ("subsidiary undertaking" and "parent undertaking" to be construed in accordance with s1162 of Companies Act 2006).
"Sustainability Requirements"	means any relevant social or environmental strategies, policies, commitments, targets, plans or requirements that apply to and are set out in the Annex 4;
Tender Submission	means the Supplier's response to the invitation to the bidder pack (including, for the avoidance of doubt, any clarification provided by the Supplier).
"Term"	means the period from the Start Date to the Expiry Date as such period may be extended in accordance with the Order Form or terminated in accordance with Clause 11;



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"UK GDPR"	means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) (United Kingdom General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (and see section 205(4);
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
"Workers"	any one of the Supplier Staff which the Authority, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees) applies in respect of the Deliverables;
"Working Day"	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

2.1 references to numbered clauses are references to the relevant clause in these terms and conditions and references to numbered paragraphs are references to the paragraph in the relevant Annex;

2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;

2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;

2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;

2.5 the singular includes the plural and vice versa;



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2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law;

2.7 any reference in this Contract which immediately before the IP Completion Day (or such later date when relevant EU law ceases to have effect pursuant to Section 1A of the European Union (Withdrawal) Act 2018) is a reference to (as it has effect from time to time):

- i. any EU regulation, EU decision, EU tertiary legislation or provision of the European Economic Area (“**EEA**”) agreement (“EU References”) which is to form part of domestic law by application of Section 3 of the European Union (Withdrawal) Act 2018 and which shall be read on and after IP Completion Day as a reference to the EU References as they form part of domestic law by virtue of Section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and
- ii. any EU institution or EU authority or other such EU body shall be read on and after the date of exit from the EU as a reference to the UK institution, authority or body to which its functions were transferred.

2.8 the word ‘including’, “for example” and similar words shall be understood as if they were immediately followed by the words “without limitation”;

2.9 a person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);

2.10 any Annexes form part of this Contract and shall have effect as if set out in full in the body of this Contract. Any reference to this Contract includes the Annexes; and

2.11 all undefined words and expressions are to be given their normal English meaning within the context of this Contract. Any dispute as to the interpretation of such undefined words and expressions shall be settled by reference to the definition in the Shorter Oxford English Dictionary.

3. How the Contract works

3.1 The Order Form is an offer by the Authority to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.

3.2 The Supplier is deemed to accept the offer in the Order Form when the Authority receives a copy of the Order Form signed by the Supplier.



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3.3 The Supplier warrants and represents that its Tender Submission and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate as at the date the Order Form is signed.

4. What needs to be delivered

4.1 All Deliverables

(a) The Supplier must provide Deliverables: (i) in accordance with the Specification and Tender Submission; (ii) to a professional standard; (iii) using all reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) in accordance with such policies and procedures of the Authority (as amended from time to time) that may be specified in the Contract (vii) on the dates agreed; and (viii) in compliance with all applicable Law.

(b) Without prejudice to the Specification the Supplier must provide Deliverables with a warranty of at least 90 days (or longer where the Supplier offers a longer warranty period to the Authority) from Delivery against all obvious damage or defects.

4.2 Goods clauses

(a) All Goods Delivered must be capable of meeting the requirements set out in the Specification and be either (i) new and of recent origin, (ii) reused or (iii) recycled.

(b) All manufacturer warranties covering the Goods will be assigned to the Authority on request and for free.

(c) The Supplier transfers ownership of the Goods on completion of Delivery (including off-loading and stacking) or payment for those Goods, whichever is earlier.

(d) Risk in the Goods transfers to the Authority on Delivery but remains with the Supplier if the Authority notices any damage or defect following Delivery and lets the Supplier know within three Working Days of Delivery.



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(e) The Supplier must have full and unrestricted ownership of the Goods at the time of transfer of ownership.

(f) The Supplier must Deliver the Goods on the date and to the specified location during the Authority's working hours.

