

## **SCHEDULE 7**

### **CALL-OFF TERMS AND CONDITIONS**

#### **(FOR USE BETWEEN THE CONTRACTING AUTHORITY AND THE PROVIDER)**

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## 1. INTERPRETATION

In the Contract unless the context otherwise requires the following provisions shall have the meanings given to them below: -

<b>"Approval" and "Approved"</b>	means the written consent of the Contracting Authority not to be unreasonably withheld or delayed
<b>"Auditor"</b>	means the National Audit Office or an auditor appointed by the Audit Commission as the context requires or such other auditor as may have been appointed in relation to the Contracting Authority
<b>"Commencement Date"</b>	means the date set out in the Order Form
<b>"Commercially Sensitive Information"</b>	means the Confidential Information listed in the Order Form comprised of information which is provided by the Provider and designated as commercially sensitive information by the Contracting Authority for the period set out in that Order Form
<b>"Confidential Information"</b>	<p>means: -</p> <ul style="list-style-type: none"> <li>(a) any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party; and</li> <li>(b) the Commercially Sensitive Information,</li> </ul> <p>and does not include any information: -</p> <ul style="list-style-type: none"> <li>(i) which was public knowledge at the time of disclosure (otherwise than by breach of Clause 28 (Confidential Information));</li> <li>(ii) which was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;</li> <li>(iii) which is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or</li> <li>(iv) is independently developed without access to the Confidential Information</li> </ul>
<b>"Contract"</b>	means the written agreement between the Contracting Authority and the Provider consisting of the Order Form and these clauses save that for the purposes of Clause Interpretation only, reference to Contract shall not include the Order Form
<b>"Contract Period"</b>	<p>means the period from the Commencement Date to: -</p> <ul style="list-style-type: none"> <li>(a) the date of expiry set out in the Order Form; or</li> </ul>

	<p>(b) following an extension pursuant to Clause 3 (Extension of Initial Contract Period), the date of expiry of the extended period; or</p> <p>(c) such earlier date of termination or partial termination of the Contract in accordance with the Law or the provisions of the Contract</p>
<b>"Contract Price"</b>	means the price (exclusive of any applicable VAT), payable to the Provider by the Contracting Authority under the Contract, as set out in the Order Form, for the full and proper performance by the Provider of its obligations under the Contract
<b>"Contracting Authority"</b>	means the Contracting Authority(s) identified in the Order Form
<b>"Crown"</b>	means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular Authorities, persons, commissions or agencies from time to time carrying out functions on its behalf
<b>"Data Controller"</b>	has the meaning given to it in the Data Protection Legislation, as amended from time to time
<b>"Data Loss Event"</b>	means any event that results, or may result, in unauthorised access to Personal Data held by the Provider under this Call Off Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Call Off Contract, including any Personal Data breach
<b>"Data Processor"</b>	has the meaning given to it in the Data Protection Legislation, as amended from time to time
<b>"Data Protection Legislation"</b>	means the <b>General Data Protection Regulations 2016 (Regulation (EU) 2016/679)</b> , the <b>Data Protection Act 2018</b> as amended from time to time and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
<b>"Data Subject"</b>	has the meaning given to it in the Data Protection Legislation, as amended from time to time
<b>"Data Subject Access Request"</b>	means a request made by a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access his or her Personal Data
<b>"Default"</b>	means any breach of the obligations of the relevant Party (including but not limited to fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or negligent statement of the relevant Party or the Staff in connection with or in relation to the subject-matter of the Contract and in respect of which such Party is liable to the other
<b>"Deliverables"</b>	means those deliverables listed in the Order Form

<b>"EIR"</b>	means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations
<b>"Equipment"</b>	means the Provider's equipment, plant, materials and such other items supplied and used by the Provider in the performance of its obligations under the Contract
<b>"FOIA"</b>	means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation
<b>"Force Majeure"</b>	<p>means any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventative action by that Party, including fire; flood; violent storm; pestilence; explosion; malicious damage; armed conflict; acts of terrorism; nuclear, biological or chemical warfare; or any other disaster, natural or man-made, but excluding:</p> <ul style="list-style-type: none"> <li>-</li> <li>(a) any industrial action occurring within the Provider's or any sub-contractor's organisation; or</li> <li>(b) the failure by any sub-contractor to perform its obligations under any sub-contract (save where such failure is itself due to an event that would otherwise fall within this definition of Force Majeure);</li> <li>(c) any law or action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition, or failing to grant a necessary licence or consent</li> </ul>
<b>"Framework Agreement"</b>	means the framework agreement for the provision Goods and/or Services between YPO and the Provider
<b>"Fraud"</b>	means any offence under Laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud YPO, a Contracting Authority or the Contracting Authority
<b>"Good Industry Practice"</b>	means standards, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or Contracting Authority engaged in a similar type of undertaking under the same or similar circumstances
<b>"Goods and/or Services"</b>	means the Goods and/or Services between YPO and the Provider
<b>"Improvement Notice"</b>	means a notice issued on the Provider to improve minor defaults of the Framework Agreement, the Contract or the Order Form instructing the Provider to improve or remedy any minor defaults in the provision of the Services

<b>"Information"</b>	has the meaning given under section 84 of the FOIA
<b>"Intellectual Property Rights" and "IPRs"</b>	means patents, inventions, trademarks, service marks, logos, design rights (whether registerable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off
<b>"Law"</b>	means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any Regulatory Authority of which the Provider is bound to comply
<b>"Material Default"</b>	means any breach of Clauses 10 (Conflict of Interest), 21 (Prevention of Bribery and Corruption), 24 (Health and Safety), 25 (Data Protection Act), 26 (Freedom of Information Act and Environmental Information Regulations), 27 (Official Secrets Act), 32 (Records and Audit Access), 33 (Transfer and Sub-Contracting), 42 (Warranties and Representations)
<b>"Minor Default"</b>	means any breach of the Contract or the Order Form which may be either a partial breach or a breach not so severe as to warrant a Material Default
<b>"Month"</b>	means calendar month
<b>"Order"</b>	means the order submitted by the Contracting Authority to the Provider in accordance with the Framework Agreement
<b>"Order Form"</b>	means the order submitted to the Provider by the Contracting Authority in accordance with the Framework Agreement which sets out the description of the Goods and/or Services to be supplied including, where appropriate, the Premises, the timeframe, and the Deliverables
<b>"Parent Company"</b>	means any company which is the ultimate Holding Company of the Provider or any other company of which the ultimate Holding Company of the Provider is also the ultimate Holding Company and which is either responsible directly or indirectly for the business activities of the Provider or which is engaged by the same or similar business to the Provider. The term <b>"Holding Company"</b> shall have the meaning ascribed in Section 1261 of the Companies Act 2006 or any statutory re-enactment or amendment thereto
<b>"Party"</b>	means the Provider or the Contracting Authority
<b>"Personal Data"</b>	has the meaning given to it in the Data Protection Legislation as amended from time to time
<b>"Premises"</b>	means the location where the Goods and/or Services are to be supplied, as set out in the Order Form
<b>"Processing"</b>	has the meaning given to it in the Data Protection Legislation but, for the purposes of this Call Off Contract, it shall include both

	<p>manual and automatic processing and <b>"Process"</b> and <b>"Processed"</b> shall be interpreted accordingly</p> <p>means any of the following acts, as described in the Bribery Act 2010:</p> <ul style="list-style-type: none"> <li>(a) to directly or indirectly offer, promise or give any person working for or engaged by YPO or another Contracting Authority a financial or other advantage to: <ul style="list-style-type: none"> <li>(i) induce that person to perform improperly a relevant function or activity; or</li> <li>(ii) reward that person for improper performance of a relevant function or activity;</li> </ul> </li> <li>(b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Agreement;</li> <li>(c) committing any offence: <ul style="list-style-type: none"> <li>(i) under the Bribery Act;</li> <li>(ii) under legislation creating offences concerning fraudulent acts;</li> <li>(iii) at common law concerning fraudulent acts relating to this Call-off Contract; or</li> </ul> </li> </ul> <p>defrauding, attempting to defraud or conspiring to defraud YPO or any other Contracting Authority.</p>
<b>"Property"</b>	means the property, other than real property, issued or made available to the Provider by the Contracting Authority in connection with the Contract
<b>"Provider"</b>	means the person, firm or company or organisation whom executes this Contract and includes any employee, agent, servant, sub-contractor or representative of the Provider or person employed by on or on behalf of the Provider to provide the Services
<b>"Provider's Contract Manager"</b>	means the person appointed by the Provider to manage the Contract
<b>"Provider's Terms and Conditions"</b>	means the Terms and Conditions of the Provider contained at Appendix 4 supplementing the clauses of the Contract, subject to Clause 7.4
<b>"Replacement Provider"</b>	means any third-party Provider appointed by the Contracting Authority, to supply substantially similar Goods and/or Services, and which the Contracting Authority receives in substitution for any of the Goods and/or Services following the expiry, termination or partial termination of the Contract



<b>"Request for Information"</b>	shall have the meaning set out in the FOIA or the Environmental Information Regulations as relevant (where the meaning set out for the term "Request" shall apply)
<b>"Sub-Processor"</b>	means any third Party appointed to Process Personal Data on behalf of the Provider related to this Call Off Contract
<b>"Staff"</b>	means all persons employed by the Provider to perform its obligations under the Contract together with the Provider's servants, agents, Providers and sub-contractors used in the performance of its obligations under the Contract
<b>"Staff Vetting Procedures"</b>	means the Contracting Authority's Procedures and departmental policies for the vetting of personnel whose role will involve the handling of information of a sensitive or confidential nature or the handling of information which is subject to any relevant security measure including, the provisions of the Official Secrets Act 1911 to 1989
<b>"Tender"</b>	means the document(s) submitted by the Provider to the Contracting Authority in response to the Contracting Authority's invitation to Providers for formal offers to supply it with the Services
<b>"Term"</b>	means the period commencing on the Commencement Date and ending on <b>[CONTRACT END DATE]</b> or on earlier termination of this Call Off Contract
<b>"VAT"</b>	means value added tax in accordance with the provisions of the Value Added Tax Act 1994
<b>"Working Day"</b>	means any day other than a Saturday or Sunday or public holiday in England and Wales
<b>"Year"</b>	means a calendar year
<b>"YPO"</b>	means YPO, any employee, agent servant or representative of YPO or any other public authority or person employed on behalf of YPO

The interpretation and construction of the Contract shall be subject to the following provisions: -

- 1.1 Words importing the singular meaning include where the context so admits the plural meaning and vice versa;
- 1.2 Words importing the masculine include the feminine and the neuter;
- 1.3 The words "include", "includes" and "including" are to be construed as if they were immediately followed by the words "without limitation";
- 1.4 References to any person shall include natural persons and partnerships, firms and other incorporated authorities and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- 1.5 References to any statute, enactment, order, regulation or other similar instrument shall be construed as including any amendment by any subsequent enactment, modification, order, regulation or instrument;
- 1.6 Headings are included in the Contract for ease of reference only and shall not affect the interpretation or construction of the Contract; and

- 1.7 Reference to a clause is a reference to the whole of that clause unless stated otherwise.
- 1.8 Reference to any employees of the Provider shall be deemed to include the Provider's agents and sub-contractors unless expressly stated otherwise.
- 1.9 "Time" shall be construed to be British Summer Time or Greenwich Mean Time or any other arrangement prevailing generally within England for the time being during the Contract Period.

