

OFFICIAL



SERVICE AGREEMENT

FOR THE

[insert title of engagement]

THE SECRETARY OF STATE FOR THE HOME DEPARTMENT (1)

and

[insert company name]

OFFICIAL

THIS SERVICE AGREEMENT is made this day of

BETWEEN:

- (1) **THE SECRETARY OF STATE FOR THE HOME DEPARTMENT** whose principal place of business is at 2 Marsham Street, London, SW1P 4DF (the “Authority”);

and
- (2) **[company details]** (the “Service Provider”).

BACKGROUND

- (A) The Authority wishes to engage with the Service Provider for the purposes of [insert remit of engagement]
- (B) The Parties have agreed that the Service Provider shall supply the Services to the Authority on the terms and conditions set out in this Agreement.

**2.
TERMS AND CONDITIONS**

1. Definitions and Interpretation

1.1 As used in this Agreement the following terms and expressions shall have the meaning ascribed to them below:

"Agreement"	means this Agreement concluded between the Parties including all sections to it;
"Approved Cost"	means the total cost agreed between the Parties for the Project as set out in Section 1;
"Authority's Representative"	means a person authorised to represent the Authority in respect of this Agreement;
"Background Intellectual Property"	means Intellectual Property owned or controlled by either of the Parties at the date of this Agreement or which shall at any time thereafter become so owned or controlled otherwise than as a result of the Project under this Agreement;
"Confidential Information"	means information that falls within the types of information which has been designated as confidential by either Party or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which relates to the business, affairs, properties, assets, trading practices, goods, Services, developments, trade secrets, Intellectual Property rights, know-how, personnel, customers and suppliers of either Party, all personal data and sensitive personal data within the meaning of the Data Protection Act 1998, the Project and after commercially sensitive information.
"Commencement Date"	means [Date];
"Completion Date"	means the date as referred to as being the completion date as set out in Section 1;
"Contractor's Representative"	means a person authorised to represent the Contractor in respect of this Agreement;
"Contractor's Staff"	means the Contractor's Representative and all employees consultants agents and subcontractors which the Contractor engages in relation to the Project;
"Copyright"	has the meaning ascribed to it by the Copyright, Designs and Patent Act 1988;
"Crown"	means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the

OFFICIAL

Scottish Executive and the National Assembly for Wales) including but not limited to government ministers, government departments and particular bodies, persons and government agencies;

"Data" means information collected and/or used for the purposes of the Research, which can be processed manually, electronically or by other means;

"Default" means any breach by a Party to this Agreement of its obligations under this Agreement (including a fundamental breach or breach of a fundamental term) or any default, act, omission, negligence or statement of a Party to this Agreement or its employees, agents or sub-contractors in connection with or in relation to the subject matter of this Agreement and in respect of which such Party is liable to the other;

"FOIA" means the Freedom of Information Act 2000 and any subordinate and/or amending, legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner in relation to such legislation;

"Information" has the meaning given under section 84 of the FOIA;

"Insolvency Event" means where the Contractor passes a resolution, or the court makes an order that:

(i) the Contractor be wound up (otherwise than for the purpose of a bona fide and solvent reconstruction or amalgamation); or

(ii) a receiver, manager or administrator on behalf of a creditor is appointed in respect of all or part of the business of the Contractor; or

(iii) circumstances arise which entitle a court or creditor to appoint a receiver, manager or administrator or which entitle the court (otherwise than for the purpose of a solvent and bona fide reconstruction or amalgamation) to make a winding up order; or

(iv) the Contractor ceases to trade or is unable to pay its

OFFICIAL

debts within the meaning of the Insolvency Act 1986 or any similar event occurs under the law of any other jurisdiction.

