



Client Support Framework

National NEAS Landscape Administrator Secondment ENVEGM11.5.1

Contract Type: Option:

Project Number:

Company Number:

Geographical Area: Project Name:

Framework: Supplier:

Professional Service Contract

Contract Number:

29320

Revision	Sta	itus	Origi	nator	Revi	ewer	Date

PROFESSIONAL SERVICE CONTRACT - Under the Client Support Framework CONTRACT DATA

Project Name	NEAS Landscape Administrator Secondment
Project Number	ENVEGM11.5.1
	This contract is made on between the <i>Client</i> and the <i>Consultant</i>
	• This contract is made pursuant to the Framework Agreement (the "Agreement") dated 02nd day of July 2019 between the <i>Client</i> and the <i>Consultant</i> in relation to the Client Support Framework. The entire Agreement and the following schedules are incorporated into this contract by reference
	Schedules 1 through to 14 inclusive of the Framework schedules are relied upon within this contract.

• The following documents are incorporated into this contract by reference

Part One - Data provided by the Client Statements given in all Contracts

1 General

The conditions of contract are the core clauses and the clauses for the following main Option, the Option for resolving and avoiding disputes and secondary Options of the NEC4 Professional Service Contract June 2017.

Main Option		Option for avoiding d	resolving and isputes	W2			
Secondary	y Options						
	X2: Changes in the la	w					
	X9: Transfer of rights						
	X10: Information modelling						
	X11: Termination by the <i>Client</i>						
	X18: Limitation of liability						
	Y(UK)2: The Housing	Grants, Construct	ion and Regenera	tion Act 1996			
	Y(UK)3: The Contracts	s (Rights of Third	Parties) Act 1999				
	Z: Additional condition	ns of contract					
The <i>service</i>	is		NEA	S Landscape Ad	Iministrator Sec	ondment NW Midlands	
The <i>Client</i> is	5						
Address for o	communications						
	electronic communicatio	ns					
The Service	Manager is						
Address for o	communications		Horizon Hous Bristol	e			
			BS1 5AH				
Address for a	electronic communicatio	ns					
The Scope is NEAS_NW_N	s in Aidlands Landscape Adm	ninistrator PSC Sc	ope_V3_20 April :	2020			
The language	e of the contract is Engl	ish					
	he contract is ngland and Wales, subje	ct to the jurisdicti	on of the courts o	f England and V	Vales		
The period fo	or reply is	2 weeks					
The period fo	or retention is	6 years	following Cor	npletion or earli	er termination		

The following matters will be included in the Early Warning Register

	Early warning meetings are	to be held at	intervals no lo	nger than		2 weeks	
2 The Consultant's m	ain responsibilities						
	The key dates and condi condition to be met 'none set' 'none set' 'none set'	<i>tions</i> to be me	it are		'none set' 'none set' 'none set'	key date	
	The Consultant prepares and expenses at interval			d Cost plus Fee	2	4 weeks	
3 Time	The starting date is					01 June 2020	
	The <i>Client</i> provides acce access	ss to the follow	ving persons, p	places and thing	gs	access date	
	The <i>Consultant</i> submits rev intervals no longer than	rised programm	nes at		4 weeks		
	intervals no longer than				4 weeks		
	The completion date for the	e whole of the	<i>service</i> is		01 December	r 2021	
	The period after the Contra submit a first programme for			n <i>sultant</i> is to	4 weeks		
4 Quality management	nt						
	The period after the Contra submit a quality policy stat			<i>isultant</i> is to	4 weeks		
	The period between Comple defects date is	etion of the wh	ole of the <i>serv</i>	vice and the	26 weeks		
5 Payment	The currency of the contrac	t is the	£ sterling				
	The assessment interval is		Monthly				
	The expenses stated by the	<i>Client</i> are as	stated in Sche	edule 6.			
	The <i>interest rate</i> is Base	2 00% rate of the		per annum (I Bank of Engla	not less than 2 nd) above the	
	The locations for which the charge for the cost of suppo overhead are						All UK Offices
	The exchange rates are the on	se published i	n				
6 Compensation even	ts						