## **2. INITIAL CONTRACT PERIOD**

- 2.1 The Contract shall take effect on the Commencement Date and shall expire automatically on the date set out in the Order Form, unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated, or extended under Clause 3 (Extension of Initial Contract Period).

## **3. EXTENSION OF INITIAL CONTRACT PERIOD**

- 3.1 Subject to satisfactory performance of its obligations under the Contract by the Provider during the Initial Contract Period, the Contracting Authority may, by giving written notice to the Provider not less than three (3) Months prior to the last day of the Initial Contract Period, extend the Contract for any further period specified in the Order Form. The provisions of the Contract will apply throughout any such extended period.

## **4. PROVIDERS STATUS**

- 4.1 At all times during the Contract Period the Provider shall be an independent Provider and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and, accordingly, neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract.

## **5. PROVISION OF MANAGEMENT INFORMATION**

- 5.1 The Provider shall submit Management Information to the Contracting Authority in the format and frequency agreed by both Parties prior to the start of the Contract.
- 5.2 The Contracting Authority may make reasonable changes to the Management Information which the Provider is required to supply and shall give the Provider at least one (1) Month's written notice of any changes. Any costs of providing information incurred as a result of these changes will be borne by the Provider.

## **6. CONTRACTING AUTHORITY OBLIGATIONS**

- 6.1 Save as otherwise expressly provided, the obligations of the Contracting Authority under the Contract are obligations of the Contracting Authority in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation upon, or in any other way fetter or constrain the Contracting Authority in any other capacity, nor shall the exercise by the Contracting Authority of its duties and powers in any other capacity lead to any liability under the Contract (howsoever arising) on the part of the Contracting Authority to the Provider.
- 6.2 The Contracting Authority will endeavour to have their Order annotated with the relevant Contract reference number, but this cannot be guaranteed on all Orders.
- 6.3 The Contracting Authority shall respond to any reasonable request for information from the Provider.
- 6.4 The Contracting Authority will assign an authorised representative who will liaise with the Provider's Contract Manager, to ensure both parties use reasonable endeavours to meet their contractual obligations.

- 6.5 The Contracting Authority shall ensure that all Orders are awarded in accordance with the provisions of the Framework Agreement and in accordance with the Public Contracts Regulations 2015 (and any subsequent re-enactment thereof).
- 6.6 The Contracting Authority shall comply with all reasonable obligations as set out in the Provider Terms and Conditions which would be deemed material if breached, provided that those obligations do not contradict the remaining clauses of this Contract.

## **7. ENTIRE AGREEMENT**

- 7.1 Subject to the provisions of the Framework Agreement relating to Call-off Contracts, this Contract constitutes the entire agreement and understanding between the Parties in respect of the matters dealt within it and supersedes, cancels or nullifies any previous agreement between the Parties in relation to such matters.
- 7.2 Each of the Parties acknowledge and agree that in entering into the Contract it does not rely on, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) other than as expressly set out in the Contract. The only remedy available to either Party for any such statements, representation, warranty or understanding shall be for breach of contract under the terms of the Contract.
- 7.3 Nothing in Clauses 7.1 and 7.2 shall operate to exclude Fraud or fraudulent misrepresentation.
- 7.4 In the event of and only to the extent of any conflict between the Order Form, the clauses of the Contract and any document referred to in those clauses, the conflict shall be resolved in accordance with the following order of precedence: -

7.4.1 the Order Form;

7.4.2 the clauses of the Contract;

7.4.3 the Provider's Terms and Conditions;

7.4.4 the terms of the Framework Agreement;

7.4.5 the Schedules to the Framework Agreement;

7.4.6 any other document referred to in the clauses of the Contract.

- 7.5 For the avoidance of doubt any terms that the Provider may seek to impose and which in any way vary or contradict these Contract Order terms shall be excluded and not form part of the Order.
- 7.6 The Contract may be executed in counterparts each of which when executed and delivered shall constitute a duplicate original but all the counterparts together shall constitute the one agreement.

## **8. NOTICES**

- 8.1 Except as otherwise expressly provided within the Contract, no notice or other communication from one Party to the other shall have any validity under the Contract unless made in writing by or on behalf of the Party sending the communication.
- 8.2 Any notice or other communication which is to be given by either Party to the other shall be given by letter (sent by hand, post, registered post or by the recorded delivery service) or by electronic mail. Such letters shall be addressed to the other Party in the manner referred to in Clause 8.3. Provided the relevant communication is not returned as undelivered, the notice or communication shall be deemed to have been given two (2) Working Days after the day on which the letter was posted, or four (4) hours, in the case of electronic mail or sooner where the other Party acknowledges receipt of such letters or item of electronic mail.
- 8.3 For the purposes of Clause 8.2, the address of each Party shall be:

8.3.1 For the Contracting Authority: the address set out in the Order Form.

8.3.2 For the Provider: the address set out in the Framework Agreement.

8.4 Either Party may change its address for service by serving a notice in accordance with this clause.

## **9. MISTAKES IN INFORMATION**

9.1 The Provider shall be responsible for the accuracy of all drawings, documentation and information supplied to the Contracting Authority by the Provider in connection with the supply of the Goods and/or Services and shall pay the Contracting Authority any extra costs occasioned by any discrepancies, errors or omissions therein.

9.2 The Provider will not be responsible for any extra costs in respect of Clause 9.1 above where the Provider can prove that the inaccuracy is the result of inaccurate information provided to it by the Contracting Authority.

## **10. CONFLICTS OF INTEREST**

10.1 The Provider shall take appropriate steps to ensure that neither the Provider nor any Staff are placed in a position where (in the reasonable opinion of the Contracting Authority), there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Provider and the duties owed to the Contracting Authority under the provisions of the Contract.

10.2 The Provider shall promptly notify the Contracting Authority (and provide full particulars to the Contracting Authority) if any conflict referred to in Clause 10.1 above arises or is reasonably foreseeable.

10.3 A Provider may be considered to have a conflict of interest if the Provider:

- (a) directly or indirectly controls, is controlled by or is under common control with another Provider
- (b) receives or has received any direct or indirect subsidy from another Provider
- (c) has the same legal representative as another Provider
- (d) has a relationship with another Provider, directly or through common third parties, that puts it in a position to influence another Provider regarding the provision of Goods and/or Services under this Contract; and/or
- (e) has a close business or family relationship with an employee of a Contracting Authority involved in the tendering of this Contract.

10.4 The Contracting Authority reserves the right to terminate the Contract immediately by giving notice in writing to the Provider and/or to take such other steps it deems necessary where, in the reasonable opinion of the Contracting Authority, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Provider and the duties owed to the Contracting Authority under the provisions of the Contract. The actions of the Contracting Authority pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Contracting Authority.

## **11. PREVENTION OF FRAUD**

- 11.1 The Provider shall take all reasonable steps, in accordance with Good Industry Practice, to prevent any Fraud by Staff and the Provider (including its shareholders, members and directors) in connection with the receipt of monies from the Contracting Authority.
- 11.2 The Provider shall notify the Contracting Authority immediately if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.
- 11.3 If the Provider or its Staff commits any Fraud in relation to this or any other contract with YPO, a Contracting Authority or the Contracting Authority, the Contracting Authority may: -
  - 11.3.1 terminate the Contract with immediate effect by giving the Provider notice in writing and recover from the Provider the amount of any loss suffered by the Contracting Authority resulting from the termination including the cost reasonably incurred by the Contracting Authority of making other arrangements for the supply of the Goods and/or Services and any additional expenditure incurred by the Contracting Authority throughout the remainder of the Contract Period; and/or
  - 11.3.2 recover in full from the Provider any other loss sustained by the Contracting Authority in consequence of any breach of this clause.

## 12. SPECIAL TERMS AND CONDITIONS – FUNDING

- 12.1 Where a Contracting Authority is able to access grant Funding for any element of the provision of Goods and/or Services required under the terms and conditions of this Contract, they are obligated by the funding stream to pass on certain grant funding terms and conditions (Special Terms and Conditions).
- 12.2 To enable Contracting Authorities to be able to include Special Terms and Conditions into the Call-Off Terms and Conditions an additional section has been included in the Order Form at Appendix 1 Section 5 (Special Terms and Conditions).
- 12.3 Any Special Terms and Conditions included in the Order Form at Appendices 1 and 3 **must relate solely** to the funding terms and conditions imposed on the Contracting Authority
- 12.4 The Provider should ensure when accepting a Call-Off Order for Goods and/or Services **they take into account the impact and additional costs of complying with any Special Terms and Conditions.**
- 12.5 **THE PROVIDERS ATTENTION IS SPECIFICALLY DRAWN TO THE ORDER FORM, APPENDIX 1 SECTION 5 AS UNDER THE SPECIAL TERMS AND CONDITIONS SHOULD THE PROVIDER FAIL TO MEET THEIR OBLIGATIONS OF THE SPECIAL TERMS AND CONDITIONS SECTION 5 OR APPENDIX 4 IN ITS ENTIRETY), THE CONTRACTING AUTHORITY CAN CLAWBACK ANY OF THE MONIES DUE IN WHOLE OR IN PART TO ENABLE THEM TO COMPLY WITH THE OBLIGATIONS PLACED ON THEM BY THE FUNDING STREAM.**
- 12.6 If the Provider does not want to accept the Special Terms and Conditions, they are not obligated to accept a particular Call-Off.

## SUPPLY OF GOODS AND/OR SERVICES

### 13. MANNER OF PROVIDING THE GOODS AND/OR SERVICES

- 13.1 The Provider shall provide the Goods and/or Services, and where relevant, install the Goods in accordance with the specification in the Framework Agreement, the Invitation to Tender, the Order Form, and the Provider's Terms and Conditions at Appendix 4 of the Contract.
- 13.2 The Provider shall deliver the Goods and/or Services at the time(s) and date(s) specified in the Order Form and within such lead times indicated in the Invitation to Tender.

- 13.3 The Provider acknowledges that the Contracting Authority relies on the skill and judgment of the Provider in the provision of the Goods and/or Services and the performance of its obligations under the Contract

#### **14. GUARANTEE**

- 14.1 The Provider hereby guarantees the Goods for the period from the date of delivery to the Contracting Authority or the end user to the date of either: -
- 14.1.1 twelve (12) Months thereafter;
  - 14.1.2 or such other guarantee period or warranty period notified by the Provider in their response to the Invitation to Tender against faulty materials or workmanship;
- 14.2 If the Contracting Authority shall within such guarantee period give notice in writing to the Provider of any defect in any of the Goods as may have arisen during such guarantee period under proper and normal use, the Provider shall (without prejudice to any other rights and remedies which the Contracting Authority may have) promptly remedy such defects (whether by repair or replacement as the Contracting Authority shall elect) free of charge.