"Intellectual Property"	means patents, inventions (whether or not patentable or capable of registration), trade marks, service marks, copyrights, topography rights, design rights and database rights, (whether or not any of them are registered or registerable and including applications for registration, renewal or extension of any of them), trade secrets and rights of confidence, trade or business names and domain names and all rights or forms of protection of a similar nature which have an equivalent effect to any of them which may now or in the future exist anywhere in the world;
"Language"	means the English Language unless otherwise agreed;
"Material"	means any report, executive summary, paper, abstract or other document provided by the Contractor under Conditions 14 and 15;
"Personal Data"	means information relating to an individual who can be identified from it;
"Project"	means the Research together with the Results;
"Project Period"	means the period commencing on the Commencement Date and ending on the Completion Date or such later date as may be agreed between the Parties unless otherwise determined in accordance with the terms of the Agreement;
"Research"	means the scope of work specified in Section 1;
"Results"	means any Data, or information or other material generated by the Project;
"Services"	means the services being provided by the Contractor to enable fulfillment of the Project;
"Sub-Contract"	any contract or agreement or proposed contract or agreement between the Contractor and any third party whereby that third party agrees to provide to the Contractor the Services or any part thereof or facilities or services necessary for the provision of the Services or any part thereof or necessary for the management, direction or control of the Services or any part thereof;

- 1.2 The interpretation and construction of the Agreement shall be subject to the following provisions:
- 1.2.1 a reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as subsequently amended or re-enacted;
 - 1.2.2 the headings to Conditions are for ease of reference only and shall not affect the interpretation or construction of the Conditions;
 - 1.2.3 references to Conditions are references to Conditions in the Section of the Agreement in which they appear, unless otherwise stated;
 - 1.2.4 where the context allows, references to male gender include the female gender and the neuter, and the singular includes the plural and vice versa.

2. Administration and Direction of the Project

- 2.1 The Authority may publish details of the Project for any non-commercial purpose, subject to the provisions of the Agreement. Such publication shall require the consent of the Contractor, which consent shall not be unreasonably withheld or delayed.
- 2.2 The Contractor shall ensure that each member of the Contractor's Staff engaged on the Project observes the Conditions of this Agreement entered into between the Parties hereto and that the Contractor's Staff are advised of any consequent changes in the scope of the Agreement or the Project.
- 2.3 not used
- 2.4 The objectives of the Project are set out in Section 1. Within such objectives, details of the exact programme to be followed and the day-to-day responsibility for carrying out this programme will be under the control of the Contractor, in consultation, where appropriate, with the Authority's Representative.
- 2.5 not used
- 2.6 The Authority reserves the right to terminate this Agreement forthwith should the Contractor be unwilling or unable for any reason to continue with the Project or if, in the reasonable opinion of the Authority, the Contractor is consistently failing to achieve an acceptable standard in relation to the Project. If this occurs, the Authority shall not be obliged to make any further financial payment to the Contractor.

3. Obligations of the Contractor and the Authority

- 3.1 The Contractor shall manage and complete the Project in accordance with the specification contained herein and shall allocate sufficient resources to the Project to enable it to comply with this obligation.
- 3.2 The Contractor shall meet, with time being of the essence as to, any performance dates specified in Section 1 or elsewhere in the Agreement. If the Contractor fails to do so, the Authority may, after giving the Contractor not less than 14 days notice of its intention to do the same, (without prejudice to any other rights it may have):
- 3.2.1 terminate this agreement in whole or in part without liability to the Contractor;
 - 3.2.2 refuse to accept any subsequent performance of the Project which the Contractor attempts to make;

- 3.2.3 have all sums previously paid by the Authority to the Contractor under this agreement refunded by the Contractor.
- 3.3 The Contractor shall:
 - 3.3.1 co-operate with the Authority in all matters relating to the Project;
 - 3.3.2 subject to the prior written approval of the Authority, appoint or, at the written request of the Authority, replace without delay:
 - 3.3.2.1 the Contractor's Representative who shall have authority under this agreement contractually to bind the Contractor on all matters relating to the Project; and
 - 3.3.2.2 Key Staff or any member of the Contractor's Team, who shall be suitably skilled, experienced and qualified to carry out the Project.
 - 3.3.3 subject to clause 3.3.2, ensure that the same person acts as the Contractor's Representative throughout the term of this Project;
 - 3.3.4 ensure that the Contractor's Team uses reasonable skill and care during the Project.
- 3.4 The Contractor shall:
 - 3.4.1 observe, and ensure that the Contractor's Team observe, all rules and regulations and any other reasonable requirements of the Authority;
 - 3.4.2 notify the Authority as soon as it becomes aware of any issues which arise in relation to the Project; and
 - 3.4.3 before the Commencement Date obtain, and at all times maintain, all necessary licences and consents and comply with all relevant legislation in relation to the Project.
- 3.5 The Contractor acknowledges and agrees that the Authority is entering into this agreement on the basis that the details of the Project are accurate and complete in all material respects, and is not misleading.
- 3.6 The Authority shall:
 - 3.6.1 co-operate with the Contractor in all matters relating to the Project and appoint (and, as it thinks fit, replace) the Authority's Representative in relation to the Project, who shall have the authority contractually to bind the Authority on matters relating to the Project;
 - 3.6.2 provide such information as the Contractor may reasonably request and the Contractor considers reasonably necessary, in order to carry out the Project, in a timely manner, and ensure that it is accurate in all material respects; and
 - 3.6.3 inform the Supplier of all health and safety rules and regulations and any other reasonable security requirements that apply at any of the Authority's premises.

