

RM6100 Technology Services 3
Framework Schedule 4 Annex 1
Lot 1 Order Form

Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 dated 11 April 2023 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call-Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website Technology Services 3 - CCS ([crowncommercial.gov.uk](https://www.crowncommercial.gov.uk)). The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and Deliverables specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule (Definitions) of the Call-Off Terms.

This Order Form shall comprise:

- a) This document headed "Order Form";
- b) Annex A – Call-Off Terms and Additional Schedules and Alternative Clauses
 - Attachment 1 to Annex A – Services Specification;
 - Attachment 2 to Annex A– Schedule of Processing, Personal Data and Data Subjects; and
 - Attachment 3 to Annex A – Transparency Reports;
- c) Annex B – Statement of Requirement
- d) Annex C – Pricing Schedule
- e) Annex D – Statement of non-collusion
- f) Annex E – Conflict of Interest Statement
- g) Annex F – Security Aspects Letter
- h) Annex G – Government Furnished Assets

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- i. the Framework, except Framework Schedule 18 (Tender);
- ii. the Order Form and its Attachments;
- iii. the Call-Off Terms; and Framework Schedule 18 (Tender).

Section A

General information

Contract Details	
Contract Reference:	707258450
Contract Title:	Corporate Service Modernisation (CSM) Client-Side Partner (CSP)
Contract Description:	The CSP will work directly with the Authority, with the CSM team as the primary customer, working collaboratively with the central CSM team, Defence Digital, Commercial and Defence Business Services.
Commencement Date:	13 April 2023

Buyer details

Buyer organisation name

Ministry of Defence, Strategic Command, Defence Digital

Billing address

MoD Corsham, B2, Building 405, Westwells Road, Corsham, Wiltshire, SN13 9NR

Buyer representative name

Stewart Osgood

Buyer representative contact details

[REDACTED]

Buyer Project Reference

Contract Ref: 707258450

Supplier details**Supplier name**

PricewaterhouseCoopers LLP

Supplier address

1 Embankment Place, London, WC2N 6RH

Supplier representative name

Redacted in line with data protection policy

Supplier representative contact details

Redacted in line with data protection policy

Supplier's Catalogue Service Offer Reference Number:

PWC_TCS3_L1_1

Section B

Part 1 - The Services Requirement

Commencement Date

13 April 2023

Contract Period

Six (6) Months

Services

The Supplier shall provide the following Services to the Buyer:

The CSP will support CSM to meet the following six requirements:

1. Delivery Partner procurement support
2. Business design support
3. Business case development and benefits management
4. Enterprise architecture & Digital delivery
5. Programme/portfolio management
6. Knowledge transfer and capability development - throughout

Please refer to Annex B, Statement of Requirement for full-service details.

Deliverables

The Supplier shall provide the Deliverables to the Buyer as part of the Services in accordance with: Annex B, Statement of Requirement

Sites for the provision of the Services

The Supplier shall provide the Services and/or Deliverables from the following Sites: Hybrid model is to be adopted. The supplier is expected to work from the main MOD Head Office location in London, with remote working possible. There may be a need to travel to other MOD locations in the UK dependant on the needs of the wider MOD programmes.

Buyer Premises:

Ministry of Defence, Whitehall, London SW1A 2HB

Supplier Premises:

1 Embankment Place, London, WC2N 6RH

Third Party Premises:

TBC

Additional Standards

The following standards shall apply:

- Cabinet Office GBS benefits standards
- The Infrastructure and Projects Authority (IPA) standards
- Ministry of Defence Corporate Standards

Key Supplier Personnel

Key Supplier Personnel	Key Role(s)	Duration
Redacted iaw data protection	Engagement Partner	Contract Period
Redacted iaw data protection	Engagement Director	Contract Period

Buyer Property

All Government Furnished Assets issued as part of this contract shall remain the sole property of the Authority. The Supplier shall be liable for all costs in relation to loss and damage in accordance with Annex G.

IPR – all new IPR generated as part of this contract shall remain the sole property of the Authority

Buyer Security Policy

Refer to Annex F - Security Aspects Letter

Buyer Enhanced Security Requirements

Not Applicable

Insurance

Third Party Public Liability Insurance (£) - £1m in line with Framework Agreement

Professional Indemnity Insurance (£) - £1m in line with Framework Agreement

Key Sub-Contractors

None

Part 2 – Charges, Payment and Invoicing

Contract Charges (excluding VAT)

Firm payment of £544,400.00

All Charges shall be payable by the Buyer in accordance with the Payment Profile set out below.

Payment Profile

The payment profile for this Contract is monthly in arrears.

Invoice Details

The Supplier will issue Electronic Invoices in accordance with the agreed Payment Profile.

All invoices must be sent to: MOD's Contracting, Purchasing and Finance (CP&F) electronic procurement tool via Exostar.

All invoices must include: All invoices must include the contract reference number, purchase order number and a detailed breakdown of Deliverables.

Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.

Method of Payment

The payment method for this Contract is BACS

Contract Anticipated Potential Value: **£544,400 (firm)**

Part 3 – Additional and Alternative Buyer Terms

Additional Schedules and Alternative Clauses

Additional Schedules

Additional Schedules	Tick as applicable
S1: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S2: Continuous Improvement	<input type="checkbox"/>
S3: Supply Chain Visibility	<input type="checkbox"/>

Where selected above the Additional Schedules set out in document RM6100 Additional Terms and Conditions Lot 1 shall be incorporated into this Contract.

Alternative Clauses

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lot 1 shall be incorporated into this Contract.

Liability

The limitation of liability set out in Clause 12.1 of the Call-Off Terms shall be amended to read:

Not Applicable

Termination for Convenience

The notice period for termination of convenience set out in Clause 19.1 of the Call-Off Terms shall be amended from 30 Working Days to read: The Buyer may terminate this Contract without reason at any time by issuing a written notice to the Supplier giving at least thirty (30) Calendar Days written notice unless a different period is specified in the Order Form.

Conflict of Interest

With the anticipation of future procurements being required, including an ERP Software as a Service Delivery Partner (s) (dependent on The Authority's decision on whether to insource or outsource), it will not be possible for the successful supplier (and subcontractor/s) of this CSP requirement to also bid to deliver a Deliver Partner requirement without creating a conflict of interest and distorting the market. The Authority will exempt the CSP Service Provider from these procurements in line with Regulation 41 PCR 2015 (Prior Involvement of candidates or tenderers)

Section C

Supplier response

Commercially Sensitive information

Redacted in line with data protection policy

Section D

Contract award



This Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

SIGNATURES

For and on behalf of the Supplier

Name	Redacted in line with data protection policy
Job role/title	Partner
Signature	Redacted in line with data protection policy
Date	13/04/2023

For and on behalf of the Buyer

Name	
Job role/title	UKStratCom DD-CM-SW-SCM-SCO-19
Signature	
Date	13 April 2023

Attachment 1 – Services Specification

1. Delivery Partner Procurement Support (anticipated timelines: April-October)

Align and cohere various Functional/Front Line Command/Enabling Organisational CSM requirements to support the preparation and execution of a Delivery Partner procurement. This will involve close working with several key stakeholder groups including the: CSM team, Commercial, Defence Digital, Defence Business Services, Functions/FLCs/EOs. The CSP would work collaboratively with a dedicated MOD team, along with Oracle, to deliver this requirement.

Key outcomes/milestones include:

- Successful procurement of a CSM Delivery Partner (targeting onboarding within 6 months).
- Establish an effective CSM Delivery Partner performance assurance mechanism (signed off by CSM SRO).

Key outputs include:

- 1.1 Work with the authority and key stakeholders to develop a coherent set of requirements for the CSM DP, including providing best practice examples from public/private sector procurements using Oracle technology;
- 1.2 Work with customer groups and commercial to support the commercial strategy development for DP procurement, including providing a delivery model assessment, financial costing/analysis of potential models, pricing and payment modelling strategy and DP contract management strategy;
- 1.3 Deliver the business case and approvals required for the DP procurement, consistent with the wider CSM business case (from the appropriate approvals body);
- 1.4 Lead customer engagement and work with commercial to complete the DP procurement, producing deliverables to support Market engagement activities, ITT pack development, Negotiation preparation and Evaluation criteria setting; and
- 1.5 Support the authority, commercial and customers by designing and establishing the performance management and assurance mechanism for the DP, such as a detailed Performance Management plan, KPIs and incentivisation approach. This shall be approved and implementable by the authority when the DP is onboarded, and complimentary to the contract management plan.

2. Business Design Support (anticipated timelines: April-June)

Support the authority in shaping its strategic Corporate Services operating model. This will involve working as part of a dedicated virtual team with: the core CSM team and Defence Business Services, with extensive engagement across Functions/FLCs/EOs.

Key outcomes/milestones include:

- Agreement on MOD's future shared service model (signed-off by the Defence Business Operations Board/Defence Delivery Group)
- Agreement on how to proceed with the next phase of shared services operating model design (with a plan signed-off by the DBS Customer Group/CSM Board)

Key outputs include:

- 2.1 Work with DBS, functions, FLCs, ALBs to define the future shared service operating model for high level HR, Finance and Commercial processes across MOD, informed by the as-is process, workforce and technology position for each FLC and Enabling Organisation;
- 2.2 Outline the end-state landscape for MOD's future shared services with a high level roadmap specifying which high-level process will be provided by whom and when; and
- 2.3 Provide a workplan to progress the next phase of the operating model that can be progressed by a newly onboarded Defence Business Services team.