#### **15. CONTRACT PERFORMANCE**

- 15.1 In supplying the Goods and/or Services, the Provider shall perform its obligations under the Contract:
- 15.1.1 with appropriately experienced, accredited, qualified, and trained Staff with all due care and attention;
  - 15.1.2 in a timely manner; and
  - 15.1.3 in compliance with applicable Laws, including any obligations implied by Section 12 and 14 of the Sale of Goods Act 1979 and Section 2 of the Supply of Goods and Services Act 1982.
- 15.2 The Provider shall ensure that:
- 15.2.1 the Goods and/or Services conform in all respects with the specifications set out, in either the Order Form or where applicable the Framework Agreement or any sample approved by the Contracting Authority;
  - 15.2.2 the Goods and/or Services operate in accordance with the relevant technical specifications and correspond with the requirements set out in the Order Form;
  - 15.2.3 the Goods and/or Services conform in all respects with all applicable Laws; and
  - 15.2.4 the Goods and/or Services are free from defects in design and workmanship and are fit for purpose for which such Goods and/or Services are ordinarily used and for any particular purpose made known to the Provider by the Contracting Authority.
- 15.3 the Provider shall discharge its obligations hereunder with all due skill, care and diligence including good industry practice and (without limiting the generality of this Clause) in accordance with its own established internal procedures.

#### **16. PROVIDER'S STAFF**

- 16.1 The Contracting Authority may, by written notice to the Provider, refuse to admit onto, or withdraw permission to remain on, the Premises: -

16.1.1 any member of the Staff; or

16.1.2 any person employed or engaged by any member of the Staff;

whose admission or continued presence would, in the reasonable opinion of the Contracting Authority, be undesirable.

16.2 At the Contracting Authority's written request, the Provider shall provide a list of the names of all persons who may require admission in connection with the Contract to the Premises, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Contracting Authority may reasonably request.

16.3 The Provider's Staff, engaged within the boundaries of the Premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or within the boundaries of those Premises.

16.4 If the Provider fails to comply with Clause 16.2 within two (2) Months of the date of the request, the Contracting Authority may terminate the Contract, provided always that such termination shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Contracting Authority.

16.5 The decision of the Contracting Authority as to whether any person is to be refused access to the Premises and as to whether the Provider has failed to comply with Clause 16.2 shall be final and conclusive.

16.6 The Provider shall comply with the Staff Vetting Procedures in respect of all Provider Staff employed or engaged by the Provider at the Commencement Date were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedure.

## **17. INSPECTION OF PREMISES**

17.1 Save as the Contracting Authority may otherwise direct, the Provider is deemed to have inspected the Premises before submitting the Tender and to have made appropriate enquiries so as to be satisfied in relation to all matters connected with the performance of its obligations under the Contract.

## **PAYMENT AND CONTRACT PRICE**

### **18. CONTRACT PRICE**

18.1 In consideration of the Provider's performance of its obligations under the Contract, the Contracting Authority shall pay the Contract Price in accordance with Clause 19 (Payment and VAT).

18.2 The Contracting Authority shall, in addition to the Contract Price and following evidence of a valid VAT invoice, pay the Provider a sum equal to the VAT chargeable on the value of the Goods and/or Services supplied in accordance with the Contract.

18.3 Unless otherwise expressly stated in the Framework Agreement, the Contract or the Order Form, no claim by the Provider will be allowed for any addition to the Contract Price on the grounds of any matter relating to any document forming part of the Framework Agreement, the Contract or the Order Form or any ambiguity or discrepancy therein on which an experienced Provider could have satisfied himself by reference to the Contracting Authority or any other appropriate means.

### **19. PAYMENT AND VAT**

19.1 The Contracting Authority shall pay all sums due to the Provider in cleared funds within thirty (30) days of a valid undisputed invoice, submitted in accordance with the payment profile set out in the Order Form.

- 19.2 The Provider shall ensure that each invoice contains all appropriate references and a detailed breakdown of the Goods and/or Services supplied and that it is supported by any other documentation reasonably required by the Contracting Authority to substantiate the invoice.
- 19.3 Where the Provider enters into a sub-contract with a provider for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in such a sub-contract which requires payment to be made of all sums due by the Provider to the sub-contractor within a specified period not exceeding thirty (30) days of a valid undisputed invoice, as defined by the sub-contract requirements.
- 19.4 The Provider shall add VAT to the Contract Price at the prevailing rate as applicable.
- 19.5 The Provider shall indemnify YPO and the Contracting Authority on a continuing basis against any liability, including any interest, penalties or costs incurred which is levied, demanded or assessed on YPO and/or the Contracting Authority at any time in respect of the Provider's failure to account for or to pay any VAT relating to payments made to the Provider under the Contract. Any amounts due under this Clause 19.5 shall be paid by the Provider to the Contracting Authority not less than five (5) Working Days before the date upon which the tax or other liability is payable by the Contracting Authority.
- 19.6 The Provider shall not suspend the supply of the Goods and/or Services unless the Provider is entitled to terminate the Contract under Clause 45 (Termination) for failure to pay undisputed sums of money.
- 19.7 Any overpayment by either Party, whether of the Contract Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.

## **20. SET OFF**

- 20.1 The Parties shall not be entitled to retain or set-off any amount due to the other under this Contract.

## **STATUTORY OBLIGATIONS AND REGULATIONS**

### **21. PREVENTION OF BRIBERY AND CORRUPTION**

- 21.1 The Provider warrants and represents that it:
- 21.1.1 has not, will not, and will procure that its Staff have not, and will not commit a Prohibited Act in connection with this Contract;
- 21.1.2 has not given and will not give any fee or reward to any person which it is an offence under Section 117(2) of the Local Government Act 1972 or the Bribery Act 2010
- 21.1.3 is not aware of any financial or other advantage being given to any person working for or engaged by YPO or the Contracting Authority or that a contract has been reached to that effect in connection with the securing or execution of this Contract, or any other contract with YPO or the Contracting Authority, excluding any arrangements of which full details have been disclosed in writing to YPO and/or the Contracting Authority prior to the execution of this Contract.
- 21.2 The Provider will upon request provide the Contracting Authority with all reasonable assistance to enable the Contracting Authority to perform any activity required for the purposes of complying with the Bribery Act, as may be required of the Contracting Authority by any relevant government or agency in any relevant jurisdiction. Should the Contracting Authority request such assistance the Contracting Authority shall pay the reasonable expenses of the Provider arising as a result.



21.3 The Provider will provide to the Contracting Authority certification (if requested to do so), in writing in such form as may be provided by the Contracting Authority, to be signed by an officer of the Provider, of the compliance with this Clause 21 by:

21.3.1 the Provider and

21.3.2 all persons associated with the Provider; and

21.3.3 any other persons who are supplying Goods and/or Services in connection with this Contract.

21.4 Certification (if requested) will be provided by the Contracting Authority within fifteen (15) Working Days of the Commencement Date and annually thereafter for the Term. The Provider will provide any evidence of compliance as may reasonably be requested by the Contracting Authority.

21.5 The Provider will have in place an anti-bribery policy for the purpose of preventing any of its staff from committing any Prohibited Act. Such policy shall be disclosed to the Contracting Authority and enforced by the Provider where appropriate.

21.6 Should the Provider become aware of or suspect any breach of Clause 21.1 it will notify the Contracting Authority immediately.

21.7 Following notification under Clause 21.6 the Provider will respond promptly and fully to the enquiries of the Contracting Authority, cooperate with any investigation undertaken by the Contracting Authority and allow the Contracting Authority to audit any books, records and other relevant documentation. The Provider's obligations under this Clause 21.7 shall survive the expiry or termination of this Contract for a further period of six (6) years.

21.8 The Contracting Authority may recover in full from the Provider and the Provider shall indemnify the Contracting Authority in full from and against any other loss sustained by the Contracting Authority in consequence of any breach of this Clause 21 (Prevention of Bribery and Corruption), whether or not the Contract has been terminated.

21.9 The Contracting Authority may terminate this Contract and any Order immediately upon serving written notice if the Provider or its Staff whether or not acting with the Provider's knowledge, breaches Clause 21. Before exercising its right of termination under this Clause 21.9 the Contracting Authority will give all due consideration to other action beside termination unless the Prohibited Act is committed by:

21.9.1 the Provider or a senior officer of the Provider; or

21.9.2 a member of Staff who is not acting independently of the Provider. The expression 'not acting independently of' (when used in relation to the Provider or its Staff) means and shall be construed as acting;

(a) with the authority of; or

(b) with the actual knowledge; of any one or more of the Provider's or Staff (as applicable) directors or partners or

(c) in circumstances where any one or more of the directors (or partners) of the Provider or its Staff (as applicable) ought reasonably to have had knowledge.

21.10 Any notice of termination by the Contracting Authority under Clause 21.9 must specify:

21.10.1 The nature of the Prohibited Act; and

21.10.2 The identity of the person whom the Contracting Authority believes has committed the Prohibited Act; and

21.10.3 The date on which the Contract will terminate.

21.11 Termination under Clause 21.9 will:

- 21.11.1 Be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Contracting Authority under this Contract;
- 21.11.2 prohibit the Provider from claiming any damages for early termination;
- 21.11.3 allow the Contracting Authority to recover from the Provider the amount of any loss suffered by the Contracting Authority resulting from the termination; and
- 21.11.4 entitle the Contracting Authority to be indemnified by the Provider for any additional costs losses, damages or expenses incurred in re-procuring and obtaining the Goods and/or Services from another party.

## **22. DISCRIMINATION**

- 22.1 The Provider 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, age or otherwise).
- 22.2 The Provider shall take all reasonable steps to secure the observance of Clause 22.1 by all its Staff and servants, employees, or agents of the Provider and all Providers and Staff employed in the execution of the Contract.

## **23. THE CONTRACTS (RIGHTS OF THIRD PARTYS) ACT 1999**

- 23.1 A person who is not a Party to the Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act and does not apply to the Crown.

## **24. HEALTH AND SAFETY**

- 24.1 The Provider shall promptly notify the Contracting Authority of any health and safety hazards which may reasonably arise in connection with the performance of its obligations under the Contract. The Contracting Authority shall promptly notify the Provider of those health and safety hazards which may affect the Provider in the performance of its obligations under the Contract.
- 24.2 While on the Premises, the Provider shall comply with any health and safety measures implemented by the Contracting Authority in respect of Staff and other persons working there.
- 24.3 The Provider shall notify the Contracting Authority immediately in the event of any incident occurring in the performance of its obligations under the Contract on the Premises where that incident causes any personal injury or damage to property which could give rise to personal injury.
- 24.4 The Provider shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Staff and other persons working on the Premises in the supply of the Services under the Contract.
- 24.5 The Provider shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Contracting Authority on request.