4. Accounting and Payments

- 4.1 The total amount to be paid by the Authority to the Contractor shall not exceed the amount detailed in Section 1. Subject to these limits the Contractor is free to administer

OFFICIAL

the funds within the terms of this Agreement without further reference to the Authority.

- 4.2 Payments to third parties shall remain the responsibility of the Contractor who shall ensure that such payments are made promptly.
- 4.3 During the Project Period, payments will be made by the Authority in accordance with dates and amounts specified in Section 1. The Authority may suspend this payment schedule at any time if in the view of the Authority, acting reasonably, satisfactory progress on the Project has not been maintained, or reports have not been submitted as required under Conditions 14 and 15.
- 4.4 The Authority may request at any time such evidence as may reasonably be required that the Contractor has used the amounts paid in accordance with Section 1 in connection with the Project. The Contractor shall maintain proper financial records relating to the Project at all times during the Project Period and for a period of six years after the end of the Project Period.
- 4.5 The Contractor shall not make any material changes to the work detailed in Section 1, or the total amount payable under the Contract, without prior written approval being given by the Authority.
- 4.6 On completion of the Project Period, the final payment in respect of costs properly incurred under the Agreement will be paid by the Authority to the Contractor within 30 (thirty) days, provided that:
 - 4.6.1 the Project has been completed to the reasonable satisfaction of the Authority;
 - 4.6.2 the reports required under Conditions 14 and 15 have been submitted by the Contractor.
- 4.7 If at any time an overpayment has been made to the Contractor for any reason whatsoever, the amount of such overpayment shall be taken into account in the assessing of any further payments, or shall be recoverable from the Contractor at the Authority's discretion.
- 4.8 The Contractor shall keep and maintain until six years after this Agreement has been completed, or as long a period as may be agreed between the parties, full and accurate records of the Project including:
 - 4.8.1 all aspects of the Project;
 - 4.8.2 all expenditure reimbursed by the Authority; and
 - 4.8.3 all payments made by the Authority.and the Contractor shall on request afford the Authority or the Authority's representatives such access to those records as may be required in connection with the Agreement.
- 4.9 Where the Contractor enters into a Sub-Contract with a supplier or contractor for the purpose of performing the Agreement, it shall cause a term to be included in such a Sub-Contract that requires payment to be made of undisputed sums by the Contractor to the Sub-Contractor within a specified period not exceeding 30 days from the receipt of a valid invoice, as defined by the Sub-Contract requirements.

5. Not Used

6. Not Used

7. Not Used

8 Publicity

8.1 During the Project Period, and prior to the publication of the Results or Data or of matters arising from such Results or Data in accordance with Condition 18, the Contractor shall not without the prior written consent of the Authority release, or otherwise make available to third parties, information relating to the Agreement or the Project by means of any public statement in particular any press announcement or displays or oral presentations to meetings.

8.2 In the event that the Contractor fails to comply with Condition 8.1 the Authority reserves the right to terminate the Agreement for Default by notice in writing effecting accordance with Clause 19.4.

9. Confidentiality

9.1 In respect of any Confidential Information that it may receive from the other Party and subject always to the remainder of this Clause 9, the receiving Party undertakes to keep secret and strictly confidential and shall not disclose any such Confidential Information to any third party, without the disclosing Party's prior written consent provided that:

9.1.1 the receiving Party shall not be prevented from using any general knowledge, experience or skills which were in its possession prior to the commencement of the contract concerned; and

9.1.2 nothing herein shall be so construed as to prevent either party from using data processing techniques, ideas, know-how and the like gained during the performance of the contract concerned in the furtherance of its normal business, to the extent that this does not result in a disclosure of confidential information or infringement of any valid Intellectual Property Rights of either Party or the unauthorised processing of any Personal Data.