3. Business Case Development and Benefits Management (anticipated timelines: April-July)

Support the authority in further developing a strategic case for CSM, the business case to justify investment in CSM and the benefits management approach to realise the associated benefits. This requirement will involve the CSP working across the CSM stakeholder landscape, but also with specifically, Finance, Defence Resources, Scrutiny and Approvals teams, and more widely with Cabinet Office Government Business Services.

Key outcomes/milestones include:

- Endorsement of a MOD enterprise level business case for CSM (signed off by Investment Approvals Committee/Defence Business Operations Board)
- Development of a benefits management and realisation plan (endorsed by programme/project teams and Defence Resources) and endorsement of MOD's CSM benefits approach by Cabinet Office GBS

Key outputs include:

- 3.1 Lead CSM case for change, benefit mapping and business case development, primarily at a SOC level of detail but with some enterprise elements at OBC level (e.g. licensing). This should be consistent JSP655 and Green Book guidelines;
- 3.2 Complete all required MOD, CDDO and if necessary, HMT deliverables to approve the business case, and brief stakeholders as appropriate;
- 3.3 Support the authority with establishing a benefits management and realisation capability including producing outputs including, Cost/Benefits tracker, benefits toolkit and benefits assurance. This will be consistent with Cabinet Office GBS benefits standards and include agreed KPIs; and
- 3.4 Support the Authority in providing inputs into any Spending Review and/or Zero-Based Review activities based on the CSM business case development.

4. Enterprise Architecture & Digital Delivery (anticipated timelines: April-July)

Determine the need for a CSM Enterprise Architecture (EA), assessing business change maturity, gaps and constraints as appropriate. Identify the minimum viable EA work, an organisational and resource model for EA, an Architecture Governance framework and contribute to development of the wider CSM Digital Delivery Operating Model. The CSP would work closely with Defence Digital, Defence Business Services and potentially Oracle to meet this requirement.

Key outcomes/milestones include:

- Determined the EA capability required by CSM, and agree the organisational model and activities required for CSM to establish an EA capability (endorsed by DD/DBS)
- Development of a Digital delivery operating model for CSM (sign-off at DISC/DBOB)

Key outputs include:

- 4.1 Develop an organisational model for CSM Enterprise Architecture, including:
- Scope of the organisations involved
 - Maturity assessment, gaps and resolution approach
 - CSM Enterprise Architecture workplan
 - Location, size, roles and responsibilities for architecture teams
 - Constraints to taking an EA approach
 - Budget requirements
- 4.2 Develop CSM Architecture Principles;
- 4.3 Determine Tooling and repository requirements (shaped by existing MOD Architecture Capability);
- 4.4 Determine Architecture Governance framework (In alignment with MOD CTO

Architecture Council direction); and

4.5 Support Defence Digital and DBS stakeholders to agree the Digital Delivery Operating Model for CSM.

5. Programme Management and Assurance (anticipated timelines: April-October)

Work with the authority to mature the programme management of the CSM initiative.

Provisionally design and establish CSM as a more formal programme or portfolio (dependent on the decision from DBOB). This would provisionally include supporting the transition from a collection of standalone CSM related programmes into a formal enterprise level CSM portfolio/programme model or hybrid. The CSP would work extensively with the CSM team, Defence Business Services, Functions/FLCs/EOs to meet this requirement.

Key outcomes/milestones include:

- Design, approve and build a programme management office for CSM, including:
 - o Refreshed set of overarching CSM programmatic artefacts (signed off by the CSM Lead).
 - o Produced the key enterprise level CSM project management deliverables (signed off by the CSM lead).
 - o Agreed transition plan to implement any new CSM programme/portfolio (dependent on DBOB agreement) (endorsed by programme leads).
 - o Completed transition from existing initiatives to new CSM programme/portfolio (dependent on DBOB agreement) (signed off by CSM SRO and adhering to IPA standards).

Key outputs include:

- 5.1 Work with the authority to produce/refresh the CSM case for change, end state vision, strategic narrative and strategic requirements, aligned to the Government Shared Services Strategy and Functional Convergence Programme;
- 5.2 Work with the authority to deliver an approved end to end roadmap which sets out a clear, cohered and re-sequenced set of programmes and projects within the agreed scope of CSM. This will highlight the milestones, timelines, interdependencies across the programmes and projects;
- 5.3 Produce the key PMO documentation needed for the CSM initiative at enterprise level and potentially as a CSM programme/portfolio (dependent on DBOB agreement). This should include deliverables for RAID management, scope, roles and responsibility, governance, reporting, performance management, change and communications / engagement;

5.4 Work with the authority to develop a MOD enterprise level view for all resourcing within the agreed scope of CSM, noting skills, experience and capacity needed across MOD to deliver CSM with agreed roles and responsibilities;

5.5 Work closely with the individual project teams to develop a detailed workplan to transition from the current programme/project structure to any new CSM programme/portfolio model. This will include details on all key transitional aspects of change including scope, roles and responsibility, governance, resource planning, reporting, performance management, change and communications/engagement;

5.6 Support the Authority to produce a comprehensive and coherent CSM workplan, outlining task level activity based on a reconciliation and refinement of existing individual programme/project plans; and

5.7 Provide CSM reporting and briefing materials for both senior stakeholder meetings and larger workforce updates, and where appropriate support those meetings.

6. Knowledge Transfer & Capability Development (from April onwards)

The CSP is expected to build the knowledge and capabilities of MOD people throughout this engagement.

Key outcomes/milestones include:

- Develop a bespoke knowledge transfer plan, which upskills the Authority to ensure that they can progress CSM independently following the conclusion of CSP support.

Key outputs include:

6.1 Provided all key CSM stakeholders with access to CSM information and documents using MOD's common tools and standards (signed off by CSM lead);

6.2 Ensure that all deliverables/work streams are handed over to the MOD in good time ahead of contract end;

6.3 Work with the authority to ensure that, where possible, deliverables are transferable and reusable across MOD;

6.4 Outline of CSM capability, identifying gaps, and how CSP intends to upskill the CSM team to fulfil that capability longer term;

6.5 Work with authority with on-the-job training, such as, coaching, presentations, how-to guides etc;

6.6 Provide access to intellectual information capital and ad hoc specialities in business Operations; and

6.7 Work closely with the programmes/functions/DBS to facilitate knowledge transfer during the entire delivery of this work.

Attachment 2 – Schedule of Processing, Personal Data and Data Subjects

Not Applicable as the Supplier shall not be authorised to process any Personal Data under this Contract.

Attachment 3 – Transparency Reports and Project Meetings

Title	Content	Format	Frequency
Combined Contract Management Review and Oversight Board	CSP and the Board will define and review the deliverables on a monthly basis. The CSP will show progress and performance against the deliverables agreed using the CSP Delivery Plan deck	<p>Attended by MoD end user, MoD project team leader, contractor project lead and Commercial contract manager.</p> <p>Documentation: CSP Delivery Plan deck</p>	Monthly
CSP progress report	CSP will provide weekly progress reports using the CSP Delivery Plan deck, based on the milestones agreed at the monthly Oversight Board	<p>Progress reports are issued to CSM, Commercial and Defence Digital.</p> <p>Documentation: CSP delivery plan deck</p>	Weekly
Stand Ups	CSP will attend CSM team daily stand ups, this will include updates on daily activities, planning, challenges and risks	Attended by CSM team, Commercial and Defence Digital	Daily

Annex A – Call-Off Terms and Additional Schedules and Alternative Clauses

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SCHEDULE 1 DEFINITIONS

1. Definitions

- 1.1 In this Contract, unless the context otherwise requires, capitalised expressions shall have the meanings set out in these Call-Off Terms and in particular Schedule 1 (Definitions).
- 1.2 If no meaning is given to a capitalised expression in this Contract, it shall, in the first instance, be interpreted in accordance with the Order Form and related documents and otherwise in accordance with common interpretation within the relevant services sector/industry where appropriate.

2. Interpretation

- 2.1 In this Contract, unless the context otherwise requires:
 - 2.1.1 the singular includes the plural and vice versa;
 - 2.1.2 references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or Crown Body;
 - 2.1.3 a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
 - 2.1.4 the words "including", "other", "in particular", "for example" and similar words shall not limit the generality of the preceding words and shall be construed as if they were immediately followed by the words "without limitation";
 - 2.1.5 references to "writing" include typing, printing, lithography, photography, display on a screen, electronic and facsimile transmission and other modes of representing or reproducing words in a visible form and expressions referring to writing shall be construed accordingly;
 - 2.1.6 references to "Clauses" and "Schedules" are, unless otherwise provided, references to the clauses and schedules of this Contract and references in any Schedule to paragraphs, parts, annexes and tables are, unless otherwise provided, references to the paragraphs, parts, annexes and tables of the Schedule or the part of the Schedule in which the references appear;
 - 2.1.7 the headings in this Contract are for ease of reference only and shall not affect the interpretation or construction of this Contract; and
 - 2.1.8 any reference which immediately before Exit Day was a reference to (as it has effect from time to time):
 - (a) *any EU regulation, EU decision, EU tertiary legislation or provision of the EEA agreement ("EU References") which is to form part of domestic law by application of section 3 of the European Union (Withdrawal) Act 2018 shall be read on and after Exit Day as a reference to the EU References as they form part of domestic law by virtue of section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and*
 - (b) *any EU institution or EU authority or other such EU body shall be read on and after Exit Day as a reference to the*

UK institution, authority or body to which its functions were transferred.

