

Modern Slavery Act Policy Statement 2019/20

Organisational Structure and Supply Chains

- 1.1 Steer provides commercial, economic, technical and planning professional services in relation to cities, infrastructure and transport. We are headquartered in London and have a global operation comprising our companies in Europe, North America, Latin America and Asia. Steer is owned in trust for its employees. This trust structure, which is part of our constitution, explicitly requires the Company, its Board and all employees to meet high ethical standards, our Mission and Principles, in all aspects of their business activities and interactions with society.
- 1.2 In particular, and in relation to the Modern Slavery Act 2015, the Trust requires us to:
- respect both the letter and spirit of law;
 - uphold high standards of care, diligence, objectivity, accuracy in all our work and business relationships;
 - conduct business relationships with honesty, respect and integrity;
 - support and contribute positively to the communities and local environment in which we work; and
 - to publish each year to the Company a report compiled by the independent trustee that demonstrates the extent of our compliance.
- 1.3 It is within this framework that our commitment to ensuring there is no slavery or human trafficking within our business or supply chain is vested and it is through the operation of our corporate governance processes and ISO certified Quality Management System, that we enact and operationalise this commitment.
- 1.4 We recognise our responsibility to identify and address potential or actual human rights impacts linked to the products and services we acquire. Our approved suppliers process requests that our suppliers¹ confirm they do not commit any of the offences included in the Modern Slavery Act 2015 and for their modern slavery statement to be provided, where applicable.

Organisational Policies

- 1.5 We are committed to ensuring there is no slavery or human trafficking in our business and supply chain. This is reflected in all relevant policies within Steer and is considered as part of our policy development.

Whistleblowing and Reporting

- 1.6 We operate and publish, via our Company intranet, a Whistleblowing Policy that provides all employees with multiple means of raising concerns on all issues, including in relation to modern slavery and human trafficking. This policy also allows staff to contact independent Non-Executive Directors, a Staff Forum member or a Trustee.

Complementary Policies

- 1.7 Supporting our zero-tolerance approach to modern slavery and human trafficking are:

¹ Suppliers refers to our suppliers, subcontractors and third-party service providers.

- Our commitment to paying living wage and our requirement for suppliers to do likewise.
- Our Environmental Policy which requires the use of international accredited methods of production of items such as paper, energy and food and drink.
- Our Equality, Diversity and Inclusion Policy, which encourages all our people to value diversity and respect each person's individuality, and to ensure that no employee, agency worker, sub-contractor, job applicant or ex-employee, client or third party receives less favourable treatment on the basis of colour, race, nationality, ethnic or national origins, sexuality or gender, physical ability, age or religion or belief.
- Our Bribery and Corruption Policy which sets out the Company's rules and what is expected of all our employees. We require the same standard of conduct from the company's suppliers in all dealings on our behalf.
- Our commitment to addressing the health and wellbeing of our employees. We provide access to support including free and confidential advice and assistance on matters which include workplace concerns or issues through our global Employee Assistance Programme, provided by independent suppliers.
- Our Risk Management policy which ensures robust risk management activities are regularly carried out, including the development and implementation of appropriate mitigations and monitoring arrangements for all business risks, allocation of risk owner(s) and ongoing reporting requirements.

Supplier Management and Compliance

- 1.8 Suppliers to Steer are vetted and subject to approval before we conduct business with them. This approvals process considers the business activities of the potential supplier and their policies in respect of modern slavery and human trafficking. We require our suppliers to demonstrate compliance with our policies and relevant legislation relating to modern slavery and human trafficking.

Due Diligence

- 1.9 Our employees are at the centre of our business, not only in delivering work to our clients but as key stakeholders as well. We have a number of processes and programmes in place which support a safe, fair and inclusive working environment and seeks to support wellbeing and learning for everyone.
- 1.10 Steer's reputation is based on the proven ability to deliver high quality consultancy services that are valued by our clients. To ensure we achieve this objective, and to continually improve, we operate in accordance with our ISO certified Quality Management System (QMS). The QMS provides the framework in which we operate, and it is designed to deliver high quality work to clients, develop and inform our employees, manage risk and facilitate continuous improvement. Its correct application ensures we meet contractual requirements and comply with relevant policies, procedures and legislation.
- 1.11 In 2019/2020 we will review our approved supplier process to continuously improve our supplier due diligence, management and compliance.