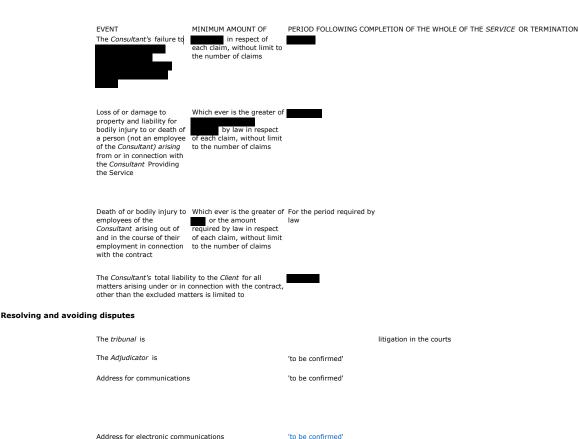
These are additional compensation events

- Managing and mitigating the impact of Covid 19 and working in accordar 'not used' 'not used'
- 1. 2. 3. 4. 5.
- 'not used' 'not used'

8 Liabilities and insurance

These are additional *Client's* liabilities
1. 'not used'
2. 'not used'
3. 'not used'

The minimum amount of cover and the periods for which the Consultant maintains insurance are



The Adjudicator nominating body is

The Institution of Civil Engineers

Z Clauses

Z1 Disputes Delete existing clause W2.1

Z2 Prevention

The text of clause 18 Prevention is deleted.

- Delete the text of clause 60.1(12) and replace with: The *service* is affected by any of the following events War, civil war, rebellion, revolution, insurrection, military or usurped power;
- Strikes, riots and civil commotion not confined to the employees of the Consultant and sub consultants,
 Ionising radiation or radioactive contamination from nuclear fuel or nuclear waste resulting from the combustion of nuclear fuel,
 Radioactive, toxic, explosive or other hazardous properties of an explosive nuclear device,
- Natural disaster.
- Fire and explosion,
 Impact by aircraft or other aerial device or thing dropped from them.

Z3 Disallowed Costs

- In second bullet of 11.2 (18) add: (including compensation events with the Subcontractor, i.e. payment for work that should not have been undertaken).
- Add the following additional bullets after 'and the cost of ': Mistakes or delays caused by the *Consultant*'s failure to follow standards in Scopes/quality plans. Reorganisation of the *Consultant*'s project team.
- Additional costs or delays incurred due to Consultant's failure to comply with published and known guidance or document formats.
- Exceeding the Scope without prior instruction that leads to abortive cost
 Re-working of documents due to inadequate QA prior to submission, i.e. grammatical, factual arithmetical or design errors.
- Production or preparation of self-promotional material.
- Production or preparation or set-promotional material.
 Production or preparation or set-promotional material.
 Excessive charges for project management time on a commission for secondments or full time appointments (greater than 5% of commission value)
 Any hours exceeding 8 per day unless with prior written agreement of the *Service Manager* Any hours for travel beyond the location of the nearest consultant office to the project unless previously agreed with the *Service Manager* Attendance of additional individuals to meetings/ workshops etc who have not been previously invited by the *Service Manager* Costs associated with the attendance at additional meetings after programmed Completion, if delay is due to *Consultant* performance.
 Costs associated with rectifications that are due to *Consultant* error or omission.

- Costs associated with recurrentiations that are due to *Consultant* end of of of onsolution.
 Costs associated with the identification of opportunities to improve our processes and procedures for project delivery through the *Consultant*'s involvement
 Was incurred due to a breach of safety requirements, or due additional work to comply with safety requirements
 Was incurred as a result of the *Client* issuing a Yellow or Red Card to prepare a Performance Improvement Plan

- Was incurred as a resulting of rectifying a non-compliance with the Framework Agreement and/or any call off contracts following an audit

Z5 Secondments

When appointing Consultants on a secondment basis only:

Add clause 19

19.1 The Client will from starting date to Completion Date indemnify the Consultant against any and all liabilities, proceedings, costs, losses, claims and demands whatsoever arising directly or indirectly out of the activities of the Consultant in providing the services save where such claims, in the reasonable opinion of the Client, arise from or are contributed to by:

19.1.1 Misrepresentation or negligence by or on behalf of the Consultant;

19.1.2 The Consultant has acted contrary to the Service Manager's reasonable instructions or wholly outside the scope of the Consultant's duties as defined by the Service Manager.

Z6 The Schedule of Cost Components

The Schedule of Cost Components are as detailed in the Framework Schedule 6.

