

Call-Off Schedule 20 (Call-Off Specification)
Call-Off Ref:
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This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

1. OVERVIEW OF THE AUTHORITY

- 1.1. HM Treasury (HMT) is the Government's (HMG) economic and finance ministry, maintaining control over public spending, setting the direction of the UK's economic policy and working to achieve strong and sustainable economic growth.
- 1.2. [REDACTED]
- 1.3. EGU is responsible for growth-related policy and spending. It brings together teams that focus on areas that are crucial to the promotion of sustainable economic growth. EGU works to ensure that Government policy encourages private sector investment, enterprise, innovation and the transition to a low-carbon economy.

2. BACKGROUND TO OUR REQUIREMENT

- 2.1. As part of its normal operations HMG has always considered its contingency planning (which may or may not include support) for strategically important companies whose failure or distress could cause disproportionate harm to the UK economy or society.
- 2.2. [REDACTED]
- 2.3. HMT are looking to procure some urgent advisory support in relation to the refineries sector, where challenges in the sector after Covid-19 have been exacerbated by the unforeseeable Ukraine conflict, [REDACTED]
- 2.4. [REDACTED] This advisory work means we will be able to provide timely, accurate advice [REDACTED]

3. OUR REQUIREMENT

3.1. Phase 1

- 3.1.1. The Supplier will perform a comprehensive assessment of the (i) immediate-/short-, (ii) medium-, and (iii) long-term **market outlook** for global, European and UK refining [REDACTED]:

3.1.1.1. [REDACTED]

3.1.1.2. [REDACTED]

3.1.1.3. [REDACTED]

3.1.1.4. [REDACTED]

3.1.1.5. [REDACTED]

3.1.1.6. [REDACTED]

3.1.2. Deliverables:

- 3.1.3.1. The Supplier will provide report(s) (final number to be agreed between the Supplier and the Buyer once work has

started) covering the two areas of scope outlined in clauses 3.1.1 and 3.1.2.

- 3.1.3.2. Report(s) will be in a format to be agreed and will set out analysis and conclusions of the two areas of scope outlined in clauses 3.1.1 and 3.1.2.
- 3.1.3.3. 2-3 working-level touchpoints per week between Supplier and Buyer teams to align on and refine priorities and review findings.
- 3.1.3.4. SteerCo readouts every 2 weeks with key Buyer stakeholders.
- 3.1.3.5. The Supplier team will provide an orientation session to Buyer stakeholders on the refinery industry.
- 3.1.3.6. The Supplier team will be on hand to share and discuss findings with Buyer stakeholders.

3.2. Phase 2

3.3. [REDACTED]

3.2.1. The Supplier will provide ongoing support and industry expertise.

3.2.2. Deliverables:

- 3.2.2.1. The Supplier and the Buyer will agree, once Phase 2 has started, whether any reports are required to cover the areas of scope outlined in clauses 3.2.1 and 3.2.2, and the format of those reports.
- 3.2.2.2. [REDACTED]
- 3.2.2.3. The Supplier team will be on hand to share and discuss findings with Buyer stakeholders.
- 3.2.2.4. The Supplier team will be on hand to discuss and bring in expert input on stakeholder questions.

4. BASE LOCATION

4.1. The location of the Services will be carried out at the Supplier's own premises.

5. PAYMENT

5.1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

5.2. Invoices should be submitted in PDF and addressed to:

Invoicequeries@hmtreasury.gov.uk /

Accounts Payable
HMT
Rosebery Court
St. Andrew's Business Park
Norwich
NR7 0HS

- 5.3. Invoices should contain the following information:
 - 5.3.1. Contract Reference:
 - 5.3.2. Date period invoice covers:
 - 5.3.3. HMT PO Reference:
 - 5.3.4. Engagement Reference (found on the PEF): XX-XXX
- 5.4. Each engagement needs to have a separate invoice.
- 5.5. If an incorrect invoice is sent to Accounts Payable, then we will require a credit note to be issued along with the corrected invoice.