(g) The Supplier, its subcontractor(s) and supply chain must minimise packaging used whilst providing sufficient packaging for the Goods to reach the point of Delivery safely and undamaged. The Supplier must take back any primary packaging where it is possible to do so. Packaging must be 100% re-usable, recyclable or compostable, use recycled content where reasonably practicable and support the Government's commitment to eliminate single use plastic.

(h) All Deliveries must have a delivery note attached that specifies the order number, type, quantity of Goods, contact and details of traceability through the supply chain.

(i) The Supplier must provide all tools, information and instructions the Authority needs to make use of the Goods. This will include, where appropriate, any operation manuals which, unless specified otherwise, will be written in English and provided in electronic form.

(j) The Supplier will notify the Authority of any request that Goods are returned to it or the manufacturer after the discovery of safety issues or defects that might endanger health or hinder performance and shall indemnify the Authority against the costs arising as a result of any such request. Goods must be disposed of in line with the waste management hierarchy as set out in Law. The Supplier will provide evidence and transparency of the items and routes used for disposal to the Authority on request.

(k) The Authority can cancel any order or part order of Goods which have not been Delivered. If the Authority gives less than 14 calendar days' notice then it will pay the Supplier's reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs.

(l) The Supplier must at its own cost repair, replace, refund or substitute (at the Authority's option and request) any Goods that the Authority rejects because they don't conform with clause 4.2. If the Supplier doesn't do this it will pay the Authority's costs including repair or re-supply by a third party.



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(m) The Authority will not be liable for any actions, claims, costs and expenses incurred by the Supplier or any third party during Delivery of the Goods unless and to the extent that it is caused by negligence or other wrongful act of the Authority or its servant or agent. If the Authority suffers or incurs any damage or injury (whether fatal or otherwise) occurring in the course of Delivery or installation then the Supplier shall indemnify from all losses, damages, costs or expenses (including professional fees and fines) which arise as a result of or in connection with such damage or injury where it is attributable to any act or omission of the Supplier or, where related to the Contract, any of its subcontractors or suppliers.

4.3 Services clauses

(a) Late delivery of the Services will be a breach of the Contract.

(b) The Supplier must co-operate with the Authority and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.

(c) The Authority must provide the Supplier Staff with reasonable access to its premises at such reasonable times agreed with the Authority for the purpose of supplying the Services.

(d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Authority to the Supplier for supplying the Services remains the property of the Authority and is to be returned to the Authority on expiry or termination of the Contract.

(e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.

(f) The Supplier must take all reasonable care to ensure performance does not disrupt the Authority's operations, employees or other contractors.

(g) On completion of the Services, the Supplier is responsible for leaving the Authority's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Authority's premises or property, other than fair wear and tear and any pre-existing cleanliness, safety or tidiness issue at the Authority's premises that existed before the commencement of the Term.



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(h) The Supplier must ensure all Services, and anything used to deliver the Services, are of the required quality and free from damage or defects.

(i) The Authority is entitled to withhold payment for partially or undelivered Services or for Services which are not delivered in accordance with the Contract but doing so does not stop it from using its other rights under the Contract.

5. Pricing and payments

5.1 In exchange for the Deliverables delivered, the Supplier shall be entitled to invoice the Authority for the charges in Annex 2. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.

5.2 All Charges:

(a) exclude VAT, which is payable on provision of a valid VAT invoice and charged at the prevailing rate;

(b) include all costs connected with the supply of Deliverables.

5.3 The Authority must pay the Supplier the charges within 30 days of receipt by the Authority of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.

5.4 A Supplier invoice is only valid if it:

(a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Authority as set out in Annex 2; and

(b) includes a detailed breakdown of Deliverables which have been delivered (if any).

Details of the Authority's requirements for a valid invoice at the Start Date are set out in Annex 2.

5.5 If there is a dispute between the Parties as to the amount invoiced, the Authority shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 35.



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5.6 If any sum of money is recoverable from or payable by the Supplier under the Contract (including any sum which the Supplier is liable to pay to the Authority in respect of any breach of the Contract), that sum may be deducted unilaterally by the Authority from any sum then due, or which may become due, to the Supplier under the Contract or under any other agreement or contract with the Authority. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Authority in order to justify withholding payment of any such amount in whole or in part.