Z7 Linked contracts

Issues requiring redesign or rework on this contract due to a fault or error of the Consultant under this contract or a previous contract will neither be an allowable cost under this contract or any subsequent contract, nor will it be a Compensation event under this contract or any subsequent contract under this project or programme.

Z8 Requirement for Invoice

Insert the following sentence at the end of clause 51.1:

The Party to which payment is due submits an invoice to the other Party for the amount to be paid within one week of the Service Manager's certificate. Delete existing clause 51 2 and insert the following:

51.2 Each certified payment is made by the later of

one week after the paying Party receives an invoice from the other Party and
 three weeks after the assessment date, or, if a different period is stated in the Contract Data, within the period stated.

If a certified payment is late, or if a payment is late because the Service Manager, has not issued a certificate which should be issued, interest is paid on the late payment. Interest is assessed from the date by which the late payment should have been made until the date when the late payment is made, and is included in the first assessment after the late payment is made

Z9 Conflict of Interest

The Consultant immediately notifies the Client of any circumstances giving rise to or potentially giving rise to conflicts of interest relating to the Consultant (including without limitation its reputation and standing) and/or the Client of which it is aware or which it anticipates may justify the Client taking action to protect its interests. Should the Parties be unable to remove the conflict of interest to the satisfaction of the Client, the Client, in its sole discretion, may terminate this Contract.

Z10 Change in Control

The Consultant shall notify the Client as soon as reasonably practicable, in writing, of any agreement, proposal or negotiations which will or may result in a Consultant Change in Control and shall give further notice to the Client when any Change in Control has occurred. The Client may terminate this contract with immediate effect by notice in writing and without compensation to the Consultant within six (6) months of being notified that a Change of Control has occurred, or, where no notification has been made, the date that the Client becomes aware of the Change of Control, but shall not be permitted to terminate where the Client's prior written acceptance was granted prior to the Change in Control. A Change of Control is defined as per the Deed of Agreement, Z14.4.

Z11 Rate Increase Provision Contracts with a duration of less than two years, which are extended over this duration by the *Service Manager* due to *Client* Scope increases, may apply a rate review as follows. The *Consultant* will charge the *Client* the contract staff rates for a minimum of two full years, and at the next annual rate review where a new staff rate list is accepted (as stated in Schedule 6), the new staff rate will apply to the contract as per Schedule 6. No Compensation Event is permitted for this different contract staff rate.

Z12 Waiver

No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party by the Service Manager in writing in accordance with the Contract, and with express reference to Clause Z12. The failure of either party to insist upon strict performance of the Contract, or any failure or delay in exercising any right or remedy shall not constitute a waiver or dimunition of the obligations established by the Contract.

Secondary Options

OPTION X2: Changes in the law

The *law of the project* is the law of England and Wales, subject to the jurisdiction of the courts of England and Wales

The period after the Contract Date within which the Consultant is to submit a first

OPTION X10: Information modelling

 Information Execution Plan for acceptance is
 2

 OPTION X18: Limitation of liability
 The Consultant's liability to the Client for indirect or consequential loss is limited to

 The Consultant's liability to the Client for Defects that are not found until after the defects date is limited to
 Image: Consultant's liability date is

 The end of liability date is
 after the

The *end of liability date* is Completion of the whole of the *service*

Y(UK2): The Housing Grants, Construction and Regeneration Act 1996

The period for payment is 14 Days after the date on which payment becomes due

Y(UK3): The Contracts (Rights of Third Parties Act) 1999

term

beneficiary

Part Two - Data provided by the Consultant

Completion of the data in full, according to the Options chosen, is essential to create a complete contract. 1 General The Consultant is Name and company number AECOM LIMITED Address for communications Aldgate Tower 2 Leman Street London E1 8FA Address for electronic communications The fee percentage is The key persons are Name (1) Job Responsibilities Qualifications Experience The key persons are Name (2) Job Responsibilities Qualifications Experience The key persons are Name (3) Job Responsibilities Qualifications Experience The key persons are Name (4) Job Responsibilities Qualifications Experience The key persons are Name (5) Job Responsibilities Qualifications Experience The key persons are Name (6) Job Responsibilities Qualifications Experience