6. STAFF VETTING, EXPERIENCE AND QUALIFICATIONS

- 6.1. Appended at Call-Off Schedule 9 (Security). Short form Security will apply as per standard processes, however where the project requires, the long form may be used.
- 6.2. Any pre-employment checks that the Supplier subjects their staff to should be at least equivalent to the Government Baseline Personnel Security Standard (BPSS).
- 6.3. The Supplier shall have in place security clearance, which meets the requirements of the Authority, and shall ensure full compliance with the standards set out in the following link: <https://www.gov.uk/government/publications/hmg-personnel-security-controls>
- 6.4. The Supplier shall maintain appropriate staff records for all Supplier Staff who are involved in activities related to delivery of the Services and shall make this data available to the Authority upon request.
- 6.5. The Supplier shall ensure that all employees and key representatives of the Supplier involved in activities related to delivery of the Services shall comply with the Authority's security clearance requirements.
- 6.6. The Authority reserves the right to review its Security Checking procedure throughout the duration of the Contract and may require all Supplier employees and all Sub Contractors engaged to provide the Services to have obtained either National Security Vetting clearance or a full criminal records disclosure.

7. KEY MILESTONES

Unless the parties agree otherwise by email the potential provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Timeframe
Phase 1 (see clause 3.1 above)	Phase 1 to be completed no later than 5 weeks from the date the contract is awarded (or as otherwise agreed with the Buyer). Phase 1 deliverables to be provided in accordance with clause 3.1.3 above.
Phase 2 (see clause 3.2 above)	Phase 2 to start no later than 5 weeks from the date the contract is awarded, and to be completed no later than 10 weeks from the date the contract is awarded (or as otherwise agreed with the Buyer). Phase 2 deliverables to be provided in accordance with clause 3.2.3 above.

8. AUTHORITY'S RESPONSIBILITIES

The Buyer will provide timely and reasonable access to relevant officials and staff and any data and documentation required by the Supplier to deliver the Service.

9. REPORTING

- 9.1. The Supplier will be expected to provide the Buyer with:
- 9.1.1. Draft deliverables ahead of delivery at timings to be agreed between the Supplier and the Buyer.
 - 9.1.2. Ongoing ad-hoc advice relating to the requirement when called upon by the Buyer.

10. DEFINITIONS AND ACRONYMS

Expression or Acronym	Definition
[REDACTED]	[REDACTED]
EGU	Enterprise and Growth Unit
HMG	HM Government
HMT	HM Treasury

11. CALL-OFF INCORPORATED TERMS

The following documents will be incorporated alongside the core terms and all mandatory schedules into the Call-Off Contract awarded as a result of this ITT.

Joint Schedules

- o Joint Schedule 7 (Financial Difficulties)

Call-Off Schedules

- o Call-Off Schedule 4 (Call-Off Tender)
- o Call-Off Schedule 7 (Key Supplier Staff)
- o Call-Off Schedule 9 (Security)
- o Call-Off Schedule 15 (Call-Off Contract Management)
- o Call-Off Schedule 20 (Call-Off Specification)

In addition to Call-Off Special Terms 1 detailed in the Call-off Order Form the following Call-Off Special Terms will also be incorporated into the Call-Off Contract awarded as a result of this ITT:

[REDACTED]

Special Term 6 - The Parties agree and acknowledge that it is not necessary for the Supplier to receive or gain access to any Personal Data to process on behalf of the Buyer for the provision of the defined services under this Call-off Contract. The Buyer will inform the Supplier explicitly and seek its prior written consent if it wishes to supply any Personal Data to the Supplier and in which case the Parties will agree suitable Personal Data protection clauses to ensure the integrity and confidentiality of the Personal Data obtained pursuant to this Call-Off Contract. Joint Schedule 11 (Processing Data) therefore does not apply save that provision regarding the Independent Controller scenario shall be interpreted in a proportionate manner to the low risk nature of the data (business contract data).

No other Supplier terms will be part of the Call-Off Contract awarded as a result of this ITT.