## **PROTECTION OF INFORMATION**

## 25. DATA PROTECTION

25.1 Both Parties will comply with all applicable requirements of the Data Protection Legislation. This Clause 25 is in addition to, and does not relieve, remove, or replace a Party's obligations or rights under the Data Protection Legislation.

25.2 Where Personal Data is Processed in connection with the exercise of the Parties' rights and obligations under this Call Off Contract, the Parties acknowledge that the Contracting Authority is the Data Controller (the "Controller") and the Provider is the Data Processor (the "Processor").

25.3 The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Contract: -

25.3.1 Process the Personal Data only in accordance with the Controller's written instructions which are set out in Appendix 5 unless the Processor is required by Law to otherwise Process the Personal Data. Where the Processor relies on Law as the basis for Processing Personal Data, the Processor shall promptly notify the Controller prior to Processing, unless the Law prohibits the Processor from so notifying the Controller;

25.3.2 ensure that at all times it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful Processing of the Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful Processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures;

25.3.3 ensure that all Processor Staff who have access to and/or Process Personal Data are obliged to keep the Personal Data confidential;

25.3.4 not disclose or transfer the Personal Data to any third party unless necessary for the provision of the Goods and/or Services and, for any disclosure or transfer of Personal Data to any third party, obtain the prior written consent of the Data Controller (save where such disclosure or transfer is specifically authorised under this Contract)

25.3.5 not transfer any Personal Data outside of the UK or European Economic Area unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:

(a) the Controller or the Processor has provided appropriate safeguards in relation to the transfer;

(b) the Data Subject has enforceable rights and effective legal remedies;

(c) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and

(d) the Processor complies with reasonable instructions notified to it in advance by the Controller with respect to the Processing of the Personal Data;

25.3.6 assist the Controller in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;

25.3.7 take all reasonable steps to ensure the reliability and integrity of any Staff who have access to the Personal Data and ensure that they:

- (a) are aware of and comply with the Processor's duties under the Contract;
- (b) are subject to appropriate confidentiality undertakings with the Processor and/or Sub-Processor;
- (c) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Data Controller or as otherwise permitted by this Contract; and
- (d) have undergone adequate training in the use, care, protection and handling of Personal Data;

25.3.8 notify the Data Controller without undue delay if it becomes aware of a Data Loss Event or if it:

- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
- (b) receives a request to rectify, block or erase any Personal Data;
- (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
- (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data; or
- (e) receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law

25.3.9 taking into account the nature of the Processing, provide the Data Controller with full cooperation and assistance (within the timescales reasonably required by them) in relation to either Party's obligations under the Data Protection Legislation and any complaint, communication or request made (as referred to at Clause 25.3.8 including by promptly providing to the Controller:

- (a) full details and copies of the complaint, communication, or request;
- (b) such assistance as is reasonably requested to enable compliance with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
- (c) at its request, any Personal Data it holds in relation to a Data Subject;
- (d) such assistance as requested following a Data Loss Event; and
- (e) such assistance as requested with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office

25.3.10 if requested by the Data Controller, provide a written description of the measures that it has taken and technical and organisational security measures in

place, for the purpose of compliance with its obligations pursuant to Clause 25 and provide copies of all documentation relevant to such compliance including, protocols, procedures, guidance, training and manuals.

25.4 The Processor shall immediately inform the Controller if, in the opinion of the Processor, an instruction infringes the Data Protection Legislation.

25.5 The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this Clause 25 and allow for audits by the Controller or the Controller's designated auditor.

25.6 The Parties shall use reasonable endeavours to assist each other to comply with any obligations under the Data Protection Legislation and shall not perform their obligations under this Contract in such a way as to cause either Party to breach any of their obligations under the Data Protection Legislation to the extent the other is aware, or ought reasonably to have been aware, that the same would be a breach of such obligations.

25.7 The Parties shall each designate a data protection officer if required by the Data Protection Legislation. Details of each Party's data protection officer (if required) are outlined below:

For the Provider: -	For the Contracting Authority: -
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

25.8 Before allowing any Sub-Processor to Process any Personal Data related to this Contract, the Processor must:

- 25.8.1 notify the Controller in writing of the proposed Sub-Processor and Processing;
- 25.8.2 obtain the written consent of the Controller; and
- 25.8.3 enter into a written agreement with the Sub-Processor incorporating terms which are substantially similar to those set out in Clause 25 and either case which the Processor undertakes reflect and will continue to reflect the requirements of the Data Protection Legislation

25.9 The Processor shall remain fully liable for all acts or omissions of any of its Sub-Processors.

25.10 The Controller may, at any time on not less than thirty (30) days' notice, revise this Clause 25 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when replaced by attachment to this Contract).

26. FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS

26.1 The Provider acknowledges that the Contracting Authority is subject to the requirements of the FOIA and the EIR and shall assist and cooperate with the Contracting Authority to enable them to comply with its Information disclosure obligations.

26.2 The Provider shall and shall procure that its Staff shall:

26.2.1 transfer to the Contracting Authority all Requests for Information that it receives as soon as practicable;

26.2.2 provide the Contracting Authority with a copy of all Information in its possession or power in the form that the Contracting Authority requires within five (5) Working Days (or such other period as the Contracting Authority may reasonably specify) of the Contracting Authority's request; and

26.2.3 provide all necessary assistance as reasonably requested by the Contracting Authority to enable the Contracting Authority to respond to the Request for Information within the time for compliance set out in Section 10 of the FOIA or Regulation 5 of the EIR.

26.3 The Contracting Authority shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Contract or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the EIR.

26.4 In no event shall the Provider respond directly to a Request for Information unless expressly authorised to do so by the Contracting Authority.

26.5 The Provider acknowledges that (notwithstanding the provisions of Clause 26.2) the Contracting Authority may, acting in accordance with the Secretary of State for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("the Code"), be obliged under the FOIA, or the EIR to disclose information concerning the Provider of the Goods and/or Services:

26.5.1 in certain circumstances without consulting the Provider; or

26.5.2 following consultation with the Provider and having taken their views into account;

26.5.3 provided always that where Clause 26.2 applies the Contracting Authority shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Provider advanced notice, or failing that, to draw the disclosure to the Provider's attention after any such disclosure.

26.6 The Provider shall ensure that all Information is retained for disclosure and shall permit the Contracting Authority to inspect such records as requested from time to time.

26.7 The Provider acknowledges that the Commercially Sensitive Information (where supplied) is of indicative value only and that the Contracting Authority may be obliged to disclose it in accordance with Clause 26.5

## **27. OFFICIAL SECRETS ACTS 1911 TO 1989, SECTION 182 OF THE FINANCE ACT 1989**

27.1 The Provider shall, where the Contracting Authority has informed the Provider that this Clause 27 applies, comply with and shall ensure that its Staff comply with, the provisions of:

27.1.1 the Official Secrets Acts 1911 to 1989; and

27.1.2 Section 182 of the Finance Act 1989

27.2 In the event that the Provider or its Staff fail to comply with this Clause, the Contracting Authority reserves the right to terminate the Contract by giving notice in writing to the Provider.

## **28. CONFIDENTIAL INFORMATION**

28.1 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Contract, each Party shall:

28.1.1 treat the other Party's Confidential Information as confidential and safeguard it accordingly; and

28.1.2 not disclose the other Party's Confidential Information to any other person without the owner's prior written consent.

28.2 Clause 28.1 shall not apply to the extent that:

28.2.1 such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA or the EIR pursuant to Clause 26 (Freedom of Information and Environment Information Regulations);

28.2.2 such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;

28.2.3 such information was obtained from a third party without obligation of confidentiality;

28.2.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or

28.2.5 it is independently developed without access to the other party's Confidential Information.

28.3 The Provider may only disclose the Contracting Authority's Confidential Information to its Staff who are directly involved in the provision of the Goods and/or Services and who need to know the information and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.

28.4 The Provider shall not, and shall procure that its Staff do not, use any of the Contracting Authority's Confidential Information received otherwise than for the purposes of this Contract

28.5 At the written request of the Contracting Authority, the Provider shall procure that those members of the Staff identified in the Contracting Authority's notice signs a confidentiality undertaking prior to commencing any work in accordance with this Contract.

28.6 Nothing in this Contract shall prevent the Contracting Authority from disclosing the Provider's Confidential Information:

28.6.1 to any Crown Body or any other Contracting Authority. All Crown Bodies or Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Crown Bodies or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown Body or any Contracting Authority;

28.6.2 to any consultant, Provider or other person engaged by the Contracting Authority or any person conducting a gateway review, subject to any such consultant, provider or other person being subject to binding obligations in respect of the handling of Confidential Information that are equivalent to those contained within this Clause 28;

28.6.3 for the purpose of the examination and certification of the Contracting Authority's accounts;

28.6.4 for any examination pursuant to Section 6(1) of the National Audit Act 1983 or the Audit Commission Act 1998 or any relevant Law-making similar provision with regard to the Contracting Authority of the economy, efficiency and effectiveness with which the Contracting Authority has used its resources.

28.7 The Contracting Authority shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee, third party or sub-contractor to whom the Providers Confidential Information is disclosed pursuant to Clause 28.6 is made aware of the Contracting Authority's obligations of confidentiality.

- 28.8 Nothing in this Clause 28 shall prevent either Party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other Party's Confidential Information or an infringement of Intellectual Property Rights.
- 28.9 The Provider shall not without the prior written consent of the Contracting Authority divulge the existence of the Contract or any Order or disclose any information relating to or contained in the Contract to any person who is not engaged in the performance of the Contract.
- 28.10 In the event that the Provider fails to comply with this Clause 28 the Contracting Authority reserves the right to terminate the Contract by notice in writing with immediate effect.
- 28.11 The provisions of this Clause 28 shall apply notwithstanding termination of the Contract.

## **29. PUBLICITY, MEDIA AND OFFICIAL ENQUIRIES**

- 29.1 The Provider shall not make any press announcements or publicise the Contract in any way without the Contracting Authority's prior Approval and shall take reasonable steps to ensure that its Staff comply with this Clause 29.1.
- 29.2 The Contracting Authority shall be entitled to publicise the Contract in accordance with any legal obligation upon the Contracting Authority, including any examination of the Contract by the Auditor.
- 29.3 The Providers shall not do anything or cause anything to be done, which may damage the reputation of the Contracting Authority or bring the Contracting Authority into disrepute.

## **30. SECURITY**

- 30.1 The Contracting Authority shall be responsible for maintaining the security of the premises in accordance with its standard security requirements. The Provider shall comply with all reasonable security requirements of the Contracting Authority while on the premises and shall ensure that all Staff comply with such requirements.
- 30.2 The Contracting Authority shall provide to the Provider upon request copies of its written security procedures and shall afford the Provider upon request an opportunity to inspect its physical security arrangements.