The key persons are

Name (7) Job Responsibilities Qualifications

Experience

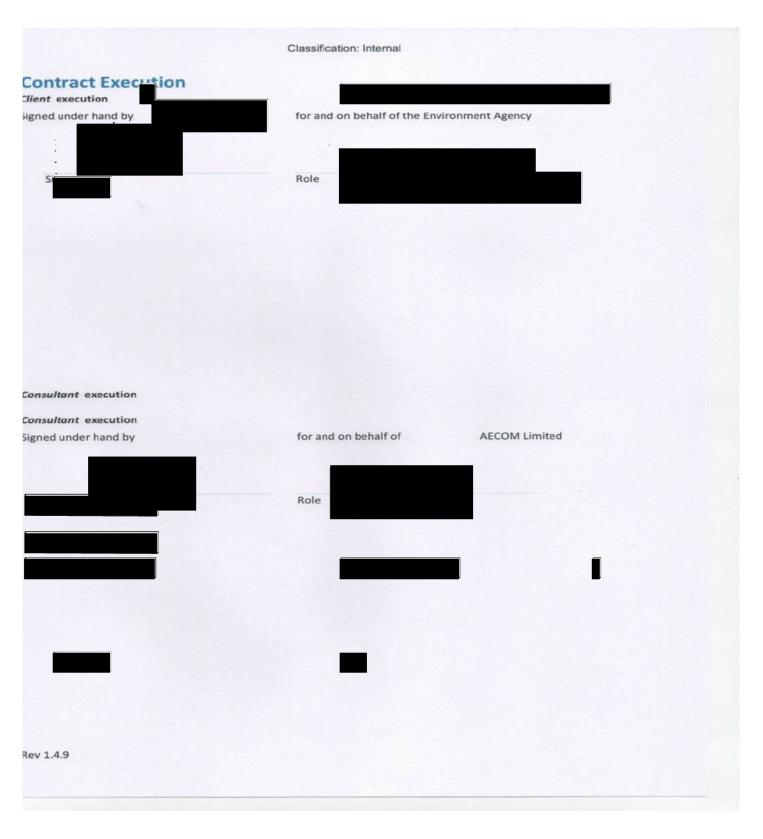
The following matters will be included in the Early Warning Register