9.2 Condition 9.1 shall not apply to any Confidential Information received by one Party from the other:

9.2.1 which is or becomes public knowledge (otherwise than by breach of this Condition);

9.2.2 which was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;

9.2.3 which is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;

9.2.4 is independently developed without access to the Confidential Information as evidenced by receiving Party's written notes; or

9.2.5 which must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA, or the Environmental Information Regulations 2004.

9.3 The obligations of each of the Parties contained in Condition 9.1 above shall continue without limit in point of time. In the event that the Contractor fails to comply with this Condition 9.3 the Authority reserves the right to terminate the Agreement by notice in writing for Default in accordance with Clause 19.4.

10. Confidentiality of Personal Data

- 10.1 The collection, handling and use of Data relating to individuals shall be treated as confidential at all times.
- 10.2 The Contractor shall at all times be responsible for ensuring that all Data (including Data in any electronic format) is stored securely. The Contractor shall take appropriate measures to ensure the security of such Data and guard against unauthorised access thereto or disclosure thereof or loss or destruction while in its custody.
- 10.3 Personal Data shall not be made available to anyone other than those employed directly on the Project by the Contractor, to the extent that they need access to such information for the performance of their duties.
- 10.4 The Contractor shall fully indemnify and hold harmless the Authority, its employees and agents against all liabilities, losses, costs, charges and expenses incurred as a result of any claims, demands, actions and proceedings made or brought against the Authority by any person arising from the loss, unauthorised disclosure of Personal Data by the Contractor, or any sub-contractor, servant or agent of the Contractor or any person within the control of the Contractor.
- 10.5 Subject to Condition 10.4, the Contractor shall at its own expense conduct any litigation arising from any such claims, demands, actions or proceedings and all the negotiations for the settlement of the same and the Authority hereby agrees to grant the Contractor exclusive control of any such litigation or the negotiations for the settlement of the same.
- 10.6 No information which would lead to the identification of an individual shall be included in any publications without the prior agreement in writing of the individual concerned. No mention shall be made of individual officers of the Authority, nor shall information be included which might lead to their identification, without the prior agreement in writing of the Authority.
- 10.7 The Contractor shall, at all times, comply with the provisions of the Data Protection Act 1998.

11. Not Used

12. Rights to Data

Subject to the provisions of Condition 11, the Authority reserves the right to have access to and to use Data compiled during the course of the work and will respect existing guidance on confidentiality of any Data which it obtains.

13. Ethics

The Contractor will ensure that work in any way connected with this Project is conducted in accordance with the Authorities' guidelines. as may be issued, or referred to, from time to time by the Authority copies of which are to be made available to the Contractor as appropriate

14. Monitoring and Reporting

- 14.1 Progress of the Project will be reviewed periodically by the Authority's Representative against the specifications detailed in Section 1.
- 14.2 The Contractor shall provide an interim report when reasonably required to do so by the Authority. The interim report shall be in a form and otherwise in compliance with

the guidance notes issued by the Authority's Representative as amended from time to time and shall detail all Data, methods, Results and provisional conclusions together with management information and any other information relating to the Project.

- 14.3 During the Project Period the Contractor shall provide verbal or written reports as reasonably required by the Authority on any aspect of the Project.
- 14.4 The Contractor will allow its facilities, procedures and documentation to be submitted for scrutiny by the Authority or its auditors in order to ascertain compliance with the relevant laws of the United Kingdom and the terms of this Contract.
- 14.5 The Contractor shall retain and maintain all assets necessary to ensure continued compliance with the FOIA and all other primary legislation that may apply from time to time.

15. Final Report and Evaluation

- 15.1 The Contractor shall provide a draft final report on the Project, in the approved language, within 14 days, or another period of time agreed by the authority, of the completion date or date of termination. The draft final report shall be in a form which is in compliance with the guidance notes issued by the Authority's Representative as amended from time to time or as otherwise required by the Authority's Representative and shall include the Data, methods, Results and final conclusions together with management information and any other information relating to the Project up to the Completion Date.
- 15.2 Notwithstanding the provisions of Conditions 14 and 15.1, the Authority's representative is entitled to carry out a visit to the contractor's premises at any time for the purpose of due diligence and evaluation in respect of the Project.