## **31. INTELLECTUAL PROPERTY RIGHTS**

- 31.1 Save as granted elsewhere under the Contract, neither the Contracting Authority nor the Provider shall acquire any right, title, or interest in the other's IPR.
- 31.2 The Parties shall not, and shall procure that the Staff shall not, (except when necessary for the performance of the Contract) without prior Approval, use or disclose any other parties IPRs to any third party.
- 31.3 Prior to using any third-party Intellectual Property Rights, the Provider shall ensure that they have all necessary third-party licences to enable them to use the third-party Intellectual Property Rights to carry out its obligations under the Contract.
- 31.4 Where the Provider is granted Approval by the Contracting Authority to use the third-party rights, the Provider shall procure that the owner of third-party rights grants to the Contracting Authority a licence upon the terms informed to the Contracting Authority when seeking the Approval.
- 31.5 Where having obtained a licence for the Contracting Authority in accordance with clause 31.4, the Contracting Authority shall not do anything which may jeopardise the Providers continued use of the third-party licence and the Contracting Authority warrants that it will comply in full with the terms of the third-party licence as supplied by the Provider prior to their acceptance.



31.6 The Parties acknowledge that where using a third-party licence, the licence terms may change from time to time and agree that where such change renders the third-party Intellectual Property Rights irrelevant for the purposes of delivering the Services, that the parties will work together to find an alternative delivery solution or otherwise will commence the Dispute Resolution Procedure as set out in this Contract at Clause 54.

31.7 Provide details of any third party licences required on request in order to deliver the Services, including licences relating to software or hardware supplied by the Provider shall be set out in the order form and as supplied by the Provider to the Contracting Authority prior to acceptance of the same.

31.8 The Provider shall, during and after the Contract Period, indemnify and keep indemnified and hold the Contracting Authority harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Contracting Authority may suffer or incur as a result of any claim that the performance by the Provider of the Services and/or supply of the Deliverables and/or the possession or use by the Contracting Authority of the Deliverables infringes or allegedly infringes a third party's Intellectual Property Rights ("**Claim**") except where the Claim arises from:

31.8.1 items or materials based upon designs supplied by the Contracting Authority;

31.8.2 the use of data supplied by the Contracting Authority which is not required to be verified by the Provider under any provision of the Contract;

31.8.3 circumstances where the software as a service and/or products are put to a use other than their appropriate authorised use;

31.8.4 the Contracting Authority or third party modifying the software as a service and/or products without the Provider's consent;

31.8.5 the software as a service and/or products being used in combination with hardware or software, other than third party products, not supplied by the Provider or made known to the Provider under the Contract; or

31.8.6 the Contracting Authority's breach of this Clause 31

31.9 The Contracting Authority shall notify the Provider in writing of the Claim and the Contracting Authority shall not make any admissions which may be prejudicial to the defence or settlement of the Claim. The Provider shall at its own expense conduct all negotiations and any litigation arising in connection with the Claim provided always that the Provider:

31.9.1 shall consult the Contracting Authority on all substantive issues which arise during the conduct of such litigation and negotiations; and

31.9.2 shall take due and proper account of the interests of the Contracting Authority.

31.10 If a Claim is made in connection with the Contract or in the reasonable opinion of the Provider is likely to be made, the Provider shall immediately notify the Contracting Authority and, at its own expense use all reasonable endeavours to: -

31.10.1 modify the relevant part of the Services or the Deliverables without reducing the performance or functionality of the same, or substitute alternative services or deliverables of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement, provided that the provisions herein shall apply with any necessary changes to such modified services or deliverables or to the substitute services or deliverables; or

31.10.2 procure a licence to use and supply the Services or the Deliverables, which are the subject of the alleged infringement, on terms which are acceptable to the Contracting Authority,

31.11 In the event that the Provider is unable to comply with Clauses 31.10.1 or 31.10.2 within twenty (20) Working Days or any other reasonable period agreed between the Parties in writing, starting on the date of receipt of the Provider's notification the Contracting Authority may terminate the Contract with immediate effect by notice in writing and the Provider shall, upon demand, refund the Contracting Authority with all monies paid in respect of the Services or Deliverable that is subject to the Claim.

31.12 In the event that a modification or substitution in accordance with Clause 31.10.1 is not possible so as to avoid the infringement, or the Provider has been unable to procure a licence in accordance with Clause 31.10.2 the Contracting Authority shall be entitled to delete the relevant Service from the Contract and/or terminate the Contract with immediate effect.

31.13 This Clause 31 sets out the entire financial liability of the Provider with regard to the infringement of any Intellectual Property Rights as a result of the provision of the Services and/or the provision of the Deliverables hereunder. This shall not affect the Provider's financial liability for other Defaults or causes of action that may arise hereunder.

## **32. RECORDS AND AUDIT ACCESS**

32.1 The Provider shall keep and maintain until six (6) years after the date of termination or expiry (whichever is the earlier) of the Contract (or as long a period as may be agreed between the Parties), full and accurate records and accounts of the operation of the Contract including, the Goods and/or Services supplied under it, the Call-Off Contracts entered into with YPO and each individual Contracting Authority and the amounts paid by each Contracting Authority.

32.2 The Provider shall keep the records and accounts referred to in Clause 32.1 above in accordance with good accountancy practice.

32.3 The Provider shall on request provide such records and accounts (together with copies of the Provider's published accounts) during the Contract Period and for a period of six (6) years after the expiry of the Contract Period to the Contracting Authority, the Contracting Authority's representatives and/or the Auditor as may be required from time to time, upon reasonable notice and subject to reasonable confidentiality undertakings.

32.4 The Contracting Authority shall use reasonable endeavours to ensure that each audit does not unreasonably disrupt the Provider or delay the provision or supply of Goods and/or Services save insofar as the Provider accepts and acknowledges that control over the conduct of audits carried out by the Auditor is outside of the control of the Contracting Authority. The Contracting Authority will use reasonable endeavours to ensure that all Audits are carried out during normal business hours (Monday to Friday 9am-5pm) and on reasonable notice.

32.5 Subject to the Contracting Authority's rights of Confidential Information, the Provider shall on demand provide the Auditors with all reasonable co-operation and assistance in relation to each audit, including: -

32.5.1 all information requested by the Contracting Authority within the scope of the audit;

32.5.2 reasonable access to sites controlled by the Provider and to Equipment used in the provision of the Goods and/or Services; and

32.5.3 access to the Staff.

32.6 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Clause 32, unless the audit reveals a Material Default by the Provider in which case the Provider shall reimburse the Contracting Authority for the Contracting Authority's reasonable costs incurred in relation to the audit.

## CONTROL OF THE CONTRACT

### 33. TRANSFER AND SUB-CONTRACTING

- 33.1 The Provider shall not assign, novate, sub-contract or in any other way dispose of the Contract or any part of it without prior Approval. Sub-contracting any part of the Contract shall not relieve the Provider of any obligation or duty attributable to the Provider under the Contract.
- 33.2 The Provider shall be responsible for the acts and omissions of its sub-contractors as though they are it's the actions and or omissions of its own Staff.
- 33.3 Where the Contracting Authority has consented to the placing of sub-contracts, copies of each sub-contract shall, at the request of the Contracting Authority, be sent by the Provider to the Contracting Authority as soon as reasonably practicable.
- 33.4 Subject to Clause 33.6, the Contracting Authority may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:

33.4.1 any Contracting Authority; or

33.4.2 any other Authority established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Contracting Authority; or

33.4.3 any private sector Authority which substantially performs the functions of the Contracting Authority,

provided that any such assignment, novation or other disposal shall not increase the burden of the Provider's obligations under the Contract.

- 33.5 Any change in the legal status of the Contracting Authority such that it ceases to be a Contracting Authority shall not, subject to Clause 33.6, affect the validity of the Contract. In such circumstances, the Contract shall bind and inure to the benefit of any successor Authority to the Contracting Authority.
- 33.6 If the rights and obligations under the Contract are assigned, novated or otherwise disposed of pursuant to Clause 33.4 to a Authority which is not a Contracting Authority or if there is a change in the legal status of the Contracting Authority such that it ceases to be a Contracting Authority (in the remainder of this clause both such Authorities being referred to as "**the Transferee**"):
  - 33.6.1 the rights of termination of the Contracting Authority in Clause 45 shall be available to the Provider in the event of, respectively, the bankruptcy or insolvency, or Default of the Transferee; and
  - 33.6.2 the Transferee shall only be able to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the previous consent in writing of the Provider.
- 33.7 The Contracting Authority may disclose to any Transferee any Confidential Information of the Provider which relates to the performance of the Provider's obligations under the Contract. In such circumstances the Contracting Authority shall authorise the Transferee to use such Confidential Information only for purposes relating to the performance of the Provider's obligations under the Contract and for no other purposes and shall take all reasonable steps to ensure that the Transferee gives a Confidential Information undertaking in relation to such Confidential Information.
- 33.8 Each Party shall at its own cost and expense carry out or use all reasonable endeavours to ensure the carrying out of, whatever further actions (including the execution of further documents) the other Party reasonably requires from time to time for the purpose of giving that other Party the full benefit of the provisions of the Contract.

**34. WAIVER**

- 34.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.
- 34.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with Clause 8 (Notices).
- 34.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

**35. VARIATION**

- 35.1 Subject to the provisions of this Clause 35, the Contracting Authority may request a variation to the Goods and/or Services ordered provided that such variation does not amount to a material change to the Order. Such a change is hereinafter called a "Variation".
- 35.2 The Contracting Authority may request a Variation by completing and sending the Call-Off Terms and Conditions Variation form attached at Appendix 4 ("**the Variation Form**") to the Provider giving sufficient information for the Provider to assess the extent of the Variation and any additional cost that may be incurred. The Provider shall respond to a request for a Variation within the time limits specified in the Variation Form. Such time limits shall be reasonable having regard to the nature of the Order.
- 35.3 In the event that the Provider is unable to provide the Variation to the Goods and/or Services or where the Parties are unable to agree a change to the Contract Price, the Contracting Authority may:
- 35.3.1 agree to allow the Provider to continue to perform their obligations under the Contract without the Variation; or
  - 35.3.2 terminate the Contract with immediate effect, except where the Provider has already delivered part or all of the Order in accordance with the Order Form or where the Provider can show evidence of substantial work being carried out to fulfil the Order, and in such a case the Parties shall attempt to agree upon a resolution to the matter. Where a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution Procedure detailed at Clause 54.
- 35.3.3 If the Parties agree the Variation and any variation in the Contract Price, the Provider shall carry out such Variation and be bound by the same provisions so far as is applicable, as though such Variation was stated in the Contract.

**36. SEVERABILITY**

- 36.1 If any provision of the Contract is held invalid, illegal or unenforceable for any reason, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated.
- 36.2 In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of the Contract, the Contracting Authority and the Provider shall immediately commence good faith negotiations to remedy such invalidity.