Risk Assessment

- 1.12 On an annual basis, the Board and Executive consider and assess risks, including modern slavery, in relation to Steer's stakeholders. Risks are prioritised and form part of the Company risk register.
- 1.13 In 2019/2020 we will complete a specific modern slavery risk assessment, the findings of which will lead to a review of relevant policies and procedures and will continuously improve how risks can be better investigated, remediated and mitigated.

Performance Indicators

- 1.14 As part of our annual Company Plan we set a number of objectives to support our zero-tolerance approach to modern slavery. These include ensuring that;
- all staff work in a manner consistent with the behaviours and values contained within our Mission and Principles;
 - the Executive provides clear vision and leadership; and
 - 100% of staff complete training according to our policies. This includes Modern Slavery Awareness training.
- 1.15 These objectives are reflected throughout the Company at division and individual responsibility levels.
- 1.16 We foster a culture of openness and transparency, which is demonstrated in our Mission and Principles. Our adherence to the Mission and Principles are assessed each year by our Trustees.

Training and Awareness

- 1.17 Delivery of our modern slavery policy is dependent on our employees having a good understanding of the issues, the legislative requirements of our business and of our approach to risk identification and management.
- 1.18 All employees receive training in relation to modern slavery and human trafficking so that they are aware of the legislation, high risk sectors and the Company's zero tolerance approach to modern slavery and human trafficking. They also receive training on our Business Procedures. This is included as part of our Compliance Training Matrix and is accessible to all employees throughout the year via our online learning hub.
- 1.19 Where applicable this training is further embedded in related training, for example, recruitment and procurement.

Summary of Actions

- 1.20 In 2019/2020 we commit to:
- carrying out a specific modern slavery risk assessment;
 - reviewing our supplier process and procurement policy; and
 - continuing to train employees on our commitment to ensuring there is no modern slavery or human trafficking in our supply chain.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes the Company's slavery and human trafficking statement for the financial year ending 31 March 2019.



**Chief Operating Officer
Steer Davies & Gleave Ltd
Date: 31 March 2019**

SCHEDULE 4 – CHARGES

A five-year budget schedule document shall be prepared by the Service Provider aligned with the Authority's published four weekly periods as shown below. This shall show the phasing of charges to be made according to the pricing matrices shown below.

The schedule document shall be provided to the Authority for approval by the Service Provider before commencement of the Services.

The budget schedule shall be updated with actual values by the Service Provider and issued to the Authority once per period at the same time as the work completed is invoiced.