16. Intellectual Property Rights

- 16.1 All Background Intellectual Property used or supplied under this Agreement in connection with the Project shall remain the property of the Party introducing the same and nothing contained in this Agreement or any licence agreement pertaining or pursuant to the Project shall affect the rights of either Party in its Background Intellectual Property. A Contractor that owns Background Intellectual Property used or supplied under this Agreement shall grant a paid-up royalty free non exclusive licence to use, copy and modify such Background Intellectual Property to the Authority.
- 16.2 Subject to Conditions 16.3 and 17.5, any Intellectual Property rights created in the course of provision of the Services or otherwise arising out of the Project ("Project Intellectual Property") shall belong to the Contractor. The Contractor hereby licenses the Authority and any of the Authority's sublicensees, , a perpetual, irrevocable, royalty-free non-exclusive license to use such Project Intellectual Property, including without limitation the results, outcomes and any foreground technology so created or arising for such purposes as the Authority or shall in their absolute discretion deem fit.
- 16.3 The Contractor hereby grants to the Authority a paid up world- wide perpetual, irrevocable, royalty-free non-exclusive licence, together with the right to grant sub-licences, to use or publish information Data, Material, Results and/or conclusions arising from the Project.

17. Exploitation of Intellectual Property

- 17.1 The Contractor shall inform the Authority of any Results which are capable of exploitation whether patentable or not.
- 17.2 The Contractor shall, as appropriate, devise, publish, implement and maintain procedures for the management of Intellectual Property in the Results and in particular, but without limitation, shall use all reasonable endeavours to ensure that:
- 17.2.1 the Results of the Project are identified, recorded and carefully distinguished from the outputs of other research;
- 17.2.2 prior to any publication of the Results of the Project, patentable inventions arising from the Results are identified, duly considered for patentability and, where it is reasonable so to do, patent applications in respect thereof are filed at the British or European Patent Office; and
- 17.2.3 all such patent applications are diligently executed having regard to all relevant circumstances.
- 17.2 The Contractor shall permit the Authority to monitor the operation and effectiveness of the Contractor's procedures for the management of Intellectual Property in such a way as the Authority considers reasonably necessary.
- 17.3 Due to the nature of the work, the Authority will make an appropriate decision as to whether any outcomes from this work are suitable for wider distribution or use in other work. Should it be deemed that it is usable then clauses 17.4, 17.5 and 17.6 apply. Should it be deemed not appropriate, then no exploitation will be permitted under the terms of this agreement.
- 17.43 Consistent with the good management of Intellectual Property and the agreement of the Authority, the Contractor shall use its best endeavours to:
- 17.4.1 promote the dissemination of the Results of the Project; and
- 17.4.2 where reasonable and practicable, exploit commercially such Results to generate either capital or revenue or both.
- 17.5 The Contractor may exploit commercially any publications arising from the Project.
- 17.6 If, within three years of its creation, any Intellectual Property in the Results has not been commercially exploited by the Contractor, and the Contractor is not using its best endeavours to do so, the Contractor shall if requested by the Authority assign the Intellectual Property Rights in the Results to the Authority.

18. Publication

- 18.1 The Authority's Representative must be notified in order to obtain agreement, prior to any publication (whether in oral, written or other form) in particular any press announcement of the Research, Results or Data or of matters arising from such Results or Data. One draft copy of the proposed publication shall be sent to the Authority's Representative at the same time as submission for publication or at least 28 days before the date intended for publication whichever is earlier.
- 18.2 Should the Authority not provide agreement to publish then the Recipient must not under any circumstances disclose or publish the Research, Results or Data or matters arising from such Results or Data.

- 18.3 In the event that the Contractor fails to comply with Condition 18.1 the Authority reserves the right to terminate the Agreement by notice in writing with immediate effect.
- 18.3 Subject to the provisions of Condition 9 and notwithstanding the provisions of Clause 16 the Authority's Representative may at any time publish the Material for any non-commercial purpose subject to written authorisation from the contractor, who will not reasonably withhold such permission unless it is considered such publication to be against the commercial interest of the Contractor. The timing of any such publication will be subject to prior consultation with the Contractor.
- 18.4 Any publication resulting from work carried out under this Agreement shall acknowledge the Authority's financial support and carry a disclaimer as the Authority may require or in the absence of direction from the Authority a notice as follows:

"This report is work commissioned by the Authority. The views expressed in this publication are those of the author(s) and not necessarily those of the Authority".