**37. REMEDIES IN THE EVENT OF DEFECTIVE GOODS AND/OR INADEQUATE PERFORMANCE OF THE SERVICES**

- 37.1 Without prejudice to any other right or remedy which the Contracting Authority may have, if any Goods and/or Services are not supplied in accordance with, or the Provider fails to comply with any of the terms of the Contract, the Contracting Authority shall be entitled to avail itself of any one or

more of the following remedies at its discretion, whether or not any part of the Goods and/or Services have been accepted by the Contracting Authority:

- 37.1.1 without terminating the Contract, itself supply or procure the supply of all or part of the Goods and/or Services until such time as the Provider shall have demonstrated to the reasonable satisfaction of the Contracting Authority that the Provider will once more be able to supply all or such part of the Goods and/or Services in accordance with the Contract;
  - 37.1.2 without terminating the whole of the Contract, terminate the Contract in respect of part of the Goods and/or Services only (whereupon a corresponding reduction in the Contract Price shall be made) and thereafter itself supply or procure a third party to supply such part of the Goods and/or Services;
  - 37.1.3 terminate, in accordance with Clause 45(Termination), the whole of the Contract; and/or
  - 37.1.4 charge the Provider for and the Provider shall pay any costs reasonably incurred by the Contracting Authority (including any reasonable administration costs) in respect of the supply of any part of the Goods and/or Services by the Contracting Authority or a third party to the extent that such costs exceed the payment which would otherwise have been payable to the Provider for such part of the Goods and/or Services and provided that the Contracting Authority uses its reasonable endeavours to mitigate any additional expenditure in obtaining replacement Goods and/or Services.
- 37.2 If the Provider fails to supply any of the Goods and/or Services in accordance with the provisions of the Contract and such failure is capable of remedy, then the Contracting Authority shall instruct the Provider to remedy the failure and the Provider shall at its own cost and expense remedy such failure (and any damage resulting from such failure) within ten (10) Working Days of the Contracting Authority's instructions or such other period of time as the Contracting Authority may direct.
- 37.3 In the event that the Provider
- 37.3.1 fails to comply with Clause 37.2 above and the failure is materially adverse to the interests of the Contracting Authority or prevents the Contracting Authority from discharging a statutory duty; or
  - 37.3.2 persistently fails to comply with Clause 37.2 above

the Contracting Authority may terminate the Contract with immediate effect by giving the Provider notice in writing.

### **38. CUMULATIVE REMEDIES**

- 38.1 Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

### **39. MONITORING OF CONTRACT PERFORMANCE**

- 39.1 The Provider shall comply with the monitoring arrangements set out in the Order Form including, providing such data and information as the Provider may be required to produce under the Contract.

### **LIABILITIES**

### **40. LIABILITY, INDEMNITY, AND INSURANCE**

- 40.1 Nothing in the Contract shall be construed to limit or exclude either Party's liability for:

- 40.1.1 death or personal injury caused by its negligence or that of its Staff;
  - 40.1.2 Fraud or fraudulent misrepresentation by it or that of its Staff; or
  - 40.1.3 any breach of any obligations implied by Section 12 of the Sale of Goods and/or Services Act 1979.
- 40.2 Subject to Clause 40.3 and Clause 40.4, the Provider shall indemnify and keep indemnified the Contracting Authority in full from and against all claims, proceedings, actions, damages, costs, expenses and any other liabilities which may arise out of, or in consequence of, the supply, or late or purported supply, of the Goods and/or Services by the Provider of its obligations under the Contract or the presence of the Provider or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Provider, or any other loss which is caused directly or indirectly by any act or omission of the Provider. The Provider shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Contracting Authority or by breach by the Contracting Authority of its obligations under the Contract.
- 40.3 Subject always to Clause 40.4 and Clause 40.5, the liability of either Party under or in connection with this Contract (including, for the avoidance of doubt, in respect of any indemnities given under this Contract) shall be subject to the following financial limits:
- 40.3.1 the aggregate liability of either Party under or in connection with this Contract for all direct loss of or damage to the property of the other under or in connection with the Contract shall in no event exceed 100% of the contract value; and
  - 40.3.2 the annual aggregate liability under or in connection with the Contract shall in no event exceed the greater of 100% per cent of the Contract Price payable by the Contracting Authority to the Provider in the year in which the liability arises.
- 40.4 Subject to Clause 40.1, in no event shall either Party be liable to the other for any:
- 40.4.1 loss of profits;
  - 40.4.2 loss of business;
  - 40.4.3 loss of revenue;
  - 40.4.4 loss of or damage to goodwill;
  - 40.4.5 loss of savings (whether anticipated or otherwise); and/or
  - 40.4.6 any indirect or consequential loss or damage
- 40.5 The Contracting Authority may, amongst other things, recover as a direct loss:
- 40.5.1 any reasonable additional operational and/or administrative expenses arising from the Provider's default;
  - 40.5.2 any wasted expenditure or charges rendered unnecessary and/or incurred by the Contracting Authority arising from the Provider's default; and
  - 40.5.3 the additional reasonable cost of procuring replacement Goods and/or Services for the remainder of the Contract Period following termination of the Contract as a result of a default by the Provider.
- 40.6 Nothing in the Contract shall impose any liability on the Contracting Authority in respect of any liability incurred by the Provider to any other person, but this shall not be taken to exclude or limit any liability of the Contracting Authority to the Provider that may arise by virtue of either a breach of the Contract

or by negligence on the part of the Contracting Authority, or the Contracting Authority's employees, servants or agents.

- 40.7 The Provider shall affect and maintain policies of insurance to provide a level of cover sufficient for risks which may be incurred by the Provider, arising out of the Provider's performance of its obligations under the Contract including death or personal injury, or loss of or damage to property.
- 40.8 The Provider shall affect and maintain, where required, the following insurances for the duration of the Contract in relation to the performance of the Contract: -
- 40.8.1 public liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than five million pounds (£5,000,000), or such higher limit as the Contracting Authority may reasonably require (and as required by law) from time to time;
- 40.8.2 employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than five million pounds (£5,000,000), or such higher limit as the Contracting Authority may reasonably require (and as required by law) from time to time; and
- 40.8.3 product liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000), or such higher limit as the Contracting Authority may reasonably require (and as required by law) from time to time
- 40.9 Any excess or deductibles under such insurance (referred to in Clauses 40.7, 40.8 and 41.1) shall be the sole and exclusive responsibility of the Provider.
- 40.10 The Provider shall give the Contracting Authority, on request, copies of all insurance policies referred to in this clause or a brokers verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
- 40.11 If, for whatever reason, the Provider fails to give effect to and maintain the insurances required by the provisions of the Contract the Contracting Authority may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Provider.
- 40.12 The provisions of any insurance or the amount of cover shall not relieve the Provider of any liabilities under the Contract.
- 40.13 The Provider shall maintain the insurances referred to in Clause 40.8 above for a minimum of six (6) years following the expiry or earlier termination of the Contract.

#### **41. PROFESSIONAL INDEMNITY (IF APPLICABLE)**

- 41.1 The Provider shall affect and maintain a professional indemnity insurance policy during the Contract Period and shall ensure that all agents, professional consultants and sub-contractors involved in the supply of the Goods and/or Services effect and maintain appropriate professional indemnity insurance during the Contract Period. To comply with its obligations under this Clause and as a minimum, the Provider shall ensure professional indemnity insurance held by the Provider and by any agent, sub-contractor or consultant involved in the supply of the Goods and/or Services has cover (for a single event or a series of related events and in the aggregate) of not less than two million pounds (£2,000,000), or such higher limit as the Contracting Authority may reasonably require (and as required by law) from time to time. Such insurance shall be maintained for a minimum of 6 (six) years following the expiration or earlier termination of the Contract.

#### **42. TAXATION, NATIONAL INSURANCE AND EMPLOYMENT LIABILITY**

- 42.1 The Parties acknowledge and agree that the Contract constitutes a contract for the provision of Goods and/or Services and not a contract of employment. The Provider shall at all times indemnify

the Contracting Authority and keep the Contracting Authority indemnified in full from and against all claims, proceedings, actions, damages, costs, expenses, liabilities and demands whatsoever and howsoever arising by reason of any circumstances whereby the Contracting Authority is alleged or determined to have been assumed or imposed with the liability or responsibility for the Staff (or any of them) as an employer of the Staff and/or any liability or responsibility to HM Revenue or Customs as an employer of the Staff whether during the Contract Period or arising from termination or expiry of the Contract.

#### **43. WARRANTIES AND REPRESENTATIONS**

43.1 The Provider warrants and represents that:

- 43.1.1 it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its Parent Company) to enter into and perform its obligations under the Contract;
- 43.1.2 the Contract is executed by a duly authorised representative of the Provider;
- 43.1.3 in entering the Contract, it has not committed any Fraud;
- 43.1.4 as at the Commencement Date, all information, statements and representations contained in the Tender response for the Goods and/or Services are, in all material aspects, true, accurate and not misleading save as may have been specifically disclosed in writing to the Contracting Authority prior to execution of the Contract and it will advise the Contracting Authority of any fact, matter or circumstance of which it may become aware which would render any such information, statement or representation to be false or misleading;
- 43.1.5 no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or its assets which will or might affect its ability to perform its obligations under the Contract;
- 43.1.6 it is not subject to any contractual obligation, compliance with which is likely to have an adverse effect on its ability to perform its obligations under the Contract;
- 43.1.7 no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Provider or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Provider's assets or revenue;
- 43.1.8 it owns, has obtained or is able to obtain valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;
- 43.1.9 the Goods and/or Services shall be provided by appropriately experienced, qualified and trained Staff with all due skill, care and diligence.

43.2 In the three (3) years prior to the date of the Contract:

- 43.2.1 it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts;
- 43.2.2 it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and



- 43.2.3 it has not done or omitted to do anything which could have an adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract.

## **DEFAULT, DISRUPTION, SUSPENSION AND TERMINATION**

### **44. SUSPENSION**

- 44.1 Where the Contracting Authority acquires the right to terminate the Contract in accordance with Clause 45 below, it may instead where appropriate based on the reasons for the right to terminate and agreed with the Provider, suspend the Provider's appointment to supply Goods and/or Services by giving notice in writing to the Provider.
- 44.2 If the Contracting Authority provides notice to the Provider in accordance with this Clause 44, the Provider's appointment shall be suspended for the period set out in the notice or such other period notified to the Provider by the Contracting Authority in writing from time to time.
- 44.2.1 Such period shall be reasonable so as to not place an unnecessary burden on the Provider to continue to hold or retain resources including Staff and Goods during the suspension period.
- 44.3 Should the Contracting Authority request product or installation testing for any reason whatsoever the Provider will be suspended from the Contract whilst this testing takes place. For the avoidance of doubt, installation testing does not include acceptance testing and refers to any installation problems that may come to light following acceptance testing sign off.
- 44.4 Following suspension of a Provider's appointment under this Clause 44 the Provider will be informed of the outcome as soon as possible and be advised whether or not they the Contract has been terminated with immediate effect in accordance with Clause 45.9.
- 44.5 The Provider reserves the right to suspend this Contract where the Contracting Authority fails to comply with Clause 6.6.