5.7 The Supplier must ensure that its subcontractors and supply chain are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this doesn't happen, the Authority can publish the details of the late payment or non-payment.

6. The Authority's obligations to the Supplier

6.1 If the Supplier fails to comply with the Contract as a result of an Authority Cause:

- (a) the Authority cannot terminate the Contract under clause 11 on account of the failure to comply, provided this will not prejudice the Authority's right to terminate for another cause that may exist at the same time;
- (b) the Supplier will be relieved from liability for the performance of its obligations under the Contract to the extent that it is prevented from performing them by the Authority Cause and will be entitled to such reasonable and proven additional expenses that arise as a direct result of the Authority Cause;
- (c) the Supplier is entitled to any additional time needed to deliver the Deliverables as a direct result of the Authority's Cause;
- (d) the Supplier cannot suspend the ongoing supply of Deliverables.

6.2 Clause 6.1 only applies if the Supplier:

- (a) gives notice to the Authority within 10 Working Days of becoming aware of an Authority Cause, such notice setting out in detail with supporting evidence the known reasons for the Authority Cause;
- (b) demonstrates that the failure only happened because of the Authority Cause;
- (c) has used all reasonable endeavours to mitigate the impact of the Authority Cause.



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7. Record keeping and reporting

7.1 The Supplier must ensure that suitably qualified (and authorised) representatives attend progress meetings with the Authority and provide progress reports when specified in Annex 1.

7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.

7.3 The Supplier must allow any auditor appointed by the Authority access to their premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the audit.

7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.

7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:

- (a) tell the Authority and give reasons;
- (b) propose corrective action;
- (c) agree a deadline with the Authority for completing the corrective action.

7.6 If the Authority, acting reasonably, is concerned either:

- (a) as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract; or
- (b) as to the sustainability or health and safety conduct of the Supplier, subcontractors and supply chain in the performance of the Contract;

then the Authority may:

- (i) require that the Supplier provide to the Authority (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract (in the case of (a)) or improve its sustainability conduct or performance (in the case of (b)) and the Supplier will make changes to such plan as reasonably required by the Authority and once it is agreed then the Supplier shall act in accordance with such plan and report to the Authority on demand



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(ii) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Authority or materially fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Authority notifies).

8. Supplier staff

8.1 The Supplier Staff involved in the performance of the Contract must:

- a) be appropriately trained and qualified;
- b) be vetted using Good Industry Practice and in accordance with the instructions issued by the Authority in the Order Form;
- c) comply with the Authority's conduct requirements when on the Authority's premises including, without limitation, those Sustainability Requirements relating to Equality, Diversity & Inclusion (EDI) contained in Annex 4; and
- d) be informed about those specific requirements referred to in Clause 13.2.

8.2 Where an Authority decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.

8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.

8.4 The Supplier must provide a list of Supplier Staff needing to access the Authority's premises and say why access is required.

8.5 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) arising from claims brought against it by any Supplier Staff caused by an act or omission of the Supplier or any other Supplier Staff.

8.6 The Supplier shall use those persons nominated in the Order Form (if any) to provide the Deliverables and shall not remove or replace any of them unless:

- (a) requested to do so by the Authority;
- (b) the person concerned resigns, retires or dies or is on maternity, adoption, shared parental leave or long-term sick leave; or



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(c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated.

9. Rights and protection

9.1 The Supplier warrants and represents that:

- (a) it has full capacity and authority to enter into and to perform the Contract;
- (b) the Contract is executed by its authorised representative;
- (c) it is a legally valid and existing organisation incorporated in the place it was formed;
- (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;
- (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
- (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
- (g) it is not impacted by an Insolvency Event.

9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.

9.3 The Supplier indemnifies the Authority against each of the following:

- (a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;
- (b) non-payment by the Supplier of any tax or National Insurance.

9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Authority.

9.5 All third party warranties and indemnities covering the Deliverables must be assigned for the Authority's benefit by the Supplier.