X10: Information Modelling

3 Time

The information execution plan identified in the Contract Data is



Contract Name NEAL lankage Administrator Secondment Antimitable dress from por context Physics Name Neutrophysics Manually miler SOP Project Code Option E Antimitable dress from por context (humat NVXXXXXXXX) Contract Option Option E Antimitable dress from por context Contract Option Project Name Antimitable dress from por context Contract Option Protect PO number when hown The context is denoted from from option context Contract Option Protect PO number when hown The context is denoted from from option Context Geographic Arisa Neasonal Antimitable dress from from option Context Delivery Hub / CDT Greater Manchester, Micrael Besett, Michael Besett, Michael Besett, Gable Manually areas from from option is delivable in the context whe arise and adults in the context whe arise andults in the context whe arise and adults in the context whe aris		Collect / Refresh Data Clear Data	Guidance
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Inclusion Inscription Inscription <thinscription< th=""> <thinscription< th=""> <</thinscription<></thinscription<>	SOP Project Code	ENVEGM11.5.1	Automatically drawn from your contract (format ENVXXXXXX)
Image is a contract number Image is a contract number	Contract Option	Option E	Automatically drawn from your contract
Conception National	Purchase Order Number	insert PO number when known	
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Application for Payment onto PastDraft, but do not manage the contract Contractor FastDraft View Not applicable Framework Client Support Framework Lot Number Lot 2 EA Project Manager Not applicable Supplier Not applicable Supplier Project Manager (email address) Not applicable Contract Value £57,817.00 EStage of delivery	Contractor Contracts Manager (email address)	Not applicable	
Contractor FastDraft View Not applicable Those individuals from the contractor's organisation who will have view access on FastDraft, but do not manage the contract Framework Client Support Framework Automatically drawn from the selected Framework in the contract Lot Number Lot 2 click adjacent cell and Use Dropdown Lot a / Lot 2 EA Project Manager Not applicable Automatically drawn from the named EA Project Manager (Data Part 1 (input)) Supplier Not applicable Automatically drawn from the selected Supplier in the contract Supplier Project Manager Not applicable This would normally be the same as the contract of Manager above Supplier Project Manager (email address) Not applicable resert email address Contract Value £57,817.00 ESSENTIAL FIELD Option A or C the Total of the Prices. Option E the Forecast Total of the Defined Cost plus Fee Stage of delivery click adjacent cell and Use Dropdown (Project Automatically drawn - must be the date included in the signed contract Commencement date 01 June 2020 ESSENTIAL FIELD Automatically drawn - must be the date included in the signed contract Completion date 01 December 2021 Sesential FIEL Automatically drawn - must be the date included in the signed contract Are add tional completion dates used?	Contractor FastDraft Application for Payment access	Not applicable	
Framework Client Support Framework Automatically drawn from the selected Framework in the contract Lot Number Lot 2 Click adjacent cell and Use Dropdown Lot a / Lot 2 EA Project Manager Not applicable Automatically drawn from the named EA Project Manager (Data Part 1 (input)) Supplier Automatically drawn from the selected Supplier in the contract Supplier Project Manager Not applicable Automatically drawn from the selected Supplier in the contract Supplier Project Manager (email address) Not applicable Insert email address Contract Value £57,817.00 ESENTIAL FIELD Option A or C the Total of the Prices. Option E the Forecast Total of the Defined Cost plus Free Stage of delivery Click adjacent cell and Use Dropdown (ref soc); SOC-OBC, COS-FRC; Construction, other) Partner contract Not applicable Used only on CP; this is the Contract number for the contracts linked that Project incentivisation Commencement date 01 June 2020 ESENTIAL FIELD Automatically drawn - must be the date included in the signed contract Completion date 01 December 2021 Sisternal FIELD Automatically drawn - must be the date included in the signed contract Are add tional complexion dates used? No Automatically drawn from the contract if Section 6 of Contract Data Part 1	Contractor FastDraft View	Not applicable	Those individuals from the Contractor's organisation who will have view
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Are sect onal completion dates used? No Automatically drawn from the contract if option XS has been used Are add tional compensat on events used? Yes Automatically drawn from the contract if Section 6 of Contract Data Part 1	Commencement date	01 June 2020	ESSENTIAL FIELD Automatically drawn - must be the date included in the
Are add tional compensat on events used? Yes Automatically drawn from the contract if Section 6 of Contract Data Part 1	Completion date	01 December 2021	
	Are sect onal completion dates used?	No	Automatically drawn from the contract if option X5 has been used
	Are add tional compensat on events used?	Yes	

The Contract must be submitted to your Porfolio Assurance and Support Commercial Services Manager before submission for upload by CSO/BSO.

Incomplete contracts will be returned for proper completion before upload.

NEC4 Contract Tool

This tool is used to create standard Contract Documents using pre-determined parameters

The most important section of this document is ensuring you select '<u>Finalise Data Part 1</u>' prior to sending this document to your supplier for completion - (Part 4)

Failure to secure your document means your supplier could edit Data Part 1

When started you will see 6 tabs (unless resuming from a previous saved point)

Start-up

- 1. EA Client Guidance
- 2. Contract Selection
- 3. General Data
- 4. Data Part 1 (input)
- 5. Data Part 2 (input)

Navigation

Click each Tab at the bottom of the page or press the relevant button

Ideally work sequentially through the list above

Contract Build

As you progress through the Contract Selection, your contract will begin to build

The relevant sections will appear / populate as selections are made

PART 1

1. Select one of the four EA Frameworks

It is good practice to press the 'Reset All Previous Toggle Selections' when starting a <u>new</u> Contract

- 1. Client Support
- 2. Collaborative Delivery (*)
- 3. Mapping & Modelling
- 4. Marine & Coastal
- The screen may flash as the contract is

built in the background

As selections are made, these will change from grey to green/red to highlight which selections have been made. To change an earlier selection, click the green/red selection to un-select it. Once selected, the relevant Contract Sections will be visible

(*) Collaborative Delivery will not open any sections until the 'contract type' is chosen

If you incorrectly select any button, press it again to clear that selection

The 'clear' button on the Contract Selection page will clear that section of data, not the whole selection

2. If available select one of the contract type(s) (these may auto-populate)

- 1. Professional Service Contract
- 2. Engineering Construction Contract

To cancel your selection, press the selection again or press 'clear' if this button is available You will not be able to clear a default function

(*) Collaborative Delivery will open the contract sections when the contract type is chosen