### **45. TERMINATION**

#### **Termination - Insolvency and Change of Control**

- 45.1 The Contracting Authority may terminate the Contract with immediate effect by giving notice in writing where the Provider is a company and in respect of the Provider:
- 45.1.1 a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors;
- 45.1.2 a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation);
- 45.1.3 a petition is presented for its winding up (which is not dismissed within fourteen (14) days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to Section 98 of the Insolvency Act 1986;
- 45.1.4 a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets;
- 45.1.5 an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given;

- 45.1.6 it is or becomes insolvent within the meaning of Section 123 of the Insolvency Act 1986;
  - 45.1.7 being a "small company" within the meaning of Section 382 of the Companies Act 2006 a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
  - 45.1.8 any event similar to those listed in Clause 45.1 occurs under the law of any other jurisdiction.
- 45.2 The Contracting Authority may terminate the Contract with immediate effect by notice in writing where the Provider is an individual and:
- 45.2.1 an application for an interim order is made pursuant to Sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Provider's creditors;
  - 45.2.2 a petition is presented and not dismissed within fourteen (14) days or order made for the Provider's bankruptcy;
  - 45.2.3 a receiver, or similar officer is appointed over the whole or any part of the Provider's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets;
  - 45.2.4 the Provider is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of Section 268 of the Insolvency Act 1986;
  - 45.2.5 a creditor or encumbrance attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Provider's assets and such attachment or process is not discharged within fourteen (14) days;
  - 45.2.6 he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983; or
  - 45.2.7 the Provider suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business.
- 45.3 The Provider shall notify the Contracting Authority immediately if the Provider undergoes a change of control within the meaning of Section 416 of the Income and Corporation Taxes Act 1988 ("**Change of Control**"). The Contracting Authority may terminate the Contract by notice in writing with immediate effect within six (6) Months of:
- 45.3.1 being notified that a Change of Control has occurred; or
  - 45.3.2 where no notification has been made, the date that the Contracting Authority becomes aware of the Change of Control;
- but shall not be permitted to terminate where an Approval was granted prior to the Change of Control.
- 45.4 The Contracting Authority may terminate the Contract with immediate effect by notice in writing where:
- 45.4.1 the Provider are using staff that are not experienced, certified, qualified and trained in the delivery of these types of Goods and/or Services;
  - 45.4.2 the Provider and its Staff employed in connection with the Goods and/or Services have failed to comply with the relevant Law governing the delivery of the Goods and/or Services.

**Termination on Default – Minor Defaults**

- 45.5 Where the Provider commits a Minor Default of the Contract, the Contracting Authority shall be entitled to issue the Provider with an “Improvement Notice”. Such Improvement Notice shall state the nature of the Minor Default and give the Provider a minimum of twenty (20) working days to remedy the Minor Default.
- 45.6 If the Provider commits three (3) Minor Defaults in a twelve (12) month rolling period, this will be classed as a Material Default and the Contract may be terminated in accordance with Clause 45.7.3.

**Termination on Default – Material Default**

- 45.7 The Contracting Authority may terminate the Contract by serving written notice on the Provider with effect from the date specified in such notice, where the Provider commits a Material Default and:
- 45.7.1 the Provider has not remedied the Material Default to the satisfaction of the Contracting Authority within twenty (20) Working Days, or such other period as may be specified by the Contracting Authority, after issue of a written notice specifying the Material Default and requesting it to be remedied;
  - 45.7.2 the Material Default is not, in the reasonable opinion of the Contracting Authority, capable of remedy;
  - 45.7.3 if the Provider has committed three (3) or more Minor Defaults within a twelve (12) month rolling period;
  - 45.7.4 where any Contracting Authority terminates a Call-Off Contract awarded to the Provider under this Contract as a consequence of a default by the Provider
- 45.8 If the Contracting Authority fails to pay the Provider undisputed sums of money when due, the Provider shall notify the Contracting Authority in writing of such failure to pay. If the Contracting Authority fails to pay such undisputed sums within sixty (60) days of the date of such written notice, the Provider may terminate the Contract in writing with immediate effect.
- 45.9 If the Provider has been suspended in accordance with Clause 44 and the outcome following such suspension shows the Provider to be at fault, to have provided Services not to the required specification or that the Provider has acted in breach of this Contract and/or the Framework Agreement
- 45.10 Any of the provisions in Regulation 73(1) of the Regulations apply

**46. BREAK**

- 46.1 Without affecting any other right available to it, the Contracting Authority shall have the right to terminate the Contract at any time by giving six (6) Months written notice to the Provider.

**47. FRAMEWORK AGREEMENT**

- 47.1 The Contracting Authority may terminate the Contract by giving written notice to the Provider with immediate effect if the Framework Agreement is terminated for any reason, except where such termination is without cause.

**48. CONSEQUENCES OF EXPIRY OR TERMINATION**

- 48.1 Where the Contracting Authority terminates the Contract under Clause 45 and then makes other arrangements for the supply of the Goods and/or Services, the Contracting Authority may recover from the Provider the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Contracting Authority throughout the remainder of the Contract

Period. The Contracting Authority shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under Clause 45, no further payments shall be payable by the Contracting Authority to the Provider until the Contracting Authority has established the final cost of making those other arrangements.

48.2 Where the Contracting Authority terminates the Contract under Clause 46 or 35.3.2, the Contracting Authority shall indemnify the Provider against any commitments, liabilities or expenditure which would otherwise represent an unavoidable loss to the Provider by reason of the termination of the Contract, provided that the Provider takes all reasonable steps to mitigate such loss. Where the Provider holds insurance, the Provider shall reduce its unavoidable costs by any insurance sums available. The Provider shall submit a fully itemised and valued list of such loss, with supporting evidence, of losses reasonably and actually incurred by the Provider as a result of termination under Clause 46.

48.3 The Contracting Authority shall not be liable under Clause 48.2 to pay any sum which:

48.3.1 was claimable under insurance held by the Provider, and the Provider has failed to make a claim on its insurance, or has failed to make a claim in accordance with the procedural requirements of the insurance policy; or

48.3.2 when added to any sums paid or due to the Provider under the Contract, exceeds the total sum that would have been payable to the Provider if the Contract had not been terminated prior to the expiry of the Contract Period.

48.4 Save as otherwise expressly provided in the Contract:

48.4.1 termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry;

48.4.2 within thirty (30) Working Days of the date of termination or expiry of the Contract, the Contracting Authority shall return to the Provider any hired equipment in the Contracting Authority's possession, power, or control;

48.4.3 Within thirty (30) Working Days of the date of termination or expiry of the Contract, the Provider shall return to the Contracting Authority any data and Confidential Information belonging to the Contracting Authority that is in the Provider's possession, power or control, either in its then current format or in a format nominated by Contracting Authority, together with all training manuals and other related documentation, and any other information and all copies thereof owned by the Contracting Authority, save that it may keep one copy of any such data or information for a period of up to twelve (12) Months to comply with its obligations under the Contract, or such period as is necessary for such compliance. In respect of any Personal Data in the Provider's possession at the date of termination or expiry, the return or destruction of such Personal Data shall be determined by Appendix 5 of this Contract.

48.5 termination of the Contract shall not affect the continuing rights, remedies or obligations of the Contracting Authority or the Provider under Clauses 19 (Payment and VAT), 21 (Prevention of Bribery and Corruption), 25 (Data Protection), 26 (Freedom of Information and Environmental Information Regulations), 27 (Official Secrets Acts 1911 to 1989, Section 182 of the Finance Act 1989), 28 (Confidential Information), 30 (Intellectual Property Rights), 32 (Records and Audit Access), 38 (Cumulative Remedies), 40 (Liability, Indemnity and Insurance), 41 (Professional Indemnity (if applicable)), 48 (Consequences of Expiry or Termination), 50 (Recovery upon Termination) and 52 (Governing Law).

## 49. DISRUPTION

49.1 The Provider shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Contracting Authority, its employees or any other Provider employed by the Contracting Authority.

- 49.2 The Provider shall immediately inform the Contracting Authority of any actual or potential industrial action, whether such action is by their own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.
- 49.3 In the event of industrial action by the Staff, the Provider shall seek the Contracting Authority's Approval to its proposals for the continuance of the supply of the Services in accordance with its obligations under the Contract.
- 49.4 If the Provider's proposals referred to in Clause 49.3 are considered insufficient or unacceptable by the Contracting Authority acting reasonably then the Contract may be terminated with immediate effect by the Contracting Authority by notice in writing.
- 49.5 If the Provider is temporarily unable to fulfil the requirements of the Contract owing to disruption of normal business by direction of the Contracting Authority, an appropriate allowance by way of extension of time will be Approved by the Contracting Authority. In addition, the Contracting Authority will reimburse any additional expense reasonably incurred by the Provider as a direct result of such disruption.

## **50. RECOVERY UPON TERMINATION**

50.1 On the termination of the Contract for any reason, the Provider shall:

- 50.1.1 immediately return to the Contracting Authority all Confidential Information, Personal Data in its possession or in the possession or under the control of any permitted Providers or sub-contractors, which was obtained or produced in the course of providing the Services;
- 50.1.2 immediately deliver to the Contracting Authority all Property (including materials, documents, information and access keys) provided to the Provider under this Contract. Such property shall be handed back in good working order (allowance shall be made for reasonable wear and tear);
- 50.1.3 assist and co-operate with the Contracting Authority to ensure an orderly transition of the provision of the Goods and/or Services to the Replacement Provider and/or the completion of any work in progress.
- 50.1.4 promptly provide all information concerning the provision of the Goods and/or Services which may reasonably be requested by the Contracting Authority for the purposes of adequately understanding the manner in which the Goods and/or Services have been provided or for the purpose of allowing the Contracting Authority or the Replacement Provider to conduct due diligence.

50.2 If the Provider fails to comply with Clause 50.1 the Client may recover possession thereof and the Provider grants a licence to the Client or its appointed agents to enter (for the purposes of such recovery) any premises of the Provider or its permitted Providers or sub-contractors where any such items may be held.

50.3 Where the end of the Contract Period arises due to the Provider's Default, the Provider shall provide all assistance under Clause 50.1 free of charge. Otherwise, the Contracting Authority shall pay the Provider's reasonable costs of providing the assistance and the Provider shall take all reasonable steps to mitigate such costs.

50.4 At the end of the Contract Period (howsoever arising) the licence granted pursuant to Clause 30 shall automatically terminate without the need to serve notice.

## **51. FORCE MAJEURE**

51.1 Neither Party shall be liable to the other Party for any delay in performing, or failure to perform, its obligations under the Contract (other than a payment of money) to the extent that such delay or failure is a result of Force Majeure. Notwithstanding the foregoing, each Party shall use all reasonable endeavours to continue to perform its obligations under the Contract for the duration of such Force Majeure. However, if such Force Majeure prevents either Party from performing its material obligations under the Contract for a period in excess of six (6) Months, either Party may terminate the Contract with immediate effect by notice in writing.