10. Intellectual Property Rights (IPRs)

10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Authority a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it and its sub-licensees to both:

- (a) receive and use the Deliverables;
- (b) use the New IPR.

10.2 Any New IPR created under the Contract is owned by the Authority. The Authority gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.

10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.

10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.

10.5 If any claim is made against the Authority for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "**IPR Claim**"), then the Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.

10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Authority's sole option, either:

- (a) obtain for the Authority the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;
- (b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.



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10.7 The Authority acknowledges that the Supplier will obtain information direct from the ALBs set out in Appendix 3 and such information will be included in the Deliverables. The Authority shall be responsible for ensuring it has any necessary consents and authorities in place in to facilitate the collection of such information from the ALBs and its inclusion in the Deliverables. The Supplier shall not be liable to the Authority or otherwise for the Authority's failure to comply with this clause.

11. Ending the contract

11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.

11.2 The Authority can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

Ending the Contract without a reason

11.3 The Authority has the right to terminate the Contract at any time without reason or liability by giving the Supplier not less than 90 days' written notice and if the Contract is terminated, clause 11.5(b) to 11.5(g) applies.

When the Authority can end the Contract

11.4 (a) If any of the following events happen, the Authority has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:

(i) there is a Supplier Insolvency Event;

(ii) if the Supplier repeatedly breaches the Contract in a way to reasonably justify in the Authority's opinion that the Supplier's conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;

(iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied. Where a material breach is not capable of remedy, the Authority has the right to immediately terminate the Contract;



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(iv) there is a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Authority in writing;

(v) if the Authority discovers that the Supplier was in one of the situations in 57 (1) or 57(2) of the Regulations at the time the Contract was awarded;

(vi) the Supplier or its affiliates embarrass or bring the Authority into disrepute or diminish the public trust in them;

(vii) where a right to terminate described in clause 27 occurs;

(viii) the Supplier is in breach of any of its health, safety and well-being obligations under clause 28.1(a); and

(ix) where, in accordance with clause 33.3, there is or may be an actual or potential conflict of interest.

(b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Authority has the right to immediately terminate the Contract and clause 11.5(a) to 11.5(g) applies.

11.5 What happens if the Contract ends

Where the Authority terminates the Contract under clause 11.4 all of the following apply:

(a) the Supplier is responsible for the Authority's reasonable costs of procuring replacement deliverables for the rest of the Term ;

(b) the Authority's payment obligations under the terminated Contract stop immediately;

(c) accumulated rights of the Parties are not affected;

(d) the Supplier must promptly delete or return the Authority Data except where required to retain copies by law;

(e) the Supplier must promptly return any of the Authority's property provided under the Contract;



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(f) the Supplier must, at no cost to the Authority, give all reasonable assistance to the Authority and any incoming supplier and co-operate fully in the handover and re-procurement;

(g) the following clauses survive the termination of the Contract: 3.3, 7.2, 7.3, 7.4, 9, 10, 12, 13.3, 14, 15, 16, 17, 18, 19, 20, 32, 35, 36 and any clauses or provisions within the Order Form or the Annexes which are expressly or by implication intended to continue.

11.6 When the Supplier can end the Contract

(a) The Supplier can issue a reminder notice if the Authority does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Authority fails to pay an undisputed invoiced sum due and worth over 10% of the total Contract value or £1,000, whichever is the lower, within 30 days of the date of the reminder notice.

(b) If a Supplier terminates the Contract under clause 11.6(a):

(i) the Authority must promptly pay all outstanding charges incurred to the Supplier;

(ii) the Authority must pay the Supplier reasonable committed and unavoidable losses as long as the Supplier provides a fully itemised and costed schedule with satisfactory evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated;

(iii) clauses 11.5(d) to 11.5(g) apply.

11.7 Partially ending and suspending the Contract

(a) Where the Authority has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Authority suspends the Contract it can provide the Deliverables itself or buy them from a third party.

(b) The Authority can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.

