

Schedule 38 Statement of Work for Miscellaneous Services

1. Definitions

1.1. In this Schedule, the following words shall have the following meanings and they shall supplement Schedule 1 (Definitions):

1.1.1. **Miscellaneous Services** has the meaning given to it in Schedule 1 (Definitions);

1.1.2. **Miscellaneous Statement of Work** has the meaning given to it in Schedule 1 (Definitions); and

1.1.3. **Response** means the Supplier's proposal provided pursuant to clause 3.2 below in relation to the Miscellaneous Services being requested.

2. Miscellaneous Statement of Work

2.1. This Schedule sets out the process by which the Buyer may request Miscellaneous Services in relation to the UKP. There is no commitment under this Contract for the Buyer to request Miscellaneous Services and it may do so in its sole and absolute discretion.

2.2. If the Buyer chooses to request Miscellaneous Services, the Buyer will do so in accordance with the process outlined in section 3 below and the Parties shall agree a Miscellaneous Statement of Work in relation to those Miscellaneous Services.

2.3. Any Miscellaneous Statement of Work must be agreed in writing. Once both Parties have signed a Miscellaneous Statement of Work, it shall form part of this Contract.

2.4. A schedule attached to a Miscellaneous Statement of Work only applies to the Miscellaneous Services to be delivered under that Miscellaneous Statement of Work and not to any other Miscellaneous Statement of Work or to the provision of the Services as a whole.

2.5. Notwithstanding the above, where a Statement of Work would result in a variation to the Contract, an increase in the Charges agreed under this Contract or a change in the economic balance between the Parties to the detriment of the Buyer that is not provided for in this Contract, the relevant term(s) shall be dealt with as a proposed Variation to this Contract in accordance with the Variation Procedure.

3. Process for agreeing a Miscellaneous Statement of Work

- 3.1. The Buyer will submit a draft Miscellaneous Statement of Work to the Supplier based on the "Miscellaneous Statement of Work Template" set out in the Annex to this Schedule detailing the relevant information relating to the Miscellaneous Services subject to the request including but not limited to the Deliverables to be provided and the Buyer's budget for these.
- 3.2. The Supplier shall promptly and by no later than the "Response Date" listed in the draft Miscellaneous Statement of Work provided by the Buyer above, provide the Buyer with a Response based on the "Supplier Response Template" set out in the Annex to this Schedule.
- 3.3. Following receipt of the Supplier's Response, the Buyer shall:
 - 3.3.1. if it accepts the Response, issue a final form Miscellaneous Statement of Work attaching the Supplier's Response for signature by both Parties. The Buyer must clearly confirm the Charges applicable to the Miscellaneous Services; or
 - 3.3.2. notify the Supplier of any concerns it has in relation to the Response and ask the Supplier to re-submit its Response.
- 3.4. If the Supplier's Response cannot be agreed between the Parties following the process outlined above:
 - 3.4.1. the Buyer reserves the right to procure the Miscellaneous Services that are the subject of that Miscellaneous Statement of Work and Response from a third-party supplier and the Supplier must (and must procure that any Subcontractor must), if requested by the Buyer and at no cost to the Buyer, co-operate fully in the re-procurement of those Miscellaneous Services to the third party supplier; and
 - 3.4.2. the Buyer will not be liable to pay the Supplier any costs associated with that Miscellaneous Statement of Work or Response nor for any perceived loss of opportunity by the Supplier or any Subcontractor in relation to those Miscellaneous Services.
- 3.5. In the event of any inconsistency between the Miscellaneous Statement of Work and the Supplier's Response attached to it, the terms of the Miscellaneous Statement of Work will prevail.

Annex

Miscellaneous Statement of Work Template

DBT Employee Name	Insert Name and contact details
Deliverables required	Please detail the Deliverables you require from the Supplier.
Is equipment required as part of the Deliverables?	If yes, please list the equipment you need. If equipment is not needed, please state N/A.
Budget available	What is the budget you have for this? Please refer to the maximum financial thresholds for Miscellaneous Services contained in the definition for Miscellaneous Services in Schedule 1 (Definitions). Please put N/A if no cost implication.
Request Date	Please insert the date of this request
Response Date	Please state the latest date you expect to receive the information from the Supplier including the Supplier's proposed quote for the Deliverables. If equipment is required as part of the Deliverables, please also state the latest date for the Supplier to provide at least three quotes from different suppliers for DBT to select from.
Key dates for the Deliverables	Please state any key dates associated with the delivery of the Deliverables including any equipment.
Performance monitoring for the Deliverables	Please state any performance monitoring requirements for the Deliverables
Other	
End Date of SOW	Insert end date for Statement of Work
Ending this SOW without a reason	Insert notice period for ending this SOW without reason. Please see clause 14.3 of the Core Terms.

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Supplier Response Template

Any further details of Deliverables to be provided	Please detail the Deliverables in response to the request. Please highlight if there may be issues fulfilling the request.
Quote for Deliverables (non-equipment)	Please insert proposed quote for the Deliverables that are not equipment.
Quotes for Deliverables (equipment)	If equipment is being purchased, please provide at least three quotes from the different suppliers for DBT to select from.
Equipment quote 1	Please insert quote 1
Equipment quote 2	Please insert quote 2
Equipment quote 3	Please insert quote 3
Supplier recommendation out of the quotes received for equipment	Please insert your recommendation out of the (at least) three quotes and reason why
Proposed payment method	Please state your proposed invoicing arrangements for the Deliverables.

Other	
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Approvals

Authorised Buyer Name	
Authorised Buyer Signature	
Date	

Authorised Supplier Name	
Authorised Supplier Signature	
Date	