TfL four weekly periods

TfL Financial Year Timetable

Financial Year	Last Day Period 1	Last Day Period 2	Last Day Period 3	Last Day Period 4	Last Day Period 5	Last Day Period 6	Last Day Period 7	Last Day Period 8	Last Day Period 9	Last Day Period 10	Last Day Period 11	Last Day Period 12	Last Day Period 13
2018-19	28/04/2018	26/05/2018	23/06/2018	21/07/2018	18/08/2018	15/09/2018	13/10/2018	10/11/2018	08/12/2018	05/01/2019	02/02/2019	02/03/2019	31/03/2019
2019-20	27/04/2019	25/05/2019	22/06/2019	20/07/2019	17/08/2019	14/09/2019	12/10/2019	09/11/2019	07/12/2019	04/01/2020	01/02/2020	29/02/2020	31/03/2020
2020-21	02/05/2020	30/05/2020	27/06/2020	25/07/2020	22/08/2020	19/09/2020	17/10/2020	14/11/2020	12/12/2020	09/01/2021	06/02/2021	06/03/2021	31/03/2021
2021-22	01/05/2021	29/05/2021	26/06/2021	24/07/2021	21/08/2021	18/09/2021	16/10/2021	13/11/2021	11/12/2021	08/01/2022	05/02/2022	05/03/2022	31/03/2022
2022-23	30/04/2022	28/05/2022	25/06/2022	23/07/2022	20/08/2022	17/09/2022	15/10/2022	12/11/2022	10/12/2022	07/01/2023	04/02/2023	04/03/2023	31/03/2023
2023-24	29/04/2023	27/05/2023	24/06/2023	22/07/2023	19/08/2023	16/09/2023	14/10/2023	11/11/2023	09/12/2023	06/01/2024	03/02/2024	02/03/2024	31/03/2024
2024-25	27/04/2024	25/05/2024	22/06/2024	20/07/2024	17/08/2024	14/09/2024	12/10/2024	09/11/2024	07/12/2024	04/01/2025	01/02/2025	01/03/2025	31/03/2025
2025-26	26/04/2025	24/05/2025	21/06/2025	19/07/2025	16/08/2025	13/09/2025	11/10/2025	08/11/2025	06/12/2025	03/01/2026	31/01/2026	28/02/2026	31/03/2026
2026-27	02/05/2026	30/05/2026	27/06/2026	25/07/2026	22/08/2026	19/09/2026	17/10/2026	14/11/2026	12/12/2026	09/01/2027	06/02/2027	06/03/2027	31/03/2027
2027-28	01/05/2027	29/05/2027	26/06/2027	24/07/2027	21/08/2027	18/09/2027	16/10/2027	13/11/2027	11/12/2027	08/01/2028	05/02/2028	04/03/2028	31/03/2028
2028-29	29/04/2028	27/05/2028	24/06/2028	22/07/2028	19/08/2028	16/09/2028	14/10/2028	11/11/2028	09/12/2028	06/01/2029	03/02/2029	03/03/2029	31/03/2029
2029-30	28/04/2029	26/05/2029	23/06/2029	21/07/2029	18/08/2029	15/09/2029	13/10/2029	10/11/2029	08/12/2029	05/01/2030	02/02/2030	02/03/2030	31/03/2030
2030-31	27/04/2030	25/05/2030	22/06/2030	20/07/2030	17/08/2030	14/09/2030	12/10/2030	09/11/2030	07/12/2030	04/01/2031	01/02/2031	01/03/2031	31/03/2031
2031-32	26/04/2031	24/05/2031	21/06/2031	19/07/2031	16/08/2031	13/09/2031	11/10/2031	08/11/2031	06/12/2031	03/01/2032	31/01/2032	28/02/2032	31/03/2032
2032-33	01/05/2032	29/05/2032	26/06/2032	24/07/2032	21/08/2032	18/09/2032	16/10/2032	13/11/2032	11/12/2032	08/01/2033	05/02/2033	05/03/2033	31/03/2033
2033-34	30/04/2033	28/05/2033	25/06/2033	23/07/2033	20/08/2033	17/09/2033	15/10/2033	12/11/2033	10/12/2033	07/01/2034	04/02/2034	04/03/2034	31/03/2034
2034-35	29/04/2034	27/05/2034	24/06/2034	22/07/2034	19/08/2034	16/09/2034	14/10/2034	11/11/2034	09/12/2034	06/01/2035	03/02/2035	03/03/2035	31/03/2035

NB.

Period one always starts on the 1st of April and period 13 always ends on the 31st March. This results in periods one and 13 not equalling 28 days (usually)

TfL_scp_001957 Governance and Standards for FORS - Pricing Matrix FINAL v1.1

This sheet shows sum Totals of the 6.5 years of the contract (Contract is for 5 years plus up to 1.5

Bidders shall complete all of the figures in these coloured boxes for evaluation in the pricing section of their tender.

1.00 Lead the handover from AECOM (Transition phase - 2020-2021 only)		
Item	Description	Specification Clause number(s)
1.1	Assume responsibility (lead the handover from AECOM) for the Governance & Standards.	1.3f, 1.3.1a,f Appendix H
1.2	Review the governance standards documentation at AECOM	1.3.1.d,e,h,j,k,l
1.3	Review and update terms of reference and rotation of committee members for each governance group; make recommendations on the Audit Providers document	1.3.2. a,b,c, d,e, f
Subtotal		

2.0 BAU regular services - meetings administration. Quantity shall be calculated using p16 "Meeti		
Item	Description	Specification Clause number(s)
2.1	Manage Governance - Organise and manage meetings as specified (governance and standards)	1.3.3 p.9 a to j Excluding 1.3.3 c.
2.2	Meeting room booking costs where necessary, individually justified and evidenced to TfL and expected to be zero cost i.e. FOC hosting by members.	1.3.3 clause c.ii
2.3	Travel and subsistence for chair and sec to/from meetings - for GSAG only strictly in accordance with TfL Guidance A12 (or version as updated) contained within the Specification.	Appendix A
2.4	Exit the contract and handover to new incumbent at end where applicable (end of contract only)	1.3.4
Subtotal		