2.2 In the event and to the extent only of a conflict between the Order Form, these Call-Off Terms and the provisions of the Framework, the conflict shall be resolved in accordance with the following descending order of precedence:

2.2.1 the Framework, except Framework Schedule 18 (Tender);

2.2.2 the Order Form (including Attachments);

2.2.3 these Call-Off Terms; and

2.2.4 Framework Schedule 18 (Tender).

2.3 Where Framework Schedule 18 (Tender) contains provisions which are more favourable to the Buyer in relation to this Contract such provisions of the Tender (as applicable) shall prevail. The Buyer shall in its absolute and sole discretion determine whether any provision in the Tender and/or this Contract is more favourable to it in this context.

3. Warranties and Representations

3.1 The Supplier warrants and represents that:

3.1.1 it has full capacity and authority to enter into and to perform this Contract and this Contract is executed by its authorised representative;

3.1.2 it is a legally valid and existing organisation incorporated in the place it was formed;

3.1.3 there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its Affiliates that might affect its ability to perform this Contract;

3.1.4 it maintains all necessary rights, authorisations, licences and consents to perform its obligations under this Contract;

3.1.5 it does not have any contractual obligations which are likely to have a material adverse effect on its ability to perform this Contract;

3.1.6 it is not impacted by an Insolvency Event; and

3.1.7 all statements made and documents submitted by the Supplier as part of the procurement of the Services and Deliverables under this Contract are true and accurate.

4. Contract Period

This Contract shall take effect on the Commencement Date specified in the Order Form and shall unless terminated earlier under the terms of this Contract, shall continue until expiry of the Contract Period as specified in the Order Form.

5. Provision and Receipt of the Services and deliverables

5.1 The Supplier shall ensure the Services and Deliverables comply with the Services Specification set out or referred to in the Order Form.

- 5.2 The Supplier shall perform the Services and provide the Deliverables:
- 5.2.1 in accordance with all applicable Laws;
 - 5.2.2 using Good Industry Practice; and
 - 5.2.3 in accordance with any milestones, dates and/or timescales specified in the Order Form for such performance or provision or, in the absence of such dates or timescales, in a prompt and timely manner.
- 5.3 In its performance of its obligations under this Contract (including provision of the Services and Deliverables) the Supplier shall at all times comply with the applicable provisions of the Framework and this Contract including the Schedules.
- 5.4 The Supplier shall take reasonable steps to ensure that the in the performance of its obligations under this Contract (including provision of the Services and Deliverables) it does not disrupt the Buyer's operations, employees or other contractor engaged by the Buyer.
- 5.5 The Supplier shall be responsible, at its own cost, for the provision of all the Supplier Equipment and any other items necessary for the provision of the Services and Deliverables.
- 5.6 The Supplier shall provide the Services at the Sites.
- 5.7 In its receipt of the Services and use of the Deliverables the Buyer shall at all times comply with the provisions of this Contract.
- 5.8 In their dealings under this Contract the Parties shall at all times behave and act reasonably and in good faith towards each other.
- 5.9 In providing the Services and the Deliverables, the Supplier shall operate as, and have the status of, an independent contractor and shall not operate or have the status of agent, employee or representative of the Buyer.
- 5.10 All Deliverables provided by the Supplier under this Contract shall be deemed to be completed once written notification has been received by the Supplier from the Buyer confirming that such Deliverables are accepted.
- 5.11 The Supplier must, throughout the Contract Period, identify new or potential improvements to the provision of the Services with a view to reducing the Buyer's costs (including the Charges) and/or improving the quality and efficiency of the Services and their supply to the Buyer.
- 5.12 The Supplier must adopt a policy of continuous improvement in relation to the Services, which must include regular reviews with the Buyer of the Services and the way it provides them, with a view to reducing the Buyer's costs (including the Charges) and/or improving the quality and efficiency of the Services. The Supplier and the Buyer must provide each other with any information relevant to meeting this objective.

6. Supplier Personnel

- 6.1 The Supplier shall ensure that all Supplier Personnel involved in the performance of this Contract:
- 6.1.1 are adequately trained and suitably qualified and experienced to perform the tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;

- 6.1.2 are vetted in accordance with Good Industry Practice and, where applicable, the Security Policy and Standards; and
 - 6.1.3 comply with any reasonable instructions issued by the Buyer from time to time.
- 6.2 The Supplier shall:
 - 6.2.1 provide a list of the names of all Supplier Personnel requiring admission to the Buyer's Premises, specifying why they require admission and giving such other particulars as the Buyer may reasonably require;
 - 6.2.2 where requested by the Buyer, replace any Supplier Personnel whose acts or omissions have caused the Supplier to breach Clause **Preventing Fraud Bribery and Corruption**;
 - 6.2.3 procure that the Supplier Personnel shall vacate the Buyer Premises immediately on completion of the Services or termination or expiry of this Contract (whichever is the earlier);
 - 6.2.4 be liable at all time for all acts or omissions of the Supplier Personnel, so that any act or omission of any Supplier Personnel which results in a Default under this Contract shall be a Default by the Supplier; and
 - 6.2.5 indemnify the Buyer against all claims brought by any person employed by them arising from any act or omission of the Supplier and/or any Supplier Personnel.
- 6.3 If the Buyer reasonably believes that any of the Supplier Personnel are unsuitable to undertake work in respect of this Contract, it may, by giving written notice to the Supplier:
 - 6.3.1 refuse admission to the relevant person(s) to the Buyer's Premises; and/or
 - 6.3.2 require that the Supplier replace as soon as reasonably practicable any such relevant person(s) with a suitably qualified alternative and procure that any security pass issued by the Buyer to the relevant person(s) replaced is surrendered,
and the Supplier shall comply with any such notice.

Key Supplier Personnel

- 6.4 The Supplier shall ensure that the Key Supplier Personnel fulfil the Key Roles at all times during the Contract Period.
- 6.5 The Buyer may identify any further roles as being Key Roles and, following agreement to the same by the Supplier, the relevant person selected to fill those Key Roles shall for the purposes of this Contract be included on the list of Key Supplier Personnel.
- 6.6 The Supplier shall not and shall procure that any Sub-Contractor shall not remove or replace any Key Supplier Personnel unless:
 - 6.6.1 requested to do so by the Buyer or the Supplier obtains the Buyer's prior written consent to such removal or replacement (such consent not to be unreasonably withheld or delayed);

- 6.6.2 the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or
 - 6.6.3 the person's employment or contractual arrangement with the Supplier or Sub-Contractor is terminated for material breach of contract by the employee.
- 6.7 The Supplier shall:
 - 6.7.1 notify the Buyer promptly of the absence of any Key Supplier Personnel (other than for short-term sickness or holidays of two (2) weeks or less, in which case the Supplier shall ensure appropriate temporary cover for that Key Role);
 - 6.7.2 ensure that any Key Role is not vacant for any longer than ten (10) Working Days;
 - 6.7.3 give as much notice as is reasonably practicable of its intention to remove or replace any member of Key Supplier Personnel and, except in the cases of death, unexpected ill health or a material breach of the Key Supplier Personnel's employment contract, this will mean at least three (3) Months' notice;
 - 6.7.4 ensure that all arrangements for planned changes in Key Supplier Personnel provide adequate periods during which incoming and outgoing staff work together to transfer responsibilities and ensure that such change does not have an adverse impact on the provision of the Services and Deliverables; and
 - 6.7.5 ensure that any replacement for a Key Role has a level of qualifications and experience appropriate to the relevant Key Role and is fully competent to carry out the tasks assigned to the Key Supplier Personnel whom he or she has replaced.
- 6.8 The Buyer may require the Supplier to remove or procure that any Sub-Contractor shall remove any Key Supplier Personnel that the Buyer considers in any respect unsatisfactory. The Buyer shall not be liable for the cost of replacing any Key Supplier Personnel.

7. Standards

The Supplier shall at all times during the Contract Period comply with the Standards and maintain, where applicable, accreditation with the relevant Standards' authorisation body.

8. Buyer premises

- 8.1 If specified in the Order Form, the Buyer shall provide the Supplier with reasonable access at reasonable times to the Buyer Premises for the purpose of supplying the Services. All Supplier Equipment, tools and/or vehicles brought onto the Buyer's Premises by the Supplier and/or the Supplier Personnel shall be at the Supplier's risk.
- 8.2 If the Supplier supplies all or any of the Services at or from the Buyer Premises, on completion of the Services or termination or expiry of this Contract (whichever is the earlier) the Supplier shall vacate the Buyer Premises, remove the Supplier Equipment and leave the Buyer Premises in a clean, safe and tidy condition. The Supplier shall be solely responsible for making good any damage to the Buyer Premises which is caused by the Supplier or any Supplier Personnel, other than fair wear and tear.