(c) The Parties must agree (in accordance with clause 25) any necessary variation required by clause 11.7, but the Supplier may neither:



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(i) reject the variation; nor

(ii) increase the Charges, except where the right to partial termination is under clause 11.3.

(d) The Authority can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.7.

12. How much you can be held responsible for

12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than the value of the Charges or £1,000,000 (one million pounds) whichever is higher unless specified in the Order Form.

12.2 No Party is liable to the other for:

(a) any indirect losses;

(b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:

(a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;

(b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;

(c) any liability that cannot be excluded or limited by law.

12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including where the loss or damage is covered by any indemnity.

12.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

13. Obeying the law



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13.1 The Supplier must, in connection with provision of the Deliverables:

- (a) comply with all applicable Law;
- (b) comply with the Sustainability Requirements
- (c) use reasonable endeavours to comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf

13.2 The Sustainability Requirements and the requirements set out in Clause 27, 28 and 30 must be explained to the Supplier's Staff, subcontractors and suppliers who are involved in the performance of the Supplier's obligations under the Contract and where it is relevant to their role and equivalent obligations must be included in any contract with any suppliers or subcontractor that is connected to the Contract.

13.3 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) resulting from any default by the Supplier relating to any applicable Law to do with the Contract.

13.4 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with the Law and its obligations under the Contract.

13.5 "Compliance Officer" the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal and other obligations under the Contract.

13.6 The Supplier will provide such evidence of compliance with its obligations under this Clause 13 as the Authority reasonably requests.

14. Insurance

14.1 The Supplier must, at its own cost, obtain and maintain the required insurances as set out in the Order Form.

14.2 The Supplier will provide evidence of the required insurances on request from the Authority.



15. Data protection

15.1 The Authority is the Controller and the Supplier is the Processor for the purposes of the Data Protection Legislation.

15.2 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with this Contract.

15.3 The Supplier shall take all reasonable measures relating to the security of processing which are required pursuant to Article 32 of the UK GDPR including, without limitation, those security measures specified in this clause 15.

15.4 The Supplier must not remove any ownership or security notices in or relating to the Authority Data.

15.6 The Supplier must ensure that any Supplier system holding any Authority Data, including back-up data, is a secure system that complies with the security requirements specified in writing by the Authority.

15.7 If at any time the Supplier suspects or has reason to believe that the Authority Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Authority and immediately suggest remedial action.

15.8 If the Authority Data is corrupted, lost or sufficiently degraded so as to be unusable the Authority may either or both:

- (a) tell the Supplier to restore or get restored Authority Data as soon as practical but no later than five Working Days from the date that the Authority receives notice, or the Supplier finds out about the issue, whichever is earlier;
- (b) restore the Authority Data itself or using a third party.

15.9 The Supplier must pay each Party's reasonable costs of complying with clause 15.8 unless the Authority is at fault.

15.10 Only the Authority can decide what processing of Personal Data a Supplier can do under the Contract and must specify it for the Contract using the template in Annex 1 of the Order Form (*Authorised Processing*).



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15.11 The Supplier must only process Personal Data if authorised to do so in the Annex to the Order Form (*Authorised Processing*) by the Authority. Any further written instructions relating to the processing of Personal Data are incorporated into Annex 1 of the Order Form.

15.12 The Supplier must give all reasonable assistance to the Authority in the preparation of any Data Protection Impact Assessment before starting any processing, including:

- (a) a systematic description of the expected processing and its purpose;
- (b) the necessity and proportionality of the processing operations;
- (c) the risks to the rights and freedoms of Data Subjects;
- (d) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.

15.13 The Supplier must notify the Authority immediately if it thinks the Authority's instructions breach the Data Protection Legislation.

15.14 The Supplier must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Authority.

15.15 If lawful to notify the Authority, the Supplier must notify it if the Supplier is required to process Personal Data by Law promptly and before processing it.