3.0 BAU Review of Standards (every 2 years)		
Item	Description	Specification Clause number(s)
3.1	First Draft	1.3.3 p10-12 clauses a t
3.2	Second Draft	
3.3	Third draft	
3.4	Final Draft	
3.5	Gaining approval from GSAG	
3.6	Publication (e-copy)	
Subtotal		

4.0 Appeals (ad hoc, so far these are a rare occurrence) assume 1 occurrence per year		
Item	Description	Specification Clause number(s)
4.1	Review and update audit appeals process	1.3 p9 e and 1.3.3 p12 clause
4.2	Publish appeals process	
4.3	Undertake an audit appeal	
4.4	Undertake an audit body appeal	
4.5	Undertake a training Licencing appeal	
4.6	Undertake a training approval appeal	
Subtotal		

5.0 Review and update the Training Licencing Document in accordance with Clause 1.3.2 d.		
Item	Description	Specification Clause number(s)
5.1	First Draft	1.3.1 p8 h, i 1.3.2 p9 d
5.2	Second Draft	
5.3	Final Draft	
5.4	Gaining approval from PD Working Group & Executive Group	
5.5	Publication (e-copy)	
5.6	Validation and approval or rejection of training course proposals	
5.7	Admininstration of payments and fees	
5.8	Hand over the new Administration body	
Subtotal		

6.0 BAU Costs of training approval must be less than amount of Section 7.0 below within 3 mont		
Item	Description	Specification Clause number(s)
5.1	Maintenance of publication of training site	1.3.3 p12 a to p13 end clause g
5.2	Maintenance of training course evaluation toolkit	
5.3	Validation and approval or rejection of training course proposals	
5.4	Administration of payments and fees	
Subtotal		

7.0 BAU Revenues from training approval		
Item	Description	Specification Clause number(s)
7.1	Estimated revenue to G&S Supplier from training course upload and application online (i.e. upfront non-returnable payment), passed on to TfL in full	1.3 p13 clause g
7.2	Estimated revenue to G&S Supplier from training course final approval, passed on to TfL in full	1.3 p13 clause g
Subtotal		

Revenue vs cost on Training Approval Fees forecast indicator: Shall be net zero as per 1.3.3 p12 clause a. Overall Red (negative or above £50,000 overall) is unacceptable/fail, Otherwise Green:

8.0 Other ad hoc tasks as required		
Item	Description	Specification Clause number(s)
8.1	Creation and management of new Working Group	p9 clause 1.3.3 a points i to ix
8.2	Creation of a bespoke standard for new modes of fleet	p9 clause 1.3.3 b points i to iv
8.3	Attending additional events to present on FORS	p8 1.3.1 g and 2.1
Subtotal		

Total Price ALL years Net revenue and excluding item 8.0 (=H11+H20+H31+H42+H55+H71)

Equivalent Price per Period from 2020 for 6.5 years. TfL budget over 6.5 yrs is £885,000.

TfL_scp_001957 Governance and Standards for FORS - Pricing Matrix

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1.00 Lead the handover from AECOM (Transition phase - 2020-2021 only)			UOM
Item	Description	Specification Clause number(s)	
1.1	Assume responsibility (lead the handover from AECOM) for the Governance & Standards.	1.3f, 1.3.1a,f Appendix H	days
1.2	Review the governance standards documentation at AECOM	1.3.1.d,e,h,j,k,l	days
1.3	Review and update terms of reference and rotation of committee members for each governance group; make recommendations on the Audit Providers document	1.3.2. a,b,c, d,e, f	days
Subtotal			

2.0 BAU regular services - meetings administration. Quantity shall be calculated using p16 "Meetings"			UOM
Item	Description	Specification Clause number(s)	
2.1	Manage Governance - Organise and manage meetings as specified (governance and standards)	1.3.3 p.9 a to j Excluding 1.3.3 c.ii	hours
2.2	Meeting room booking costs where necessary, individually justified and evidenced to TfL and expected to be zero cost i.e. FOC hosting by members.	1.3.3 clause c.ii	per room
2.3	Travel and subsistence for chair and sec to/from meetings - for GSAG only strictly in accordance with TfL Guidance A12 (or version as updated) contained within the Specification.	Appendix A	no. meeting
2.4	Exit the contract and handover to new incumbent at end where applicable (end of contract only)	1.3.4	Transition
Subtotal			