8.3 The Buyer shall be responsible for maintaining the security of the Buyer Premises. While on the Buyer Premises the Supplier shall, and shall procure that all Supplier Personnel shall, comply with:

8.3.1 all reasonable conduct requirements of the Buyer;

8.3.2 the Buyer's current health and safety and environmental policies as provided in advance to the Supplier; and

8.3.3 the Security Policy, or in the absence of such policy, the Buyer's reasonable security requirements notified to the Supplier from time to time.

9. Buyer Property

9.1 Without prejudice to Clause The Supplier shall be responsible, at its own cost, for the provision of all the Supplier Equipment and any other items necessary for the provision of the Services and Deliverables., any Buyer Property provided by the Buyer for the purposes of this Contract shall remain the property of the Buyer and shall be used by the Supplier and the Supplier Personnel only for the purpose of carrying out their obligations under this Contract. Such Buyer Property shall be returned promptly to the Buyer on expiry or termination of this Contract.

9.2 The Supplier shall ensure the security of all the Buyer Property whilst in its possession, either on the Sites or elsewhere during the provision of the Services, in accordance with the Security Policy, or in the absence of such policy, the Buyer's reasonable security requirements notified to the Supplier from time to time.

9.3 The Supplier shall be liable to the Buyer for all loss of or damage to the Buyer Property (other than deterioration resulting from normal and proper use) caused by the Supplier or any Supplier Personnel. Buyer Property supplied by the Buyer shall be deemed to be in a good condition when received by the Supplier or relevant Supplier Personnel unless the Buyer is notified otherwise in writing within five (5) Working Days of receipt of such Buyer Property.

10. Charges, Payment and Invoicing

10.1 In consideration of the Supplier carrying out its obligations under this Contract, including the provision of the Services and Deliverables, the Buyer shall pay the undisputed Charges.

10.2 The Charges for Services and Deliverables payable by the Buyer during the Contract Period shall be calculated using the relevant pricing information, payment profile, invoicing frequency, invoicing information and payment method set out or referred to in the Order Form and Framework Schedule 3 (Framework Prices and Charging Structure) as these apply to the relevant Services and Deliverables. Where Charges are expressed in the Order Form to be payable based on milestones, the Supplier shall only be entitled to invoice the Buyer upon receipt of the Buyer's written confirmation that the relevant milestone has been achieved.

10.3 The Supplier shall invoice the Charges to the Buyer in accordance with this Clause Charges, Payment and Invoicing and the Order Form and the Buyer shall pay all sums properly due and payable to the Supplier within thirty (30) days of receipt of a valid invoice using the payment method specified in the Order Form. The Buyer must accept and process for payment an undisputed Electronic Invoice received from the Supplier.

- 10.4 Where the Supplier enters into a Sub-Contract wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract the Supplier shall pay any undisputed sums which are due from the Supplier to the relevant Sub-Contractor, under that Sub-Contract within thirty (30) days from the receipt of a valid invoice. If the Supplier fails to comply with this Clause **Error! Not a valid bookmark self-reference.**, the Buyer may publish the details of the late payment or non-payment.
- 10.5 Unless otherwise agreed in the Order Form, the Charges include all costs and expenses relating to the Services and Deliverables and no further amounts shall be payable by the Buyer to the Supplier in respect of such Services and Deliverables.
- 10.6 The Charges are stated exclusive of VAT, which shall be added at the prevailing rate (with visibility of the amount as a separate line item) as applicable and paid by the Buyer following delivery of a valid invoice.
- 10.7 The Buyer may retain or set off any amount owed to it by the Supplier (including any Buyer's Existing Entitlement) against any amount due to the Supplier under this Contract or under any other agreement between the Supplier and the Buyer.
- 10.8 If the Buyer wishes to exercise its right pursuant to Clause The Buyer may retain or set off any amount owed to it by the Supplier (including any Buyer's Existing Entitlement) against any amount due to the Supplier under this Contract or under any other agreement between the Supplier and the Buyer. it shall give notice to the Supplier, setting out the Buyer's reasons for retaining or setting off the relevant Charges.
11. Income Tax and National Insurance Contributions
- 11.1 Where the Supplier or any Supplier Personnel are liable to be taxed in the UK or to pay national insurance contributions in respect of consideration received under this Contract, the Supplier shall:
- 11.1.1 at all times comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, and the Social Security Contributions and Benefits Act 1992 (including IR35) and all other statutes and regulations relating to national insurance contributions, in respect of that consideration; and
- 11.1.2 indemnify the Buyer against any income tax, national insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made (whether before or after the making of a demand pursuant to the indemnity hereunder) in connection with the provision of the Services and/or Deliverables by the Supplier or any Supplier Personnel.
- 11.2 In the event that any one of the Supplier Personnel is a Worker who receives consideration relating to the Services and/or Deliverables, then, in addition to its obligations under Clause Where the Supplier or any Supplier Personnel are liable to be taxed in the UK or to pay national insurance contributions in respect of consideration received under this Contract, the Supplier shall: the Supplier shall ensure that its contract with the Worker contains the following requirements:
- 11.2.1 that the Buyer may, at any time during the Contract Period, request that the Worker provides information which demonstrates

how the Worker complies with the requirements of Clause **Where the Supplier or any Supplier Personnel are liable to be taxed in the UK or to pay national insurance contributions in respect of consideration received under this Contract, the Supplier shall:**, or why those requirements do not apply to it. In such case, the Buyer may specify the information which the Worker must provide and the period within which that information must be provided;

11.2.2 that the Worker's contract may be terminated at the Buyer's request if:

(a) *the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer; or*

(b) *the Worker provides information which the Buyer considers is inadequate to demonstrate how the Worker complies with Clause Where the Supplier or any Supplier Personnel are liable to be taxed in the UK or to pay national insurance contributions in respect of consideration received under this Contract, the Supplier shall: or confirms that the Worker is not complying with those requirements;*

11.2.3 that the Buyer may supply any information it receives from the Worker to HMRC for the purpose of the collection and management of revenue for which they are responsible.

12. Liabilities

12.1 Each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) shall not exceed the greater of one million pounds (£1,000,000) (or such greater sum (if any) as may be specified in the Order Form) or one hundred and fifty per cent (150%) of the Charges paid and/or due to be paid in that Contract Year.

12.2 Neither Party is liable to the other for:

12.2.1 any indirect Losses; or

12.2.2 loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

12.3 Notwithstanding Clauses Each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) shall not exceed the greater of one million pounds (£1,000,000) (or such greater sum (if any) as may be specified in the Order Form) or one hundred and fifty per cent (150%) of the Charges paid and/or due to be paid in that Contract Year. and Neither Party is liable to the other for:, neither Party limits or excludes:

12.3.1 its liability for death or personal injury caused by its negligence, or that of its employees, agents or Sub-Contractors;

12.3.2 its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;

12.3.3 any liability that cannot be excluded or limited by Law; or

12.3.4 in respect of the Supplier only, its liability pursuant to the indemnities in Clauses indemnify the Buyer against all claims brought by any person employed by them arising from any act or omission

of the Supplier and/or any Supplier Personnel., indemnify the Buyer against any income tax, national insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made (whether before or after the making of a demand pursuant to the indemnity hereunder) in connection with the provision of the Services and/or Deliverables by the Supplier or any Supplier Personnel. and **The Supplier shall, during and after the Contract Period, on written demand, indemnify the Buyer against all Losses incurred by, awarded against or agreed to be paid by the Buyer (whether before or after the making of the demand pursuant to the indemnity hereunder) arising from an IPR Claim..**

- 12.4 Notwithstanding Clause Each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) shall not exceed the greater of one million pounds (£1,000,000) (or such greater sum (if any) as may be specified in the Order Form) or one hundred and fifty per cent (150%) of the Charges paid and/or due to be paid in that Contract Year. but subject to Clause 12.2, the Supplier's liability in respect of Losses arising from a breach of the Data Protection Legislation that is caused by the Supplier's Default shall in no event exceed in aggregate ten million pounds (£10,000,000).
 - 12.5 Each Party must use all reasonable endeavours to mitigate any Losses which it suffers under or in connection with this Contract, including any indemnities.
 - 12.6 When calculating the Supplier's liability under Clause Each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) shall not exceed the greater of one million pounds (£1,000,000) (or such greater sum (if any) as may be specified in the Order Form) or one hundred and fifty per cent (150%) of the Charges paid and/or due to be paid in that Contract Year. any items specified in Clause Notwithstanding Clause Each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) shall not exceed the greater of one million pounds (£1,000,000) (or such greater sum (if any) as may be specified in the Order Form) or one hundred and fifty per cent (150%) of the Charges paid and/or due to be paid in that Contract Year. but subject to Clause 12.2, the Supplier's liability in respect of Losses arising from a breach of the Data Protection Legislation that is caused by the Supplier's Default shall in no event exceed in aggregate ten million pounds (£10,000,000). will not be taken into consideration.
13. Intellectual Property Rights
- 13.1 Neither Party shall acquire any right, title or interest in or to the Existing IPR of the other Party or its licensors. Where a Party acquires ownership of IPRs incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.
 - 13.2 The Supplier grants to the Buyer a royalty-free, non-exclusive, perpetual, irrevocable, transferable licence to use and sub-licence the Supplier's Existing IPR for any purpose relating to the Services and/or receipt and use of the Deliverables or for any purpose relating to the exercise of the Buyer's business or function.
 - 13.3 Any New IPR shall vest in the Buyer. The Supplier assigns to the Buyer with full guarantee (or shall procure from the first owner the assignment to the

Buyer), title to and all rights and interest in the New IPR. The assignment under this Clause Any New IPR shall vest in the Buyer. The Supplier assigns to the Buyer with full guarantee (or shall procure from the first owner the assignment to the Buyer), title to and all rights and interest in the New IPR. The assignment under this Clause shall take effect as a present assignment of future rights that will take effect immediately on the coming into existence of the relevant New IPR and the Supplier shall promptly execute all such assignments as are required to ensure that any rights in the New IPR are properly transferred to the Buyer.