19. Termination Upon Occurrence of Events

- 19.1 Without prejudice to any other provision of the Agreement, this Agreement may be terminated by either Party giving one months notice in writing to the other, unless the time remaining to the end of the contract phase is less than three months, in which case the notification time shall be all remaining time to the end of the contract phase. Should the option to terminate be exercised by the Authority, it shall indemnify the Contractor from and against all and any actual loss unavoidably incurred by reason or in consequence of the termination provided that the Contractor takes all immediate and reasonable steps to minimise the loss.
- 19.2 With regards to Condition 19.1 the Authority will not pay any sum which, when taken together with any sums paid or due or becoming due to the Contractor under this Agreement, will exceed such total sums as would have been payable under this Agreement if the Contractor had fulfilled its obligations under this Agreement.
- 19.3 The Authority may at any time and from time to time by notice in writing terminate this Agreement without liability for any damage, loss or expenses arising as a result of or in connection with such termination if there is a change of control (as defined by section 416 of the Income and Corporation Taxes Act 1988) in Contractor. The Authority shall only be permitted to exercise its rights pursuant to this Condition 19.3 for 6 (six) months after any such change of control and shall not be permitted to exercise such rights where the Authority has agreed in advance in writing to the particular change of control and such change of control takes place as proposed. The Contractor shall notify the Authority within 2 (two) weeks of any change of control taking place.
- 19.4 The Authority may at any time and from time to time by notice in writing terminate this Agreement without liability for any damage, loss or expenses arising as a result of or in connection with such termination if:
- 19.4.1 any approvals consent or licences required under this Agreement are not given unconditionally within 6 (six) months of the commencement of the Project Period;
 - 19.4.2 the Contractor is subject to an Insolvency Event;
 - 19.4.3 the Contractor is in Default under this Agreement and if:
 - 19.4.3.1 the Default is capable of remedy and the Contractor shall have

OFFICIAL

failed to remedy the Default within 30 (thirty) days of written notice being sent to the Contractor specifying the Default and requiring its remedy; or

19.4.3.2 the Default is not capable of remedy;

19.4.4 where any provision of this Agreement (other than as previously specified in the preceding provisions of this Condition 19) expressly entitles the Authority to terminate this Agreement.

19.5 Termination of this Agreement by the Authority under the preceding provisions of this Condition 19 shall (at the option of the Authority) terminate this Agreement with immediate effect as from the date of service of the notice of that termination or from the expiry of a period (not exceeding 6 (six) months) specified in that notice.

20 Consequence of Termination

20.1 Termination of this Agreement, however caused, shall not:

20.1.1 release the Contractor from any duty or obligation of confidence which falls on it, its servants, agents, employees or former employees under this Agreement or under the general law governing confidential information;

20.1.2 prejudice or affect any rights, action or remedy which shall have accrued before termination or shall accrue thereafter to any Party.

21. Not used

22. Warranties and Indemnities

22.1 The Contractor warrants and represents that:

22.1.1 the Contractor has full capacity and authority and all necessary licences, permits and consents to enter into and perform this Agreement;

22.1.2 this Agreement is executed by a duly authorised representative of the Contractor;

22.1.3 there are no actions, suits or proceedings pending or, to the Contractor's knowledge, threatened against or affecting the Contractor before any court or administrative body or tribunal that might affect the ability of the Contractor to meet and carry out its obligations under this Agreement;

22.1.4 the Project will be carried out by appropriately experienced, qualified and trained personnel with all due skill, care and diligence;

22.1.5 the Contractor will discharge its obligations hereunder with all due skill, care and diligence including, but not limited to, good industry practice and (without limiting the generality of the foregoing) in accordance with its own established internal procedures;

22.1.6 the provision of the Project and the Authority's use thereof shall not infringe any Intellectual Property Rights of any third party.