3.0 BAU Review of Standards (every 2 years)			UOM
Item	Description	Specification Clause number(s)	
3.1	First Draft	1.3.3 p10-12 clauses a to l	day
3.2	Second Draft		day
3.3	Third draft		day
3.4	Final Draft		day
3.5	Gaining approval from GSAG		day
3.6	Publication (e-copy)		day
Subtotal			

4.0 Appeals (ad hoc, so far these are a rare occurrence) assume 1 occurrence per year			UOM
Item	Description	Specification Clause number(s)	
4.1	Review and update audit appeals process	1.3 p9 e and 1.3.3 p12 clause j	hours
4.2	Publish appeals process		hours
4.3	Undertake an audit appeal		hours
4.4	Undertake an audit body appeal		hours
4.5	Undertake a training Licencing appeal		hours
4.6	Undertake a training approval appeal		hours
Subtotal			

5.0 Review and update the Training Licencing Document in accordance with Clause 1.3.2 d.			UOM
Item	Description	Specification Clause number(s)	
5.1	First Draft	1.3.1 p8 h, i 1.3.2 p9 d	hours
5.2	Second Draft		hours
5.3	Final Draft		hours
5.4	Gaining approval from PD Working Group & Executive Group		hours
5.5	Publication (e-copy)		hours
5.6	Validation and approval or rejection of training course proposals		hours
5.7	Administration of payments and fees		hours
5.8	Hand over the new Administration body		hours
Subtotal			

6.0 BAU Costs of training approval must be less than amount of Section 7.0 below within 3 months of approval.			UOM
Item	Description	Specification Clause number(s)	
5.1	Maintenance of publication of training site	1.3.3 p12 a to p13 end clause g	hours
5.2	Maintenance of training course evaluation toolkit		hours
5.3	Validation and approval or rejection of training course proposals		per propos
5.4	Administration of payments and fees		per hour
Subtotal			

7.0 BAU Revenues from training approval			UOM
Item	Description	Specification Clause number(s)	
7.1	Estimated revenue to G&S Supplier from training course upload and application online (i.e. upfront non-returnable payment), passed on to TfL in full	1.3 p13 clause g	Per course applied for
7.2	Estimated revenue to G&S Supplier from training course final approval, passed on to TfL in full	1.3 p13 clause g	Per course approved
Subtotal			

Revenue vs cost on Training Approval Fees forecast indicator: Shall be net zero as per 1.3.3 p12 clause g (negative £50,000 overall) is unacceptable/fail, Otherwise Green: Pass (Note: Cell is H69 minus H63)

8.0 Other ad hoc tasks as required			UOM
Item	Description	Specification Clause number(s)	
8.1	Creation and management of new Working Group	p9 clause 1.3.3 a points i to ix	Per group
8.2	Creation of a bespoke standard for new modes of fleet	p9 clause 1.3.3 b points i to iv	Per mode
8.3	Attending additional events to present on FORS	p8 1.3.1 g and 2.1 e	Per event
Subtotal			

Total Price for Year 2020-2021 Net revenue and excluding item 8.0 (=H11+H20+H31+H42+H55+H71)

Equivalent Price per Period 2020-2021

TfL_scp_001957 Governance and Standards for FORS - Pricing Matrix

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1.3	Review and update terms of reference and rotation of committee members for each governance group; make recommendations on the Audit Providers document	1.3.2. a,b,c, d,e, f	days
Subtotal			

2.0 BAU regular services - meetings administration. Quantity shall be calculated using p16 "Meetings" a			
Item	Description	Specification Clause number(s)	UOM
2.1	Manage Governance - Organise and manage meetings as specified (governance and standards)	1.3.3 p.9 a to j Excluding 1.3.3 c.ii	hours
2.2	Meeting room booking costs where necessary, individually justified and evidenced to TfL and expected to be zero cost i.e. FOC hosting by members.	1.3.3 clause c.ii	per room
2.3	Travel and subsistence for chair and sec to/from meetings - for GSAG only strictly in accordance with TfL Guidance A12 (or version as updated) contained within the Specification.	Appendix A	no. meetings
2.4	Exit the contract and handover to new incumbent at end where applicable (end of contract only)	1.3.4	Transition
Subtotal			

3.0 BAU Review of Standards (every 2 years)			
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Subtotal			

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Subtotal			

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Subtotal			

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Subtotal			

Revenue vs cost on Training Approval Fees forecast indicator: Shall be net zero as per 1.3.3 p12 clause £50,000 overall) is unacceptable/fail, Otherwise Green: Pass (Note: Cell is H69 minus H63)