15.16 The Supplier must take all reasonable steps to ensure the reliability and integrity of any Supplier Staff who have access to the Personal Data and ensure that they:

- (a) are aware of and comply with the Supplier's duties under this clause 15;
- (b) are subject to appropriate confidentiality undertakings with the Supplier or any Subprocessor;
- (c) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third party unless directed in writing to do so by the Authority or as otherwise allowed by the Contract;
- (d) have undergone adequate training in the use, care, protection and handling of Personal Data.



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15.17 The Supplier must not transfer Personal Data outside of the EU unless all of the following are true:

- (a) it has obtained prior written consent of the Authority;
- (b) the Authority has decided that there are appropriate safeguards (in accordance with Article 46 of the UK GDPR);
- (c) the Data Subject has enforceable rights and effective legal remedies when transferred;
- (d) the Supplier meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;
- (e) where the Supplier is not bound by Data Protection Legislation it must use its best endeavours to help the Authority meet its own obligations under Data Protection Legislation; and
- (f) the Supplier complies with the Authority's reasonable prior instructions about the processing of the Personal Data.

15.18 The Supplier must notify the Authority immediately if it:

- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
- (b) receives a request to rectify, block or erase any Personal Data;
- (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
- (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
- (e) receives a request from any third party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law;
- (f) becomes aware of a Data Loss Event.



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15.19 Any requirement to notify under clause 15.17 includes the provision of further information to the Authority in stages as details become available.

15.20 The Supplier must promptly provide the Authority with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 15.17. This includes giving the Authority:

- (a) full details and copies of the complaint, communication or request;
- (b) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;
- (c) any Personal Data it holds in relation to a Data Subject on request;
- (d) assistance that it requests following any Data Loss Event;
- (e) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office.

15.21 The Supplier must maintain full, accurate records and information to show it complies with this clause 15. This requirement does not apply where the Supplier employs fewer than 250 staff, unless either the Authority determines that the processing:

- (a) is not occasional;
- (b) includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR;
- (c) is likely to result in a risk to the rights and freedoms of Data Subjects.

15.22 The Supplier will make available to the Authority all information necessary to demonstrate compliance with clause 15 and allow for and contribute to audits, including inspections, conducted by the Authority or another auditor appointed by the Authority.

15.23 The Supplier must appoint a Data Protection Officer responsible for observing its obligations in this Contract and give the Authority their contact details.

15.24 Before allowing any Subprocessor to process any Personal Data, the Supplier must:



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(a) notify the Authority in writing of the intended Subprocessor and processing;

(b) obtain the written consent of the Authority;

(c) enter into a written contract with the Subprocessor so that this clause 15 applies to the Subprocessor;

(d) provide the Authority with any information about the Subprocessor that the Authority reasonably requires.

15.25 The Supplier remains fully liable for all acts or omissions of any Subprocessor.

15.26 At any time the Authority can, with 30 Working Days' notice to the Supplier, change this clause 15 to:

(a) replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme under UK GDPR Article 42;

(b) ensure it complies with guidance issued by the Information Commissioner's Office.

15.27 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office.

15.28 The Supplier:

(a) must provide the Authority with all Authority Data in an agreed open format within 10 Working Days of a written request;

(b) must have documented processes to guarantee prompt availability of Authority Data if the Supplier stops trading;

(c) must securely destroy all storage media that has held Authority Data at the end of life of that media using Good Industry Practice;

(d) must securely erase or return all Authority Data and any copies it holds when asked to do so by the Authority unless required by Law to retain it;

(e) indemnifies the Authority against any and all losses, damages, costs or expenses (including professional fees and fines) incurred if the Supplier breaches clause 15 and any Data Protection Legislation.



16. What you must keep confidential

16.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;
- (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;
- (c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

16.2 In spite of clause 16.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

- (a) where disclosure is required by applicable law, permitted in respect of an audit pursuant to clause 7.3, or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
- (c) if the information was given to it by a third party without obligation of confidentiality;
- (d) if the information was in the public domain at the time of the disclosure;
- (e) if the information was independently developed without access to the disclosing Party's Confidential Information;
- (f) to its auditors or for the purposes of regulatory requirements;
- (g) on a confidential basis, to its professional advisers on a need-to-know basis;
- (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.