3. Select the contract option (there may only be certain options available / visible)

- 1. Option A
- 2. Option C
- 3. Option E

To cancel your selection, press the selection again or press 'clear' if this button is available You will not be able to clear a default function

4. Select the hub (this may auto-populate if a national hub)

- 1. North East
- 2. North West
- 3. East
- 4. (Midlands
- 5. South West
- 6. South East
- 7. National

To cancel your selection, press the selection again or press 'clear' if this button is available You will not be able to clear a default function

<u>PART 2</u>

1. Press the General Data Update Button (or the tab at the bottom of the page)

There are 5 sections to complete;

- 1. Project Name
- 2. Project Number
- 3. Supplier (using the pull-down menu)
- 4. Contract Date
- 5. Contract Number

You can only fill in sections in yellow;



To Clear any section you can over type the content or press the 'Clear General Data' This selection will ask you to confirm you wish to clear the data as a precaution

To navigate backwards / forward select the relevant button or tab at the bottom of the page

Any box that starts with 'insert' will be blank in the output

PART 3

1. Press the Input Data Part 1 Button (or the tab at the bottom of the page)

There are multiple sections to complete

You can only fill in sections in yellow;

Where selections require an input there will be the following;

Yes	No

Once selected, he relevant button will be highlighted and the un-selected button locked out To change your selection simply click the previous selection again to clear

Certain selections will require <u>further</u> input.

e.g. X5: Sectional Completion

if Sectional Completion is selected, you will need to identify the number of sections

Certain selections are linked to other inputs.

e.g. X7: Damages following X5: Sectional Completion

if Damages is selected along with Sectional Completion, you will need to identify the number of sections and the value of each of those sections along with the damages for the remainder of the *works*.

if Damages is selected without Sectional Completion, you will need to identify the delay damages for the while of the service/works only.

You cannot change sections in grey;

locked

insert 'x' Boxes starting with the word 'insert' will not pull through to the output document until an entry is made and is a guidance note only If you want to include a contract entry simply overwrite the cell 'insert' contents

PART 4

1. Once complete, press the 'Finalise Data Part 1' button

This button is located at the top and botton of Data Part 1 (input)

This will check that you want to close all Client inputs (ready for sending to the supplier to complete their parts)

At this point, the following will be visible;

1. Data Part 2 (input)

- 2. Cover Sheet
- 3. Contract Data part 1
- 4. CD for X
- 5. Contract Data Part 2

2. Send this document to your supplier for them to complete Data Part 2

<u>PART 5</u>

Upon receipt of the completed 'Data Part 2' from the supplier

- 1. Go to Data Part 2 (input)
- 2. Press the 'Client resume editing' button you will be prompted to provide the password *The password is "T&T" no speech marks*

This will now reopen all the Client inputs and you will see your completed Contract

<u> PART 6</u>

Once the document is complete, press the green 'Print to PDF & XLSX' button

- 1. This will create an Excel and PDF(s) format output
- 2. The excel file name will be the Project and Contract number along with the date and time (users can ch
- 3. The PDF(s) file name(s) will be the section title along with the date and time (users can change the save
- 4. Follow the prompts to confirm the location you want to save the file in.
- 5. If prompted with the following, select yes. This is only changing the document back to an Excel file

Microso	ft Excel
	The following features cannot be saved in macro-free workbooks: • VB project
	To save a file with these features, click No, and then choose a macro-enabled file type in t
	To continue saving as a macro-free workbook, click Yes.
	<u>Y</u> es <u>N</u> o <u>H</u> elp

6. The documents will close but you will now have both a PDF and Excel version of your document

nange the 'save as' filename)

×

Contract Name:	NEAS Landscape Administrator Secondment
Project Number:	ENVEGM11.5.1
Framework:	Client Support Framework
Area:	National
Contract:	Professional Service Contract
Option:	Option E
Contract with:	
Company No:	
Contract Date:	
Contract Number:	29320

NEAS_NW_Midlands Landscape Administrator PSC Scope_V3_20

insert Reference to the document(s) to be incorporated into the contract		
X Clauses;		
X5: Sectional Completion	Ves	No Sectional completion
K7: Delay damages	Yes No	No Delay Damages
X8: Undertakings to Others	Yes	No Undertakings to Others
X10: Information modelling	es No	X10: Information modelling applies
2 weeks	The period after the Contract first Information Execution Pl	Date within which the <i>Consultant</i> is to submit a lan for acceptance is
X13: Performance bond	Yes No	No Performance Bond

Guidance Notes

Option if it is essential to have some parts of the **service** completed before the whole of the **service**. Discuss with Commercial Lead

Option should be considered as default (unless Key Date's are considered more appropriate), X7 should always be used where sectional completion is included. Pre-calculate genuine loss, discuss with Commercial Lead

X8 should be included as appropriate

Normally 2 weeks

X13: This is an optional clause, which should be selected if a performance bond is required to be provided by the **Consultant**. Discuss with Commercial Lead.