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Subtotal			

Total Price for Year 2020-2021 Net revenue and excluding item 8.0 (=H11+H20+H31+H42+H55+H71)

Equivalent Price per Period 2020-2021

Equivalent Price per Period Full Contract Term (IBudget over 6.5 yrs is £900,000)

885000 84.5

TfL_scp_001957 Governance and Standards for FORS - Pricing Matrix

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Subtotal			

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2.4	Exit the contract and handover to new incumbent at end where applicable (end of contract only)	1.3.4	ransition
Subtotal			

3.0 BAU Review of Standards (every 2 years)			OM
Item	Description	Specification Clause number(s)	
3.1	First Draft	1.3.3 p10-12 clauses a to l	ay
3.2	Second Draft		ay
3.3	Third draft		ay
3.4	Final Draft		ay
3.5	Gaining approval from GSAG		ay
3.6	Publication (e-copy)		ay
Subtotal			

4.0 Appeals (ad hoc, so far these are a rare occurrence) assume 1 occurrence per year			OM
Item	Description	Specification Clause number(s)	
4.1	Review and update audit appeals process	1.3 p9 e and 1.3.3 p12 clause j	ours
4.2	Publish appeals process		ours
4.3	Undertake an audit appeal		ours
4.4	Undertake an audit body appeal		ours
4.5	Undertake a training Licencing appeal		ours
4.6	Undertake a training approval appeal		ours
Subtotal			

5.0 Review and update the Training Licencing Document in accordance with Clause 1.3.2 d.			OM
Item	Description	Specification Clause number(s)	
5.1	First Draft	1.3.1 p8 h, i 1.3.2 p9 d	ours
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5.3	Final Draft		ours
5.4	Gaining approval from PD Working Group & Executive Group		ours
5.5	Publication (e-copy)		ours
5.6	Validation and approval or rejection of training course proposals		ours
5.7	Administration of payments and fees		ours
5.8	Hand over the new Administration body		ours
Subtotal			

6.0 BAU Costs of training approval must be less than amount of Section 7.0 below within 3 months of c			g.
Item	Description	Specification Clause number(s)	OM
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Subtotal			

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Item	Description	Specification Clause number(s)	
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Subtotal			

Revenue vs cost on Training Approval Fees forecast indicator: Shall be net zero as per 1.3.3 p12 clause £50,000 overall) is unacceptable/fail, Otherwise Green: Pass (Note: Cell is H69 minus H63)

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8.3	Attending additional events to present on FORS	p8 1.3.1 g and 2.1 e	er event
Subtotal			

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Equivalent Price per Period 2020-2021

Equivalent Price per Period Full Contract Term (IBudget over 6.5 yrs is £900,000)

885000 84.5

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1.2	Review the governance standards documentation at AECOM	1.3.1.d,e,h,j,k,l	days
1.3	Review and update terms of reference and rotation of committee members for each governance group; make recommendations on the Audit Providers document	1.3.2. a,b,c, d,e, f	days
Subtotal			

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Item	Description	Specification Clause number(s)	
2.1	Manage Governance - Organise and manage meetings as specified (governance and standards)	1.3.3 p.9 a to j Excluding 1.3.3 c.ii	hours
2.2	Meeting room booking costs where necessary, individually justified and evidenced to TfL and expected to be zero cost i.e. FOC hosting by members.	1.3.3 clause c.ii	per room
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Subtotal			

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Item	Description	Specification Clause number(s)	
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Subtotal			