23. Indemnity and Insurance

23.1 The Contractor shall indemnify the Authority, their officers, servants and agents fully against any liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of:

OFFICIAL

- 23.1.1 any damage to property, real or personal, including any infringement of third party Intellectual Property rights whether patents, copyright, registered designs or otherwise;
 - 23.1.2 any injury to persons, including injury resulting in death; and
 - 23.1.3 arising out of or in the course of or in connection with the Project except in so far as such damages or injury shall be due to any act or neglect of the Authority.
- 23.2 The Contractor shall promptly notify the Authority if any claim or demand is made or action brought against the Contractor for infringement or alleged infringement of Intellectual Property which might affect the Project.
- 23.3 The Contractor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Contractor, arising out of the Contractor's performance of the Agreement.
- 23.4 The Contractor shall hold employer's liability insurance in respect of staff in accordance with any legal requirement for the time being in force.
- 23.5 The Contractor shall produce to the Authority's Representative, on request, copies of all insurance policies referred to in this Condition or other evidence confirming the existence and extent of the cover given by those policies, together with receipts or other evidence of payment of the latest premiums due under those policies.
- 23.6 The terms of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under the Agreement. It shall be the responsibility of the Contractor to determine the amount of insurance cover that will be adequate to enable the Contractor to satisfy any liability referred to in Condition 23.3.
- 23.7 Save as expressly stated elsewhere in this Agreement neither party shall be liable to the other for consequential loss or damage.

24. Assignability

- 24.1 The Contractor shall not sub-contract, transfer or assign the whole or any part of this Agreement without the prior written consent of the Authority whose consent may be subject to such terms and conditions as the Authority may see fit to impose.
- 24.2 The Contractor shall be responsible for the acts and omissions of his sub-contractors as though they were his own.

25. Severability

- 25.1 If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if this Agreement had been executed with the invalid provisions eliminated.
- 25.2 In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of this Agreement, the Parties shall immediately commence good faith negotiations to remedy such invalidity.

26. Waiver

The waiver by the Authority of any right or remedy in respect of any breach of any term or condition or requirement of this Contract shall not prevent the subsequent

enforcement thereof and shall not be deemed to be a waiver of any right or remedy in respect of any subsequent breach.

27. Corrupt Gifts or Payments

27.1 The Contractor shall not:

27.1.1 offer or give, or agree to give, to any employee or representative of the Authority any gift or consideration of any kind as an inducement or reward for doing, or refraining from doing or having done or refrained from doing, any act in relation to the obtaining or execution of this or any other Contract with the Authority or for showing or refraining from showing favour or disfavour to any person in relation to this or any such Contract

27.1.2 enter into this or any other Contract with the Authority in connection with which commission has been paid by him or on his behalf, or with his knowledge, unless before the Contract is made, particulars of any such commission and the terms and conditions of any agreement for the payment thereof have been disclosed in writing to the Authority.

27.2 Any breach of this condition, by the Contractor or by anyone acting on his behalf or employed by him, whether with or without his knowledge, or the commission of any offence by the Contractor or by anyone acting for him or employed by him under the Prevention of Corruption Acts 1889 to 1916 in relation to this or any other Contract shall entitle the Authority to terminate the Contract and recover from the Contractor the amount of any loss resulting from such a termination and/or recover from the Contractor the amount or value of such gift, consideration or commission.

28. Dispute Resolution

28.1 Any dispute between the parties arising out of or in connection with this Contract (other than in relation to the payment of any money) shall in the first instance be referred to the Contractor's Project Manager and the Authority Contract Manager for resolution. The parties agree to work together in good faith to reach an agreed settlement of any such dispute.

28.2 If within 14 days of the meeting of the Contractor's Project Manager and the Authority Contract Manager the dispute has not been resolved, the parties agree to submit the dispute to a Director of the Contractor and the appropriate Officer of the Authority or such other person as the Authority sees fit and who shall have responsibility to settle such dispute on behalf of the Authority. The parties shall meet within 7 days of the reference to them of any dispute and shall work together in good faith to resolve the dispute.

28.3 If within 14 days if the dispute has not been resolved, the dispute may be referred, by either party, to mediation the Mediator to be agreed between the parties. The fee for the appointed Mediator shall be shared equally between the parties.

28.4 Nothing in Clauses 28.1 28.2 or 28.3 shall preclude either party from commencing an action in a court of law in England for a legal remedy where time is of the essence and the remedy sought is only available in a court of law. In all other circumstances the parties shall attempt to resolve a dispute in accordance with Clause 28.2 before embarking on litigation.

28.5 If the matter cannot be resolved through mediation, the Parties will, at the request of either of them, attempt in good faith to resolve the dispute through an agreed Alternative Dispute Resolution ("ADR") procedure.