£1,000,000.00	The Consultant's liability to the Client for indirect or consequential loss is
	limited to The Consultant 's liability to the Client for Defects that are not found until
£5,000,000.00	after the defects date is limited to £5 million
6 years	Use Pulldown - The end of liability date is '6' years or '12' years after the Completion of the whole of the service
/ Clauses;	[]
r(UK)1: Project Bank Account	No
(UK)2: Housing Grants, Construction and Regeneration Act 1996	7 No HGCR Act Applies
14 Days	The period for payment is 'XX' days after the date on which payment becomes due
Y(UK)3: The Contracts (Rights of Third Parties) Act 1999	No Rights of 3rd Parties Applies
Term insert term	Beneficiary insert beneficiary
insert term	insert beneficiary
insert term	insert beneficiary
insert term	insert beneficiary
insert Named Suppliers	Beneficiary - Named Suppliers (If Y(UK)3 is used with Y(UK)1 the following entry is added to the table for Y(UK)3.)
Service Description	
NEAS Landscape Administrator Secondment NW Midlands Client Details;	Insert a broad description of the service associated with the contract
insert name	Olient name address line 1
insert address	address line 1 address line 2
insert address	address line 3
insert address	address line 4 address line 5
insert address	address line 6
insert email address	Email address for communications
	second and had be second and
Service Manager Details;	-
Lliam Bennett	Service Manager name
Environment Agency	address line 1
Horizon House Bristol	address line 2 address line 3
BS1 SAH	address line 4
insert address	address line 5 address line 6
Iliam.bennett@environment-agency.gov.uk	Email address for communications
The Scope is in; NEAS_NW_Midlands Landscape Administrator PSC Scope_V3_20 April 202	insert filename / document location
Period for reply ;	
2 weeks Period for retention is;	Set at 2 weeks
6 Years	Use Pulldown - Normally 6 years if signed underhand,
	12 years if signed as deed
The following matters will be included in the Early Warning Regist insert details	Insert matter
	Insert matter
insert details	Insert matter
insert details insert details	Insert matter
nsert details insert details	Insert matter
insert details insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are;	Insert matter 5 Normally 2 weeks
nsert details nsert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met 'none set'	Insert matter Normally 2 weeks key date 'none set'
Insert details Insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met 'none set' 'none set' 'none set'	Insert matter
Insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met 'oner set' 'none set' 'none set' The Consultant prepares forecasts of the total Defined Cost plus I and expenses at intervals no longer than	Insert matter Normally 2 weeks key date 'none set' 'none set' 'none set' Fee
Insert details Insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met 'none set' 'none set' 'none set' The Consultant prepares forecasts of the total Defined Cost plus I and expenses at intervals no longer than 4 weeks	Insert matter
Insert details Insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met 'none set' 'none set' 'none set' The Consultant prepares forecasts of the total Defined Cost plus I and expenses at intervals no longer than 4 weeks The starting date Is;	Insert matter Normally 2 weeks Key date 'none set' 'none set' 'none set' Normally 4 weeks
Insert details Insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met Inone set Inone	Insert Date Insert Date Insert Date Insert matter Insert matter Insert matter Insert matter Insert matter Insert Date Insert Date Insert Date Insert Date Insert matter In
Insert details Insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met Inone set Inone	Insert matter Normally 2 weeks Key date 'none set' 'none set' 'none set' Ree Normally 4 weeks Insert Date Nangs; access dates
Insert details Insert details Early warning meetings are to be held at intervals no longer than, 2 weeks The key dates and conditions to be met are; condition to be met 'none set' 'none set' 'none set' 'none set' The Consultant prepares forecasts of the total Defined Cost plus I and expenses at intervals no longer than 4 weeks The starting date is;	Insert matter Normally 2 weeks Key date Toone set' Toone set' Ree Normally 4 weeks Insert Date Nings;

This is an optional clause, which limits the liability of the *Consultant*. Discuss with Commercial Lead. For contracts less than £200,000, the limit is **£1,000,000**, for all other contracts the limit is **£5,000,000**

For contracts completed underhand, the term is 6 years. For contracts completed under deed, the term is 12 years (This would normally only occur on very high value contracts).