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Subtotal			

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885000 84.5

TfL_scp_001957 Governance and Standards for FORS - Pricing Matrix

FOR BIDDER: REMINDER -THIS IS FOR THE LAST SIX MONTHS ONLY. NOT 7th YEAR

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SCHEDULE 5 - PROJECT PLAN

FORS Governance and Standards
238262P1: FORS Governance and Standards

Programme plan - mobilisation and transition phases

Mobilisation and transition phases: Contract signing - February 2021																											
Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
	Aug-20				Sep-20				Oct-20				Nov-20				Dec-20				Jan-21						
	03 Aug	10 Aug	17 Aug	24 Aug	31 Aug	07 Sep	14 Sep	21 Sep	28 Sep	05 Oct	12 Oct	19 Oct	26 Oct	02 Nov	09 Nov	16 Nov	23 Nov	30 Nov	07 Dec	14 Dec	21 Dec	28 Dec	04 Jan	11 Jan	18 Jan	25 Jan	
0.1 Project information and processes mobilisation																											
Inception meeting	█																										
Request all Governance and Standards datasets and documentation	█																										
Review datasets and documentation and submit further requests if necessary		█	█	█																							
Provide TfL with summary of information received and details of secure storage arrangements				█																							
Set-up email address(es), website admin and financial systems		█	█	█	█																						
0.2 Mobilisation of FORS Governance workstream																											
Establish point of contact information with all Governance Group members			█	█																							
Review, update and distribute Terms of Reference for all Governance Groups and appeal boards					█	█	█																				
Review membership of Governance Groups and appeals boards					█	█	█																				
Appoint a rotating chair for the Working Groups							█	█																			
Design, implement and communicate process for membership rotation for all Governance Groups and appeal boards											█	█	█	█	█	█											
Identify and invite organisations to sit on all Governance and Working Groups																█	█	█	█	█	█						
Develop and implement electoral process for the GSAG																		█	█	█	█						
0.3 Mobilisation of FORS Standard review and update workstream																											
Review changes recommended for Version 6 of the FORS Standard			█	█	█																						
Seek TfL's approval on the changes if supported						█	█																				
Communicate and support implementation of new standard (Version 6)										█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
0.4 Mobilisation of FORS training approval, licensing and audit workstream																											
Review processes and resources required to undertake approval, licensing and audit tasks				█	█	█																					
Hold a Professional Development Working Group meeting											█																
Review processes associated with the current Audit Provider Approval						█	█	█																			
Update and publish new Training Approval and Licensing documents														█	█	█	█	█	█								
Make recommendations on improvements to the Requirements for Audit Providers document																	█	█	█								
Review, update, manage and coordinate appeals boards														█	█	█	█	█	█	█	█	█	█	█	█	█	
Meetings with TfL																											
Inception meeting	█																										
FORS Version 6 approval							█																				
Progress & update meetings				█				█				█				█				█					█		

- █ Meetings with TfL attended by Project Manager and Project Director
- █ Workstreams led by ██████████
- █ Workstream led by ██████████
- █ Workstream led by ██████████

SCHEDULE 6 - FORM FOR VARIATION

PART A

Contract Parties: *[to be inserted]*

Contract Number: *[to be inserted]*

Variation Number: *[to be inserted]*

Authority Contact Telephone: *[to be inserted]*

Fax: *[to be inserted]*

Date: *[to be inserted]*

AUTHORITY FOR VARIATION TO CONTRACT (AVC)

Pursuant to Clause 32 of the Contract, authority is given for the variation to the Services and the Charges as detailed below. The duplicate copy of this form must be signed by or on behalf of the Service Provider and returned to the Procurement Manager as an acceptance by the Service Provider of the variation shown below.

DETAILS OF VARIATION	AMOUNT (£)
ALLOWANCE TO THE AUTHORITY	
EXTRA COST TO THE AUTHORITY	
TOTAL	

.....
For the Authority (signed)

.....
(print name)

ACCEPTANCE BY THE SERVICE PROVIDER	
Date	Signed

PART B – SUPPLY CHAIN FINANCE OPTION RELATED VARIATIONS

1. The Authority is developing a scheme and system whereby the Service Provider may be permitted, at the Authority's sole discretion, to seek payment of invoices in respect of Charges under this Contract within a time period less than the 30 days of receipt set out Clause 5.4.1 in consideration for a reduction in the Charges due thereunder (the **"Supply Chain Finance Option"**).
2. The Service Provider hereby agrees that where such requests are made by the Service Provider and approved by the Authority, by way of such process and/or systems put in place by the Authority acting either on its own behalf or by or via its employees, agents, contractors or otherwise such request, approval and resulting accelerated and reduced payment shall constitute the Service Provider's exercise of the Supply Chain Finance Option and the valid and legally binding:
 - 2.1 variation by the Parties of the related Charges due and payable to the Service Provider under this Contract; and
 - 2.2 waiver by the Service Provider of any right held previously by it to invoice for and be paid the amount by which the Charges are reduced pursuant to its exercise of the Supply Chain Finance Option.

SCHEDULE 7 - CONTRACT QUALITY, ENVIRONMENTAL & SAFETY CONSIDERATIONS

Not used.

SCHEDULE 8 – RE-TENDER COOPERATION

Not used.