28.6 If the matter has not been resolved by an agreed ADR procedure within one month of the initiation of such procedure, the dispute shall be referred to a single arbitrator to

OFFICIAL

be agreed upon by the Parties or in default of agreement within 14 days to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1996. The arbitration shall take place in London and shall be in accordance with the Arbitration Act 1996 and such arbitration rules as the Parties may agree or, in default of agreement, in accordance with the Rules of the London Court of International Arbitration which Rules are deemed to be incorporated by reference into this Condition.

- 28.7 The decision of the Arbitrator shall be final and binding on the Parties.

29. Notices

- 29.1 All notices to be given hereunder shall be in writing and may be served either personally at or by registered post to the address of the relevant Party as set out in Section 1, or as it may from time-to-time be notified in writing to the other Party and in the case of postal service shall be deemed to have been given 3 working days after the day on which the notice was posted.

30. Not Used

31. Freedom of Information Act 2000

- 31.1 The Contractor acknowledges that the Authority is subject to the requirements of the FOIA and the Environmental Information Regulations 2004 and shall assist and cooperate with the Authority to enable the Authority to comply with these Information disclosure requirements.
- 31.2 The Contractor shall and shall procure that its sub-contractors shall:
- 31.2.1 transfer any request for Information to the Authority as soon as practicable after receipt and in any event within five working days of receiving a request for Information;
 - 31.2.2 provide the Authority with a copy of all Information in its possession or power in the form that the Authority requires within five working days (or such other period as the Authority may specify) of the Authority requesting that Information; and
 - 31.2.3 provide all necessary assistance as reasonably requested by the Authority to enable the Authority to respond to a request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations 2004.
- 31.3 The Authority shall be responsible for determining at its absolute discretion whether any commercially sensitive Information and/or any other Information:
- 31.3.1 is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations 2004;
 - 31.3.2 is to be disclosed in response to a request for Information, and in no event shall the Contractor respond directly to a request for Information unless expressly authorised to do so by the Authority.
- 31.4 Notwithstanding the provisions of Condition 8, the Contractor acknowledges that the Authority may, acting in accordance with the Department for Constitutional Affairs' Code of Practice on the Discharge of Functions of Public Authorities under Part I of the Freedom of Information Act 2000, be obliged under the FOIA, or the Environmental Information Regulations 2004 to disclose confidential Information:
- 31.4.1 without consulting with the Contractor, or
 - 31.4.2 following consultation with the Contractor and having taken its views into account.
- 31.5 The Contractor shall ensure that all information produced in the course of the Agreement or relating to the Agreement is retained for disclosure and shall permit the Authority to inspect such records as requested from time to time.

32 Discrimination

- 32.1 The Contractor shall not unlawfully discriminate within the meaning and scope of any Law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation or otherwise) in employment.
- 32.2 The Contractor shall take all reasonable steps to secure the observance of Clause 32.1 by all servants, employees or agents of the Contractor and all suppliers and sub-contractors employed in the execution of the Contract.

33. Contracts (Rights of Third Parties) Act 1999

A person who is not a Party to this Agreement shall have no right to enforce any terms of it which confer a benefit on him.

34. Entire agreement

This Agreement constitutes the entire agreement between the parties relating to its subject matter. Each party acknowledges that it has not entered into this Agreement on the basis of any warranty, representation, statement, agreement or undertaking except those expressly set out in this Agreement. Each party waives any claim for breach of this Agreement, or any right to rescind this Agreement in respect of, any representation which is not an express provision of this Agreement. However, this clause does not exclude any liability which either party may have to the other (or any right which either party may have to rescind this Agreement) in respect of any fraudulent misrepresentation or fraudulent concealment prior to the execution of this Agreement.

35. Law

This Agreement shall be considered as a Contract made in England and be construed in accordance with English Law. The English Courts will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of or in connection with this Agreement, except that either party may bring proceedings for an injunction in any jurisdiction.

BY SIGNING AND RETURNING THIS FORM THE CONTRACTOR AGREES

to enter a legally binding contract with the Authority to provide the Services. The Parties hereby acknowledge and agree that they have read the Terms and Conditions and by signing below agree to be bound by the terms of this Agreement.

For and on behalf of the Contractor:

Name and Title	
Position	
Signature	
Date	

OFFICIAL

For and on behalf of the Authority:

Name and Title	
Position	
Signature	
Date	

Section 1 - Contractor Proposal

[Contractor to insert proposal in word format]