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16.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Authority at its request.

16.3 (a)

The Supplier may disclose Confidential Information on a confidential basis, to the Suppliers Group Companies, on a need-to-know basis. When in receipt of Confidential Information, the Suppliers Group Companies must enter into a direct confidentiality undertakings mirroring those set out in this clause 16 with the Authority, at its request.

16.4 The Authority may disclose Confidential Information in any of the following cases:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Authority;
- (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any organisation that the Authority transfers or proposes to transfer all or any part of its business to;
- (c) if the Authority (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
- (d) where requested by Parliament; and/or
- (e) under clauses 5.7 and 17.

16.5 For the purposes of clauses 16.2 to 16.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 16.

16.6 Information which is exempt from disclosure by clause 17 is not Confidential Information.

16.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Authority and must take all reasonable steps to ensure that Supplier Staff do not either.

16.8 Where essential to comply with or carry out their statutory functions the Authority may disclose Confidential Information.



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17. When you can share information

17.1 The Supplier must tell the Authority within 48 hours if it receives a Request For Information.

17.2 Within the required timescales the Supplier must give the Authority full co-operation and information needed so the Authority can:

- (a) comply with any Freedom of Information Act (FOIA) request;
- (b) comply with any Environmental Information Regulations (EIR) request.

17.3 The Authority may talk to the Supplier to help it decide whether to publish information under clause 17. However, the extent, content and format of the disclosure is the Authority's decision, which does not need to be reasonable.

18. Invalid parts of the contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

19. No other terms apply

The provisions expressly incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

20. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act 1999 (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

21. Circumstances beyond your control

21.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:

- (a) provides written notice to the other Party;



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(b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

21.2 Either party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event and the impact of such event lasts for 90 days continuously.

21.3 Where a Party terminates under clause 21.2:

(a) each party must cover its own losses;

(b) clause 11.5(b) to 11.5(g) applies.

22. Relationships created by the contract

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

23. Giving up contract rights

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

24. Transferring responsibilities

24.1 The Supplier cannot assign the Contract, or any rights under it, without the Authority's written consent.

24.2 The Authority can assign, novate or transfer its Contract or any part of it to any Crown Body, any contracting authority within the meaning of the Regulations or any private sector body which performs the functions of the Authority.

24.3 When the Authority uses its rights under clause 24.2 the Supplier must enter into a novation agreement in the form that the Authority specifies.

24.4 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

24.5 If the Authority asks the Supplier for details about its subcontractors and/or supply chain, the Supplier must provide such details as the Authority reasonably requests including, without limitation:



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- (a) their name;
- (b) the scope of their appointment; and
- (c) the duration of their appointment.

25. Changing the contract

25.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. No oral modifications to the Contract shall be effective. The Authority is not required to accept a variation request made by the Supplier.

26. How to communicate about the contract

26.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.

26.2 Notices to the Authority or Supplier must be sent to their address in the Order Form.

26.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

27. Preventing fraud, bribery and corruption

27.1 The Supplier shall not:

- (a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);
- (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Authority or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.

27.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 27.1 and any fraud by the Supplier, Supplier Staff (including its shareholders, members and directors), any



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subcontractor and the Supplier's supply chain in connection with the Contract. The Supplier shall notify the Authority immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.

27.3 If the Supplier or the Supplier Staff engages in conduct prohibited by clause 27.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Authority) the Authority may:

- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Authority resulting from the termination, including the cost reasonably incurred by the Authority of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Authority throughout the remainder of the Contract; or
- (b) recover in full from the Supplier any other loss sustained by the Authority in consequence of any breach of this clause.

28. Health, safety and wellbeing

28.1 The Supplier must perform its obligations meeting the requirements of:

- (a) all applicable Law regarding health and safety;
- (b) the Authority's current health and safety policy and procedures while at the Authority's premises, as provided to the Supplier.
- (c) the Authority's current wellbeing policy or requirements while at the Authority's premises as provided to the Supplier.