Project Bank Account auto-selects if the below condition is met; If there is a compelling reason not to use seek approval from the senior team Default use when the contract value is above £500,000

Framework level clause that always applies

Normally 14 days (Not exceeding 14 days) Discuss with Commercial Lead if not 14 days

Framework level clause that always applies. Please state any third party **beneficiaries** to the contract who are enabled to enforce it in future. Please also state the particular terms they are enabled to enforce.

If no beneficiary, insert 'not used' or leave as 'insert beneficiary'

Describe the service in brief

Enter postal address

Enter email address

The Service Manager is responsible for managing this contract and would normally be the EA Project Manager

States in what documents the Scope information is located

State any matters which could affect the total of the Prices, or delay Completion, which are known at the time of preparing this contract

Key dates can impose significant risks on the Consultant in some circumstances and should only be used if really necessary. Use if a particular condition needs to be met for a third party to deliver their service.

List each condition and key date.

To be included and completed if Option C or E is used. The period is normally four weeks

insert the contract start date

If more than five access dates are required then please state the additional dates in the Scope.

insert details	insert date	
insert details	insert date	
insert details	insert date	
If more than 5 areas are required add these in the Scope	insert date	
The Consultant submits revised programmes at intervals no longer		
4 weeks	Normally 4 weeks	Period should not be more frequent than needed for good management. Four weeks is default.
The completion date for the whole of the service is		
01 December 2021	The completion date for the whole of the service is	EA Project Manager shall state the required completion date .
The period after the Contract Date within which the Consultant is to		
submit a first programme for acceptance is		
	2017 W M H	
4 weeks	Normally 4 weeks	
The period after the Contract Date within which the Consultant is to		
submit a quality policy statement and quality plan is		
4 weeks	Normally 4 weeks	
The period between Completion of the whole of the service and the		
defects date is		
N AL RAY WITH R AL	1	Normally this would be 6 months for a consultancy contract, but seek guidance from Commercial
26 Weeks	Normally 26 Weeks	Lead.
The Interest rate is:		
Rata	insert baseline rate	
2.00%	% per annum above the rate of the	
2.0070 Rank of Featron	Bank	
bank or brightig		
If the period in which payments are made is not three weeks and Y(IIK)? Is not used:	
Insert Number	Select Period (pulldown)	
Insert Number	Select Period (pullowil)	Set at 1 month
	20134	also us a month
All LIX Offices	The locations for which the Consultant provides a charge for the cost of	
Per uns vernues	support people and office overhead are	
	support people and office or and and	
The exchange rates are those published in;	00	
The exchange rates are those published in,	Con Contract of the Contract o	
Notes Contains	IIISELL DAGE	
If there are additional compensation events;		
In there are additional compensation events,		
Managing and mitigating the impact of Covid 19 and working in accordance	1	The insertion of any additional compensation events must be agreed between the compiler and the
with Public Health England guidance, as may vary from time to time, until 30	insert description of compensation event, or "not used"	Commercial Lead.
June 2020	and a set of the set of the set of the set of the	commercial coat.
'not used'	insert description of compensation event, or "not used"	
'not used'	insert description of compensation event, or "not used"	
'not used'	insert description of compensation event, or "not used"	
'not used'	insert description of compensation event, or "not used"	
Hot baca	mater description of compensation event, or not used	8 Liabilities and insurance - If the level of insurance cover
If there are additional <i>Client's</i> liabilities;		o Labinues and insurance - in the rever of insurance cover
a crere are executioned create a neoniclear		
'not used'	insert description of liability to be taken, or "not used"	Not normally used
'not used'	insert description of liability to be taken, or "not used"	was no many used
'not used'	insert description of liability to be taken, or "not used"	
not used	insert description of liability to be taken, of "hot used	
Z Clauses		

Z5: Secondments

Yes No Z5: Secondments applies

Use as an option when appointing on a secondment basis