- 13.4 The Buyer grants to the Supplier a royalty-free, non-exclusive, non-transferable licence during the Contract Period to use the Buyer's Existing IPR and New IPR solely to the extent necessary for providing the Services in accordance with this Contract, including (but not limited to) the right to grant sub-licences to Sub-Contractors provided that:
14. any relevant Sub-Contractor has entered into a confidentiality undertaking with the Supplier on substantially the same terms as set out in Clause Appointment of Key Sub-contractors
 - 14.1 The Supplier shall only be entitled to sub-contract its obligations to the Key Sub-Contractors listed in Framework Schedule 7 (Key Sub-Contractors) where such Key Sub-Contractors are set out in the Order Form.
 - 14.2 Where during the Contract Period the Supplier wishes to enter into a new Key Sub-Contract or replace a Key Sub-Contractor, it must obtain the prior written consent of CCS and the Buyer (such consent not to be unreasonably withheld or delayed). CCS and/or the Buyer may reasonably withhold its consent to the appointment of a Key Sub-Contractor if any of them considers that:
 - 14.2.1 the appointment of a proposed Key Sub-Contractor may prejudice the provision of the Services or may be contrary to its interests;
 - 14.2.2 the proposed Key Sub-Contractor is unreliable and/or has not provided reliable goods and or reasonable services to its other customers; and/or
 - 14.2.3 the proposed Key Sub-Contractor employs unfit persons.
 - 14.3 The Supplier shall ensure that each new or replacement Key Sub-Contract shall include:
 - 14.3.1 provisions which will enable the Supplier to discharge its obligations under this Contract;
 - 14.3.2 a right under CRTPA for the Buyer to enforce any provisions under the Key Sub-Contract which confer a benefit upon the Buyer;
 - 14.3.3 a provision enabling the Buyer to enforce the Key Sub-Contract as if it were the Supplier;
 - 14.3.4 a provision enabling the Supplier to assign, novate or otherwise transfer any of its rights and/or obligations under the Key Sub-Contract to the Buyer;
 - 14.3.5 obligations no less onerous on the Key Sub-Contractor than those imposed on the Supplier under this Contract in respect of:
 - (a) *the data protection requirements set out in Clause Protection of Personal Data (Data Protection);*
 - (b) *the FOIA requirements set out in Clause Transparency and FOIA (Transparency and FOIA);*

- (c) *the keeping of records in respect of the services being provided under the Key Sub-Contract; and*
- (d) *the conduct of audits set out in Clause Records and Audit (Records and Audit);*

- 14.3.6 provisions enabling the Supplier to terminate the Key Sub-Contract on notice on terms no more onerous on the Supplier than those imposed on the Buyer under Clauses Termination and Expiry and Consequences of termination and expiry of this Contract; and
- 14.3.7 a provision restricting the ability of the Key Sub-Contractor to sub-contract all or any part of the provision of the Services provided to the Supplier under the Key Sub-Contract without first seeking the written consent of the Buyer.
- 14.3.8 Confidentiality (Confidentiality); and
- 14.3.9 the Supplier shall not and shall procure that any relevant Sub-Contractor shall not, without the Buyer's written consent, use the licensed materials for any other purpose or for the benefit of any person other than the Buyer.
- 14.4 The Supplier waives (and shall procure that each of the Supplier Personnel shall waive) any moral rights which it is now or may at any future time be entitled under Chapter IV of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction, to the extent such rights arise.
- 14.5 Neither Party shall have any right to use any of the other Party's names, logos or trade marks on any of its products or services without the other Party's prior written consent.
- 14.6 The Supplier shall, during and after the Contract Period, on written demand, indemnify the Buyer against all Losses incurred by, awarded against or agreed to be paid by the Buyer (whether before or after the making of the demand pursuant to the indemnity hereunder) arising from an IPR Claim.
- 14.7 If an IPR Claim is made, or the Supplier anticipates that an IPR Claim might be made, the Supplier must, at its own expense and the Buyer's sole option, either:
 - 14.7.1 obtain for the Buyer the right to continue using the relevant item which is subject to the IPR Claim; or
 - 14.7.2 replace or modify the relevant item which is subject to the IPR Claim with non-infringing substitutes without adversely affecting the functionality or performance of such item.
- 15. **Publicity and Branding**
 - 15.1 The Supplier shall not, and shall take all reasonable steps to ensure the Supplier Personnel do not, make any press announcements or publicise this Contract or any part of it in any way nor use the Buyer's name or brand in any promotion or marketing or announcement of orders, without the Buyer's prior written approval (the decision of the Buyer to approve or not shall not be unreasonably withheld or delayed).
 - 15.2 Each Party acknowledges to the other that nothing in this Contract either expressly or by implication constitutes an endorsement of any products or services of the other Party (including the Services and Deliverables) and

each Party agrees not to conduct itself in such a way as to imply or express any such approval or endorsement.

16. Security Requirements

- 16.1 The Supplier shall, and shall procure that all Supplier Personnel shall, comply with the Buyer's the Security Policy, or in the absence of such policy, the Buyer's reasonable security requirements notified to the Supplier from time to time.
- 16.2 Without prejudice to Clause The Supplier shall, and shall procure that all Supplier Personnel shall, comply with the Buyer's the Security Policy, or in the absence of such policy, the Buyer's reasonable security requirements notified to the Supplier from time to time., where the Supplier (and any Supplier Personnel) have access to the Buyer System then the Supplier shall, and shall procure that all Supplier Personnel shall, comply with the Buyer's enhanced security requirements (which may include compliance with the Buyer's ICT policy) set out in the Order Form (if any).
- 16.3 Where a Buyer has notified the Supplier that the award of this Contract by the Buyer shall be conditional upon the Supplier having an accredited security facility and a number of UK national security cleared personnel, the Supplier shall have:
 - 16.3.1 (or be willing obtain within such period as agreed between the Parties) an accredited secure facility environment in accordance with HMG Security Policy Framework May 2018 and/or any future variations to the policy, (commonly referred to as List X). Further information on List X accreditation can be found at: <https://www.gov.uk/government/publications/security-policy-framework>; and
 - 16.3.2 a number of UK national security cleared personnel prior to the Commencement Date.
- 16.4 If the Supplier fails to comply with Clause Where a Buyer has notified the Supplier that the award of this Contract by the Buyer shall be conditional upon the Supplier having an accredited security facility and a number of UK national security cleared personnel, the Supplier shall have: above, then without prejudice to the Buyer's other rights and remedies (if any), the Buyer shall be entitled to terminate this Contract for material Default in accordance with Clause The Buyer may terminate this Contract at any time with immediate effect for material Default by issuing a written notice to the Supplier where:.

17. Records and Audit

- 17.1 The Supplier will maintain full and accurate records, documents and accounts, using Good Industry Practice and generally accepted accounting principles, of the:
 - 17.1.1 operation of this Contract and the Services and/or Deliverables provided under it (including any Sub-Contracts); and
 - 17.1.2 amounts paid by the Buyer under this Contract.
- 17.2 The Supplier's records and accounts will be kept until the latest of the following dates:
 - 17.2.1 7 years after the date of termination or expiry of this Contract; or

17.2.2 another date agreed between the Parties.

17.3 The Supplier will allow representatives of the Buyer, the Comptroller and Auditor General and their staff, any appointed representatives of the National Audit Office, HM Treasury, the Cabinet Office and any successors or assigns of any of the above, access to the records, documents, account information and Supplier premises as may be required by them and subject to reasonable and appropriate confidentiality undertakings, to:

17.3.1 verify that the Supplier is complying with the terms of this Contract, including the accuracy of the Charges;

17.3.2 inspect the integrity, confidentiality and security of Personal Data;

17.3.3 review and verify any books of accounts kept by the Supplier in connection with the provision of the Services and Deliverables only for the purposes of auditing the Charges under this Contract;

17.3.4 review and verify any other aspect of the delivery of the Services and provision of the Deliverables including to review compliance with any Law; and

17.3.5 review any records about the Supplier's performance of the Services and to verify that these reflect the Supplier's own internal reports and records.

17.4 Subject to any confidentiality obligations, the Supplier will provide all audit information within scope and give auditors access to Supplier Personnel and in each case without undue delay.

17.5 The Buyer will use reasonable endeavours to ensure that any audit does not unreasonably disrupt the Supplier, but the Supplier accepts that control over the conduct of audits carried out by the auditors is outside of the Buyer's control.

17.6 Each Party is responsible for its own costs incurred in respect of its compliance with the audit obligations in this Clause Records and Audit, save that the Supplier will reimburse the Buyer its reasonable audit costs if the audit reveals a material Default.