28.2 The Supplier and the Authority must as soon as possible notify the other of any health and safety incidents, near misses or material hazards they're aware of at the Authority premises that relate to the performance of the Contract.

28.3 Where the Services are to be performed on the Authority's premises, the Authority and Supplier will undertake a joint risk assessment with any actions being appropriate, recorded and monitored.

28.4 The Supplier must ensure their health and safety policy statement and management arrangements are kept up to date and made available to the Authority on request.

28.5 The Supplier shall not assign any role to the Authority under the Construction (Design and Management) Regulations 2015 (as amended) (the 'CDM Regulations')



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without the Authority's prior express written consent (which may be granted or withheld at the Authority's absolute discretion). For the avoidance of doubt so far as the Authority may fall within the role of client as defined by the CDM Regulations in accordance with CDM Regulation 4(8) the parties agree that the Supplier will be the client.

30. Whistleblowing

30.1 The Authority's whistleblowing helpline must be made available to the Supplier and Supplier Staff, subcontractors and key suppliers in the supply chain in order to report any concerns.

30.2. The Supplier agrees:

- (a) to insert the following wording into their whistleblowing policy and communicate to all staff:

"If you feel unable to raise your concern internally and it relates to work being carried out for which the ultimate beneficiary (through a contractual chain or otherwise) is Defra group, please email Whistleblowing@Defra.gov.uk."

- (b) to ensure that their Sub-contractors have free access to the Authority's whistleblowing policy.

31. Tax

31.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Authority cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.

31.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under this Contract, the Supplier must both:

- (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;



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- (b) indemnify the Authority against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Term in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.

31.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:

- (a) the Authority may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 31.2, or why those requirements do not apply, the Authority can specify the information the Worker must provide and the deadline for responding;
- (b) the Worker's contract may be terminated at the Authority's request if the Worker fails to provide the information requested by the Authority within the time specified by the Authority;
- (c) the Worker's contract may be terminated at the Authority's request if the Worker provides information which the Authority considers isn't good enough to demonstrate how it complies with clause 31.2 or confirms that the Worker is not complying with those requirements;
- (d) the Authority may supply any information they receive from the Worker to HMRC for revenue collection and management.

32. Publicity

32.1 The Supplier and any subcontractor shall not make any press announcements or publicise this Contract or its contents in any way; without the prior written consent of the Authority.

32.2 Each Party acknowledges to the other that nothing in this Contract either expressly or by implication constitutes an endorsement of any products or services of the other Party and each Party agrees not to conduct itself in such a way as to imply or express any such approval or endorsement.

33. Conflict of interest

33.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or



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personal duties of the Supplier or the Supplier Staff and the duties owed to the Authority under the Contract, in the reasonable opinion of the Authority.

33.2 The Supplier must promptly notify and provide details to the Authority if a conflict of interest happens or is expected to happen.

33.3 The Authority can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

34. Reporting a breach of the contract

34.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Authority any actual or suspected breach of Law or breach of its obligations under the Contract.

34.2 Where an actual or suspected breach is notified to the Authority under clause 34.1, the Supplier will take such action to remedy any breach as the Authority may reasonably require. Where the breach is material, the Authority has the right to terminate under clause 11.4.

34.3 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 34.1.

35. Resolving disputes

35.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.

35.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 35.3 to 35.5.

35.3 Unless the Authority refers the dispute to arbitration using clause 35.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:

- (a) determine the dispute;



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(b) grant interim remedies;

(c) grant any other provisional or protective relief.

35.4 The Supplier agrees that the Authority has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.

35.5 The Authority has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 35.3, unless the Authority has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 35.4.

35.6 The Supplier cannot suspend the performance of the Contract during any dispute.

35.7 The provisions of this clause 35 are without prejudice to the Authority's right to terminate or suspend the Contract under clause 11.

36. Which law applies

36.1 This Contract and any issues arising out of, or connected to it, are governed by English law.

36.2 The courts of England and Wales shall have jurisdiction to settle any dispute or claim (whether contractual or non-contractual) that arises out of or in connection with the Contract or its subject matter or formation.