- 51.2 Any failure or delay by the Provider in performing its obligations under the Contract which results from any failure or delay by an agent or sub-contractor shall be regarded as due to Force Majeure only if that agent or sub-contractor is itself impeded by Force Majeure from complying with an obligation to the Provider.
- 51.3 If either Party becomes aware of a Force Majeure event or occurrence which gives rise to or is likely to give rise to any such failure or delay on its part as described in Clause 51.1 it shall immediately notify the other by the most expeditious method then available and shall inform the other of the period during which it is estimated that such failure or delay shall continue.
- 51.4 It is expressly agreed that any failure by the Provider to perform or any delay by the Provider in performing its obligations under the Contract which results from any failure or delay in the performance of its obligations by any person, firm or company with which the Provider shall have entered into any contract, supply arrangement or sub-contract or otherwise shall be regarded as a failure or delay due to Force Majeure only in the event that such person firm or company shall itself be prevented from or delayed in complying with its obligations under such contract, supply arrangement or sub-contract or otherwise as a result of circumstances of Force Majeure.
- 51.5 For the avoidance of doubt it is hereby expressly declared that the only events which shall afford relief from liability for failure or delay shall be any event qualifying for Force Majeure hereunder.

## **DISPUTES AND LAW**

### **52. GOVERNING LAW**

- 52.1 The Contract shall be governed by and interpreted in accordance with English law and the Parties submit to the exclusive jurisdiction of the English courts and agree that the Contract is to be governed exclusively by and construed under English law.
- 52.2 This Contract is binding on the Contracting Authority and its successors and assignees and the Provider and the Provider's successors and permitted assignees.

### **53. TUPE**

- 53.1 During the period of six (6) Months preceding the expiry of this Contract or after the Contracting Authority has given notice to terminate the Contract or the Provider stops trading, and within twenty (20) Working Days of being so requested by the Contracting Authority, the Provider shall fully and accurately disclose to the Contracting Authority, for the purposes of TUPE and subject to compliance with applicable Laws and the Data Protection Legislation, all information relating to its Staff engaged in providing the Goods and/or Services under the Contract, in particular but not necessarily restricted to, the following:
- 53.1.1 the total number of Staff whose employment with the Provider (or its sub-contractors) whose roles are likely to be protected by operation of TUPE;
  - 53.1.2 for each person, age and gender, details of their salary, and pay settlements covering that person which relate to future dates, but which have already been agreed and their redundancy entitlements (the names of individual members of employed Staff do not have to be given) which information shall be held by the Contracting Authority in strict compliance with the Data Protection Legislation;
  - 53.1.3 full information about the other terms and conditions on which the affected Staff are employed (including their working arrangements), or about where that information can be found;
  - 53.1.4 details of pensions entitlements, if any; and
  - 53.1.5 job titles of the members of Staff affected and the qualifications required for each position.

- 53.2 The Provider shall permit the Contracting Authority to use the information for the purposes of TUPE and of re-tendering. The Provider will co-operate with the re-tendering of the Service following award of new contract by allowing the transferee to communicate with and meet the affected Staff and/or their representatives
- 53.3 The Provider agrees to indemnify the Contracting Authority fully and to hold it harmless at all times from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities whatsoever in any way connected with or arising from or relating to the provision of information under Clause 53, other than a breach, by the Contracting Authority or a subsequent provider, of any obligation under the Data Protection Legislation.
- 53.4 The Contracting Authority agrees to indemnify the Provider fully and to hold it harmless at all times from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities whatsoever in any way connected with or arising from or relating to the a breach, by the Contracting Authority or a subsequent provider, of any obligation under the Data Protection Legislation with respect to the information under Clause 53.
- 53.5 In the event that the information provided by the Provider in accordance with Clause 53.1 above becomes inaccurate, whether due to changes to the employment and personnel details of the affected Staff made subsequent to the original provision of such information or by reason of the Provider becoming aware that the information originally given was inaccurate, the Provider shall notify the Contracting Authority of the inaccuracies and provide the amended information.
- 53.6 The provisions of this Clause 53 shall apply during the continuance of the Contract and for a period of one (1) Year after termination or expiry of the Contract.

#### **54. DISPUTE RESOLUTION**

- 54.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within twenty (20) Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the finance director (or equivalent) of each Party.
- 54.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- 54.3 If the dispute cannot be resolved by the Parties pursuant to Clause 54.1 the Parties shall refer it to mediation pursuant to the procedure set out in Clause 54.5 unless:
- 54.3.1 the Contracting Authority considers that the dispute is not suitable for resolution by mediation; or
- 54.3.2 the Provider does not agree to mediation.
- 54.4 The obligations of the Parties under the Contract shall not be suspended, cease or be delayed by the reference of a dispute to mediation (or arbitration) and the Provider and the Staff shall comply fully with the requirements of the Contract at all times.
- 54.5 The procedure for mediation and consequential provisions relating to mediation are as follows:
- 54.5.1 A neutral adviser or mediator ("the Mediator") shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within then (10) Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within ten (10) Working Days from the date of the proposal to appoint a Mediator or within ten (10) Working Days of notice to either Party that he is unable or unwilling to act, apply to specify relevant mediation Provider to appoint a Mediator;

- 54.5.2 The Parties shall within ten (10) Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from the Advice, Conciliation and Arbitration Service (ACAS) to provide guidance on a suitable procedure;
- 54.5.3 Unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;
- 54.5.4 If the Parties reach agreement on the resolution of the dispute, the agreement shall be reduced to writing and shall be binding on the Parties once it is signed by their duly authorised representatives;
- 54.5.5 Failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative opinion in writing. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties; and
- 54.5.6 If the Parties fail to reach agreement in the structured negotiations within sixty (60) Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the courts.



**APPENDIX 1**  
**ORDER FORM**  
**FRAMEWORK AGREEMENT (INSERT REF: 000976)**

**FROM**

<b>Contracting Authority</b>	UK Health Security Agency
<b>Address</b>	<div style="background-color: black; height: 15px; width: 150px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 100px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 50px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 60px;"></div>
<b>Invoice Address</b>	<div style="background-color: black; height: 15px; width: 280px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 120px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 80px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 50px;"></div>
<b>Contact Ref:</b>	Title: Commercial Manager Name: <div style="background-color: black; height: 15px; width: 90px; display: inline-block;"></div> Phone: <div style="background-color: black; height: 15px; width: 100px; display: inline-block;"></div> e-mail: <div style="background-color: black; height: 15px; width: 200px; display: inline-block;"></div>

**TO**

<b>Provider</b>	Wavenet Limited
<b>Address</b>	<div style="background-color: black; height: 15px; width: 170px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 140px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 50px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 80px; margin-bottom: 2px;"></div> <div style="background-color: black; height: 15px; width: 60px;"></div>
<b>Contact Details</b>	Title: Account Manager Name: <div style="background-color: black; height: 15px; width: 110px; display: inline-block;"></div> Email: <div style="background-color: black; height: 15px; width: 230px; display: inline-block;"></div>

**AWARD INFORMATION**

<b>Project Reference</b>	<div style="background-color: black; height: 15px; width: 60px; display: inline-block;"></div>
<b>Lot/s Utilised</b>	Lot 2 – Local Area Network (LAN) Services

1. TERM	
1.1 Commencement Date	
1.1.1 This Contract shall commence on: <b>Date of last signature</b>	
1.2 Expiry Date	
1.2.1 This Contract shall expire on: <b>31/03/2025</b>	
This contract can be extended for 1 period of up to 12 months	
2. GOODS AND/OR SERVICES REQUIRED	
Please see Appendix 2	
3. AMENDMENTS TO TERMS AND CONDITIONS	
N/A	
4. PAYMENT PROVISIONS	
Contract Price	<div></div> Total: £325,145.97
Funding	BACS
Invoicing Arrangements	Payment to made within 30 days upon receipt of a valid invoice
5. SPECIAL TERMS AND CONDITIONS	

N/A

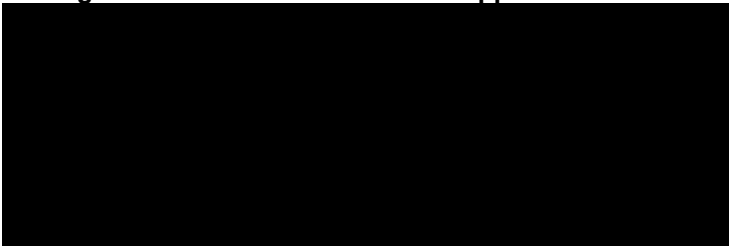
6. HIRE OR LEASE TERMS (IF APPLICABLE)

N/A

**SIGNATORY PAGE:**

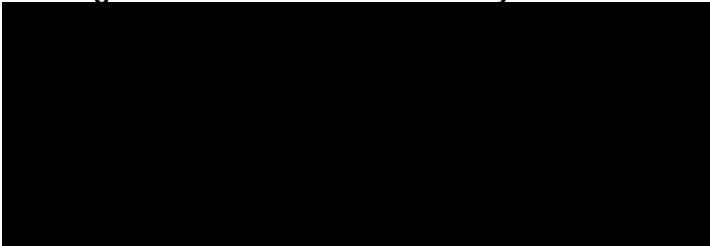
**BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES** to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in this Order Form (together with where completed and applicable, the mini-competition order (additional requirements) set out in this Order Form) incorporating the rights and obligations in the Terms and Conditions set out in the Framework Agreement entered into by the Provider and YPO and the Provider's Terms of Business Agreement.

**Signed for and on behalf of the supplier:**



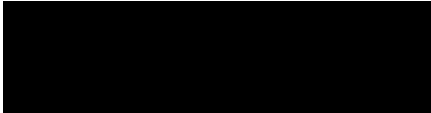
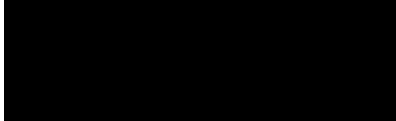
Job Title/Role: Chief Commercial Officer  
Date Signed: 23/04/2024

**Signed for and on behalf of the buyer:**



Job Title/Role: Commercial Lead  
Date Signed: 23/04/2024

**APPENDIX 2**  
**PRICES FOR SERVICES**



APPENDIX 3

CALL-OFF TERMS AND CONDITIONS VARIATION FORM

[Name of Lot] .....

No of Order Form being varied:.....

Variation Form No:.....

BETWEEN:

[ ] ("the Contracting Authority")

and

[ ] ("the Provider")

- 1. The Order is varied as follows; [list details of the Variation]
- 2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
- 3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Authorised to sign for and on behalf of the Contracting Authority

Signature .....

Date .....

Name in Capitals .....

Address .....

Authorised to sign for and on behalf of the Provider

Signature .....

Date .....

Name in Capitals .....

Address .....

## **APPENDIX 4**

### **PROVIDER'S TERMS AND CONDITIONS**

**N/A – standard framework Ts&Cs**

## **APPENDIX 5**

### **DETAILS OF PERMITTED PROCESSING**

**N/A – No personal or sensitive data is processed as part of this contract**