18. Insurance

18.1 Without limitation to the generality of Clause Notwithstanding the benefit to the Buyer of the policy or policies of insurance referred to in Framework Schedule 14 (Insurance Requirements), the Supplier shall effect and maintain any such further policy or policies of insurance or extensions to such existing policy or policies of insurance procured by under the Framework in respect of all risks which may be incurred by the Supplier arising out of its performance of its obligations under this Contract. , the Supplier shall ensure that it maintains the policy or policies of insurance referred to in the Order Form.

18.2 Notwithstanding the benefit to the Buyer of the policy or policies of insurance referred to in Framework Schedule 14 (Insurance Requirements), the Supplier shall effect and maintain any such further policy or policies of insurance or extensions to such existing policy or policies of insurance procured by under the Framework in respect of all risks which may be incurred by the Supplier arising out of its performance of its obligations under this Contract.

19. Protection of Personal Data

- 19.1 The Parties acknowledge that for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor unless otherwise specified in the Schedule of Processing, Personal Data and Data Subjects. The only processing that the Supplier is authorised to do is listed in the Schedule of Processing, Personal Data and Data Subjects by the Buyer and may not be determined by the Supplier.
- 19.2 The Supplier shall notify the Buyer immediately if it considers that any of the Buyer's instructions infringe the Data Protection Legislation.
- 19.3 The Supplier shall provide all reasonable assistance to the Buyer in the preparation of any Data Protection Impact Assessment prior to commencing any Processing. Such assistance may, at the discretion of the Buyer, include:
 - 19.3.1 a systematic description of the envisaged processing operations and the purpose of the Processing;
 - 19.3.2 an assessment of the necessity and proportionality of the Processing operations in relation to the Services;
 - 19.3.3 an assessment of the risks to the rights and freedoms of Data Subjects; and
 - 19.3.4 the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
- 19.4 The Supplier shall, in relation to any Personal Data Processed in connection with its obligations under this Contract:
 - 19.4.1 Process that Personal Data only in accordance with the Schedule of Processing, Personal Data and Data Subjects, unless the Supplier is required to do otherwise by Law. If it is so required the Supplier shall promptly notify the Buyer before Processing the Personal Data unless prohibited by Law;
 - 19.4.2 ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event, which the Buyer may reasonably reject (but failure to reject shall not amount to approval by the Buyer of the adequacy of the Protective Measures), having taken account of the:
 - (a) *nature of the data to be protected;*
 - (b) *harm that might result from a Data Loss Event;*
 - (c) *state of technological development; and*
 - (d) *cost of implementing any measures;*
 - 19.4.3 ensure that:
 - (a) *the Supplier Personnel do not Process Personal Data except in accordance with this Contract (and in particular the Schedule of Processing, Personal Data and Data Subjects);*

(b) *it takes all reasonable steps to ensure the reliability and integrity of any of the Supplier Personnel who have access to the Personal Data and ensure that they:*

- (i) are aware of and comply with the Supplier's duties under this Clause;
- (ii) are subject to appropriate confidentiality undertakings with the Supplier or any Sub-processor;
- (iii) 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 Buyer or as otherwise permitted by this Contract; and
- (iv) have undergone adequate training in the use, care, protection and handling of Personal Data; and

19.4.4 not transfer Personal Data outside to a Restricted Country unless the prior written consent of the Buyer has been obtained and the following conditions are fulfilled:

- (a) *the Buyer or the Supplier has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37 as relevant) as determined by the Buyer;*
- (b) *the Data Subject has enforceable rights and effective legal remedies;*
- (c) *the Supplier complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Buyer in meeting its obligations);*
- (d) *the Supplier complies with any reasonable instructions notified to it in advance by the Buyer with respect to the processing of the Personal Data; and*
- (e) *in respect of any Processing in, or transfer of Personal Data to, any Restricted Country permitted in accordance with this Clause not transfer Personal Data outside to a Restricted Country unless the prior written consent of the Buyer has been obtained and the following conditions are fulfilled:; the Supplier shall, when requested by the Buyer, promptly enter into an agreement with the Buyer including or on such provisions as the Standard Contractual Clauses and/or such variation as a regulator or the Buyer might require which terms shall, in the event of any conflict, take precedence over those in this Clause Protection of Personal Data, and the Supplier shall comply with any reasonable instructions notified to it in advance by the Buyer with respect to the transfer of the Personal Data; and*

19.4.5 at the written direction of the Buyer, delete or return Personal Data (and any copies of it) to the Buyer on termination of this Contract unless the Supplier is required by Law to retain the Personal Data.

- 19.5 Subject to Clause if in relation to it Processing Personal Data under or in connection with this Contract it:
- 19.5.1 receives a Data Subject Request (or purported Data Subject Request);
 - 19.5.2 receives a request to rectify, block or erase any Personal Data;
 - 19.5.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation; or
 - 19.5.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
 - 19.5.5 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; or
 - 19.5.6 becomes aware of a Data Loss Event.
- 19.6 The Supplier's obligation to notify under Clause 18.5 shall include the provision of further information to the Buyer in phases, as details become available., the Supplier shall notify the Buyer immediately if in relation to it Processing Personal Data under or in connection with this Contract it:
- 19.6.1 receives a Data Subject Request (or purported Data Subject Request);
 - 19.6.2 receives a request to rectify, block or erase any Personal Data;
 - 19.6.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation; or
 - 19.6.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
 - 19.6.5 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; or
 - 19.6.6 becomes aware of a Data Loss Event.
- 19.7 The Supplier's obligation to notify under Clause Subject to Clause if in relation to it Processing Personal Data under or in connection with this Contract it:
- 19.7.1 receives a Data Subject Request (or purported Data Subject Request);
 - 19.7.2 receives a request to rectify, block or erase any Personal Data;
 - 19.7.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation; or
 - 19.7.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data

processed under this Contract;

19.7.5 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; or

19.7.6 becomes aware of a Data Loss Event.

19.8 The Supplier's obligation to notify under Clause 18.5 shall include the provision of further information to the Buyer in phases, as details become available., the Supplier shall notify the Buyer immediately shall include the provision of further information to the Buyer in phases, as details become available.

19.9 Taking into account the nature of the processing, the Supplier shall provide the Buyer with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under Clause Subject to Clause if in relation to it Processing Personal Data under or in connection with this Contract it:

19.9.1 receives a Data Subject Request (or purported Data Subject Request);

19.9.2 receives a request to rectify, block or erase any Personal Data;

19.9.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation; or

19.9.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;

19.9.5 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; or

19.9.6 becomes aware of a Data Loss Event.

19.10 The Supplier's obligation to notify under Clause 18.5 shall include the provision of further information to the Buyer in phases, as details become available., the Supplier shall notify the Buyer immediately (and insofar as possible within the timescales reasonably required by the Buyer) including by promptly providing:

19.10.1 the Buyer with full details and copies of the complaint, communication or request;

19.10.2 such assistance as is reasonably requested by the Buyer to enable the Buyer to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;

19.10.3 the Buyer, at its request, with any Personal Data it holds in relation to a Data Subject;

19.10.4 assistance as requested by the Buyer following any Data Loss Event; and

19.10.5 assistance as requested by the Buyer with respect to any request from the Information Commissioner's Office, or any consultation by the Buyer with the Information Commissioner's Office.

- 19.11 The Supplier shall maintain complete and accurate records and information to demonstrate its compliance with this Clause Protection of Personal Data.
- 19.12 The Supplier shall allow for audits of its Processing activity by the Buyer or the Buyer's designated auditor or representative.
- 19.13 Each Party shall designate its own data protection officer if required by the Data Protection Legislation.
- 19.14 Before allowing any Sub-processor to Process any Personal Data related to this Contract, the Supplier must:
 - 19.14.1 notify the Buyer in writing of the intended Sub-processor and processing;
 - 19.14.2 obtain the written consent of the Buyer;
 - 19.14.3 enter into a written agreement with the Sub-processor which give effect to the terms set out in this Clause **Protection of Personal Data** such that they apply to the Sub-processor; and
 - 19.14.4 provide the Buyer with such information regarding the Sub-processor as the Buyer may reasonably require.
- 19.15 The Supplier shall remain fully liable for all acts or omissions of any of its Sub-processors.
- 19.16 The Buyer may, at any time on not less than thirty (30) Working Days' notice, revise this Clause 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 incorporated by Attachment to this Contract).
- 19.17 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Buyer may on not less than thirty (30) Working Days' notice to the Supplier amend this Contract to ensure that it complies with any guidance, codes of practice, codes of conduct, regulatory guidance, standard clauses or any other related laws arising from the GDPR.

20. Termination and Expiry

Buyer Termination Rights

- 20.1 The Buyer may terminate this Contract without reason at any time by issuing a written notice to the Supplier giving at least thirty (30) Working Days written notice unless a different period is specified in the Order Form.
- 20.2 The Buyer may terminate this Contract at any time with immediate effect for material Default by issuing a written notice to the Supplier where:
 - 20.2.1 the Supplier commits any material Default of this Contract which is not, in the reasonable opinion of the Buyer, capable of remedy; and/or
 - 20.2.2 the Supplier commits a Default, including a material Default, which in the opinion of the Buyer is remediable but has not remedied such Default to the satisfaction of the Buyer within fifteen (15) Working Days of being notified in writing to do so.
- 20.3 For the purpose of Clause The Buyer may terminate this Contract at any time with immediate effect for material Default by issuing a written notice to

the Supplier where:, a material Default may be a single material Default or a number of Defaults or repeated Defaults (whether of the same or different obligations and regardless of whether such Defaults are remedied) which taken together constitute a material Default.

