

SCHEDULE 5 TRANSITION

1 Introduction

- 1.1 In accordance with clause 15 (Implementation) and clause 73 (Exit Plan) this Schedule 5 sets out the Contractor's obligations in respect of its commencement of the Training Services and its exit from this Contract on the earlier of the Termination Date or the Expiry Date.

IMPLEMENTATION**2 Implementation plan**

[The Implementation Plan to be provided in accordance with Clause 15 is at Annex A.]

Implementation Plan

- 2.1 To ensure the smooth and seamless transfer of Training Services from the Previous Contract to this Contract, the Contractor shall provide to the Authority an Implementation Plan at the Effective Date.
- 2.2 The Implementation Plan shall include but not be limited to:
- a. the implementation team, including identifying Lead Personnel;
 - b. the Implementation Programme in Gantt Chart format;
 - c. the Implementation Key Milestones at paragraph 4.2;
 - d. the management of staff and TUPE transfers; and
 - e. the management of transition of the Training Services from the Previous Contract to this Contract.

3 Implementation Programme

- 3.1 The Contractor shall provide, as part of the Implementation Plan, an Implementation Programme which shall allocate times to the activities to be undertaken by the Contractor during the Implementation Phase for all activities.
- 3.2 The Implementation Programme shall identify Implementation Key Milestones critical to the successful transition from the Previous Contract to this Contract. These Implementation Key Milestones are as follows:

Implementation Key Milestones	Implementation Date
Complete staff communications	SCD
Complete upload of staff competencies and undertake a Skills Audit	SCD
Complete TUPE Transfers	SCD
Complete TAFMIS training	SCD
Complete amendment of Establishment	SCD

Implementation Key Milestones	Implementation Date
Orders for the elements of the Training Services that the Contractor has output responsibility for	
Complete handover of GFA (in accordance with (Government Furnished Assets))	SCD
Complete Redundancy Plan	4 months after SCD
installation and testing of Contractor introduced technology	SCD
Populate Authority Contract Handbook	No later than SCD
Deliver Deliverable Quality Plan (in accordance with clause 81 (Quality Assurance) and Schedule 18 Quality Plan)	SCD

EXIT PLAN

In accordance with clause 73 the Contractor shall produce an Exit Plan This exit plan shall conform to the requirements of Clause 73 and shall be set out at Annex B to this Schedule 5.

Part 15 of the Contract (Expiry and Termination) sets out the Parties' rights and obligations in respect of expiry and termination. In particular, clause 70 (Co-Operation on Expiry or Termination of Contract) sets out the rights of the Authority to information, data and access required during the final 12 months or during any period applying to earlier termination. In addition to these provisions, this Exit Plan shall apply in the final 12 months of the Contract Period (the "**Exit Period**").

The Contractor shall ensure the orderly transition of the Services from the Contractor to the Authority or Follow-On Contractor in the event of any termination or expiry of this Contract. This Annex sets out the principles of the exit and service transition arrangements which are intended to achieve this objective and upon which the Exit Plan shall be based.

For the avoidance of doubt, the Contractor is responsible for the overall management of the exit and service transfer arrangements.

Annex B Exit Plan

[Tenderer to provide within 6 months of the SCD]