- 20.4 The Buyer may terminate this Contract with immediate effect by issuing a written notice to the Supplier where an Insolvency Event affecting the Supplier occurs.

Supplier Termination Rights

- 20.5 The Supplier can issue a Reminder Notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate this Contract if the Buyer fails to pay an undisputed invoiced sum due and worth over 10% of the annual Contract Value within 30 days of the date of the Reminder Notice.
- 20.6 The Supplier shall continue to perform all of its obligations under this Contract and shall not suspend the provision of the Services for failure of the Buyer to pay undisputed sums of money (whether in whole or in part).

Partial Termination and Suspension

- 20.7 Where the Buyer has the right to terminate this Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends this Contract it can provide the Services and/or Deliverables itself or buy them from a third party.

- 20.8 The Buyer can only partially terminate or suspend this Contract if the remaining parts of this Contract can still be used to effectively deliver the intended purpose. The Parties must agree any necessary variation required by Clause Where the Buyer has the right to terminate this Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends this Contract it can provide the Services and/or Deliverables itself or buy them from a third party. in accordance with Clause Either Party may request a variation to this Contract provided that such variation does not amount to a material change of this Contract within the meaning of the Regulations and the Law. Such a change will only be effective if agreed in writing and signed by both Parties., but the Supplier may not either:

20.8.1 reject the variation;

20.8.2 increase the Charges, except where the right to partial termination is under Clause **The Buyer may terminate this Contract without reason at any time by issuing a written notice to the Supplier giving at least thirty (30) Working Days written notice unless a different period is specified in the Order Form..**

- 20.9 The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under Clause Where the Buyer has the right to terminate this Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends this Contract it can provide the Services and/or Deliverables itself or buy them from a third party..

21. Consequences of termination and expiry and exit management

- 21.1 Even if a notice has been served to terminate this Contract, unless otherwise notified by the Buyer, the Supplier must continue to provide the Services and Deliverables until the dates set out in the notice and as necessary to comply with this Clause Consequences of termination and expiry.

- 21.2 Expiry or termination of this Contract will not affect:
- 21.2.1 any rights, remedies or obligations accrued before its termination or expiry (as applicable); and
 - 21.2.2 the right of either Party to recover any amount outstanding at the time of termination or expiry (as applicable).
- 21.3 Upon termination or expiry of this Contract:
- 21.3.1 the rights and obligations of the Parties under this Contract will cease, except those continuing provisions identified in Clause **The following Clauses survive the termination or expiry of this Contract: Clause Liabilities (Liabilities), Clause Intellectual Property Rights (Intellectual Property Rights), Clause Records and Audit (Records and Audit), Clause Protection of Personal Data (Protection of Personal Data), Clause Consequences of termination and expiry and exit management (Consequences of Termination and Expiry and Exit Management), Clause Confidentiality (Confidentiality), Clauses The Supplier must tell the Buyer within 48 hours if it receives a Request For Information. - The Buyer may talk to the Supplier to help it decide whether to publish information under this Clause Transparency and FOIA. However, the extent, content and format of the disclosure is the Buyer's decision in its absolute discretion. (FOIA), Clause Invalidity (Invalidity), Clause Entire Agreement and Third-Party Rights (Entire Agreement and Third Party Rights), Clause Governing Law, Jurisdiction and Dispute Resolution (Governing Law, Jurisdiction and Dispute Resolution), Schedule 1 (Definitions) and any Clauses and Schedules which are expressly or by implication intended to continue.**;
 - 21.3.2 the Buyer will pay any outstanding Charges properly due to the Supplier;
 - 21.3.3 the Supplier will:
 - (a) promptly return all Buyer Property in the possession, custody or control of the Supplier or the Supplier Personnel to the Buyer;
 - (b) at no additional cost, promptly deliver all Deliverables (whether or not then complete) to the Buyer in accordance with any reasonable instructions given by the Buyer;
 - (c) where the Buyer terminates this Contract under Clause **The Buyer may terminate this Contract at any time with immediate effect for material Default by issuing a written notice to the Supplier where:**, at no additional cost, co-operate fully in the handover (if any) and re-procurement (including to a replacement supplier);
 - (d) within 10 Working Days of the termination or expiry date, return to the Buyer on a pro rata basis any sums paid in advance for Services and/or Deliverables due to be provided by the Supplier under this Contract for any period post the termination or expiry date (as applicable);

21.3.4 each Party will promptly either:

- (a) *return all copies of the other's Confidential Information in such Party's custody, possession or control unless there is a legal requirement to keep it or this Contract states otherwise; or*
- (b) *(where the other Party has given its prior written consent to its destruction) destroy the other Party's Confidential Information and confirm its destruction to the reasonable satisfaction of the other Party.*

21.4 The following Clauses survive the termination or expiry of this Contract: Clause Liabilities (Liabilities), Clause Intellectual Property Rights (Intellectual Property Rights), Clause Records and Audit (Records and Audit), Clause Protection of Personal Data (Protection of Personal Data), Clause Consequences of termination and expiry and exit management (Consequences of Termination and Expiry and Exit Management), Clause Confidentiality (Confidentiality), Clauses The Supplier must tell the Buyer within 48 hours if it receives a Request For Information. - The Buyer may talk to the Supplier to help it decide whether to publish information under this Clause Transparency and FOIA. However, the extent, content and format of the disclosure is the Buyer's decision in its absolute discretion. (FOIA), Clause Invalidity (Invalidity), Clause Entire Agreement and Third-Party Rights (Entire Agreement and Third Party Rights), Clause Governing Law, Jurisdiction and Dispute Resolution (Governing Law, Jurisdiction and Dispute Resolution), Schedule 1 (Definitions) and any Clauses and Schedules which are expressly or by implication intended to continue.

22. Appointment of Sub-contractors

22.1 The Supplier shall exercise due skill and care in the selection and appointment of any Sub-contractors to ensure that the Supplier is able to:

- 22.1.1 manage any Sub-contractors in accordance with Good Industry Practice; and
- 22.1.2 comply with its obligations under this Contract in the delivery of the Services and provision of the Deliverables.

22.2 Prior to sub-contracting any of its obligations under this Contract, the Supplier shall notify the Buyer in writing of:

- 22.2.1 the proposed Sub-Contractor's name, registered office and company registration number;
- 22.2.2 the scope of any Services to be provided by the proposed Sub-Contractor; and
- 22.2.3 where the proposed Sub-Contractor is an Affiliate of the Supplier, evidence that demonstrates to the reasonable satisfaction of the Buyer that the proposed Sub-Contract has been agreed on "arm's-length" terms.

22.3 If requested by the Buyer within 10 Working Days of receipt of the Supplier's notice issued pursuant to Clause Prior to sub-contracting any of its obligations under this Contract, the Supplier shall notify the Buyer in writing of:, the Supplier shall also provide:

- 22.3.1 a copy of the proposed Sub-Contract; and
 - 22.3.2 any further information reasonably requested by the Buyer.
 - 22.4 The Buyer may, within 10 Working Days of receipt of the Supplier's notice issued pursuant to Clause Prior to sub-contracting any of its obligations under this Contract, the Supplier shall notify the Buyer in writing of: (or, if later, receipt of any further information requested pursuant to Clause If requested by the Buyer within 10 Working Days of receipt of the Supplier's notice issued pursuant to Clause Prior to sub-contracting any of its obligations under this Contract, the Supplier shall notify the Buyer in writing of:; the Supplier shall also provide:), object to the appointment of the relevant Sub-Contractor if it considers that:
 - 22.4.1 the appointment of a proposed Sub-Contractor may prejudice the provision of the Services and/or may be contrary to the interests of the Buyer;
 - 22.4.2 the proposed Sub-Contractor is unreliable and/or has not provided reasonable services to its other customers; and/or
 - 22.4.3 the proposed Sub-Contractor employs unfit persons;
in which case, the Supplier shall not proceed with the proposed appointment.
 - 22.5 If:
 - 22.5.1 the Buyer has not notified the Supplier that it objects to the proposed Sub-Contractor's appointment by the later of 10 Working Days of receipt of:
 - (a) *the Supplier's notice issued pursuant to Clause Prior to sub-contracting any of its obligations under this Contract, the Supplier shall notify the Buyer in writing of:; and*
 - (b) *any further information requested by the Buyer pursuant to Clause If requested by the Buyer within 10 Working Days of receipt of the Supplier's notice issued pursuant to Clause Prior to sub-contracting any of its obligations under this Contract, the Supplier shall notify the Buyer in writing of:; the Supplier shall also provide:; and*
 - 22.5.2 the proposed Sub-Contract is not a Key Sub-Contract (which shall require the written consent of CCS and the Buyer in accordance with Clause 22 (Appointment of Key Sub-contractors),
the Supplier may proceed with the proposed appointment.
 - 22.6 The Supplier shall remain responsible for all acts and omissions of its Sub-Contractors and the acts and omissions of those employed or engaged by the Sub-Contractors as if they were its own.
23. Appointment of Key Sub-contractors
- 23.1 The Supplier shall only be entitled to sub-contract its obligations to the Key Sub-Contractors listed in Framework Schedule 7 (Key Sub-Contractors) where such Key Sub-Contractors are set out in the Order Form.
 - 23.2 Where during the Contract Period the Supplier wishes to enter into a new Key Sub-Contract or replace a Key Sub-Contractor, it must obtain the prior written consent of CCS and the Buyer (such consent not to be unreasonably

withheld or delayed). CCS and/or the Buyer may reasonably withhold its consent to the appointment of a Key Sub-Contractor if any of them considers that:

- 23.2.1 the appointment of a proposed Key Sub-Contractor may prejudice the provision of the Services or may be contrary to its interests;
 - 23.2.2 the proposed Key Sub-Contractor is unreliable and/or has not provided reliable goods and or reasonable services to its other customers; and/or
 - 23.2.3 the proposed Key Sub-Contractor employs unfit persons.
- 23.3 The Supplier shall ensure that each new or replacement Key Sub-Contract shall include:
- 23.3.1 provisions which will enable the Supplier to discharge its obligations under this Contract;
 - 23.3.2 a right under CRTPA for the Buyer to enforce any provisions under the Key Sub-Contract which confer a benefit upon the Buyer;
 - 23.3.3 a provision enabling the Buyer to enforce the Key Sub-Contract as if it were the Supplier;
 - 23.3.4 a provision enabling the Supplier to assign, novate or otherwise transfer any of its rights and/or obligations under the Key Sub-Contract to the Buyer;
 - 23.3.5 obligations no less onerous on the Key Sub-Contractor than those imposed on the Supplier under this Contract in respect of:
 - (a) *the data protection requirements set out in Clause Protection of Personal Data (Data Protection);*
 - (b) *the FOIA requirements set out in Clause Transparency and FOIA (Transparency and FOIA);*
 - (c) *the keeping of records in respect of the services being provided under the Key Sub-Contract; and*
 - (d) *the conduct of audits set out in Clause Records and Audit (Records and Audit);*
 - 23.3.6 provisions enabling the Supplier to terminate the Key Sub-Contract on notice on terms no more onerous on the Supplier than those imposed on the Buyer under Clauses Termination and Expiry and Consequences of termination and expiry of this Contract; and
 - 23.3.7 a provision restricting the ability of the Key Sub-Contractor to sub-contract all or any part of the provision of the Services provided to the Supplier under the Key Sub-Contract without first seeking the written consent of the Buyer.

24. Confidentiality

- 24.1 For the purposes of this Clause Confidentiality, the term "Disclosing Party" shall mean a Party which discloses or makes available directly or indirectly its Confidential Information and "Recipient" shall mean the Party which receives or obtains directly or indirectly Confidential Information.
- 24.2 Except to the extent set out in this Clause Confidentiality or where disclosure is expressly permitted elsewhere in this Contract, the Recipient shall:

- 24.2.1 treat the Disclosing Party's Confidential Information as confidential and keep it in secure custody (which is appropriate depending upon the form in which such materials are stored and the nature of the Confidential Information contained in those materials); and
 - 24.2.2 not disclose the Disclosing Party's Confidential Information to any other person except as expressly set out in this Contract or without obtaining the owner's prior written consent;
 - 24.2.3 not use or exploit the Disclosing Party's Confidential Information in any way except for the purposes anticipated under this Contract; and
 - 24.2.4 immediately notify the Disclosing Party if it suspects or becomes aware of any unauthorised access, copying, use or disclosure in any form of any of the Disclosing Party's Confidential Information.
- 24.3 The Recipient shall be entitled to disclose the Confidential Information of the Disclosing Party where:
 - 24.3.1 the Recipient is required to disclose the Confidential Information by Law;
 - 24.3.2 the need for such disclosure arises out of or in connection with:
 - (a) *any legal challenge or potential legal challenge against the Buyer arising out of or in connection with this Contract;*
 - (b) *the purpose of the examination and certification of the Buyer's accounts (provided that the disclosure is made on a confidential basis) or for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Buyer is making use of any Services provided under this Contract; or*
 - (c) *the conduct of a Central Government Body review in respect of this Contract;*
 - 24.3.3 the Recipient has reasonable grounds to believe that the Disclosing Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010 and the disclosure is being made to the Serious Fraud Office.
- 24.4 If the Recipient is required by Law to make a disclosure of Confidential Information, the Recipient shall as soon as reasonably practicable and to the extent permitted by Law notify the Disclosing Party of the full circumstances of the required disclosure including the relevant Law and/or regulatory body requiring such disclosure and the Confidential Information to which such disclosure would apply.
- 24.5 Subject to Clauses Except to the extent set out in this Clause Confidentiality or where disclosure is expressly permitted elsewhere in this Contract, the Recipient shall: and The Recipient shall be entitled to disclose the Confidential Information of the Disclosing Party where:, the Supplier may only disclose the Buyer's Confidential Information on a confidential basis to:
 - 24.5.1 Supplier Personnel who are directly involved in the provision of the Services and need to know the Confidential Information to enable the performance of the Supplier's obligations under this Contract; and

- 24.5.2 its professional advisers for the purposes of obtaining advice in relation to this Contract.
- 24.6 Where the Supplier discloses Confidential Information of the Buyer pursuant to this Clause Confidentiality, it shall remain responsible at all times for compliance with the confidentiality obligations set out in this Contract by the persons to whom disclosure has been made.
- 24.7 The Buyer may disclose the Confidential Information of the Supplier:
- 24.7.1 on a confidential basis to any Central Government Body for any proper purpose of the Buyer or of the relevant Central Government Body;
 - 24.7.2 to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
 - 24.7.3 to the extent that the Buyer (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
 - 24.7.4 on a confidential basis to a professional adviser, consultant, supplier or other person engaged by the Buyer for any purpose relating to or connected with this Contract;
 - 24.7.5 on a confidential basis for the purpose of the exercise of its rights under this Contract; or
 - 24.7.6 to a proposed transferee, assignee or novatee of, or successor in title to the Buyer,
- and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Buyer under this Clause Confidentiality.
- 24.8 In the event of a breach by the Supplier of any of the applicable provisions of this Clause Confidentiality, the Buyer reserves the right to terminate this Contract for material Default.
- 24.9 Transparency Information is not Confidential Information.
25. Transparency and FOIA
- Transparency
- 25.1 Without prejudice to the Supplier's reporting requirements set out in this Contract, within one (1) month of the Commencement Date the Supplier shall submit to the Buyer for approval (such approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in Attachment 3 of the Order Form.
- 25.2 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.

- 25.3 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in Attachment 3 of the Order Form.

FOIA

- 25.4 The Supplier must tell the Buyer within 48 hours if it receives a Request For Information.

- 25.5 Within the required timescales the Supplier must give the Buyer full co-operation and information needed so the Buyer can:

25.5.1 publish the Transparency Information;

25.5.2 comply with any Freedom of Information Act (FOIA) request; and

25.5.3 comply with any Environmental Information Regulations (EIR) request.

- 25.6 The Buyer may talk to the Supplier to help it decide whether to publish information under this Clause Transparency and FOIA. However, the extent, content and format of the disclosure is the Buyer's decision in its absolute discretion.

26. waiver

- 26.1 A partial or full waiver or relaxation of the terms of this Contract is only valid if it is stated to be a waiver in writing to the other Party.

- 26.2 Unless otherwise provided in this Contract, rights and remedies under this Contract are cumulative and do not exclude any rights or remedies provided by Law, in equity or otherwise.

27. Invalidity

- 27.1 If any part of this Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from this Contract as much as required and rendered ineffective as far as possible without affecting the rest of this Contract, whether it's valid or enforceable.

28. Relationship of the Parties

- 28.1 Except as expressly provided otherwise in this Contract, nothing in this Contract, nor any actions taken by the Parties pursuant to this Contract, shall create a partnership, joint venture or relationship of employer and employee or principal and agent between the Parties, or authorise either Party to make representations or enter into any commitments for or on behalf of any other Party.

29. Preventing Fraud Bribery and Corruption

- 29.1 The Supplier must not during the Contract Period:

29.1.1 commit a Prohibited Act or any other criminal offence in the Regulations 57(1) and 57(2); nor

29.1.2 do or allow anything which would cause the Buyer, including any of their employees, consultants, contractors, Sub-Contractors or agents to breach any of the Relevant Requirements or incur any liability under them.

- 29.2 The Supplier must during the Contract Period:
- 29.2.1 create, maintain and enforce adequate policies and procedures to ensure it complies with the Relevant Requirements to prevent a Prohibited Act and require its Sub-Contractors to do the same;
 - 29.2.2 keep full records to show it has complied with its obligations under this Clause **Preventing Fraud Bribery and Corruption** and give copies to the Buyer on request; and
 - 29.2.3 if required by the Buyer, within 20 Working Days of the Commencement Date, and then annually, certify in writing to the Buyer, that it has complied with this Clause **Preventing Fraud Bribery and Corruption**, including compliance of Supplier Personnel, and provide reasonable supporting evidence of this on request, including its policies and procedures.
- 29.3 The Supplier must immediately notify the Buyer if it becomes aware of any breach of Clauses The Supplier must not during the Contract Period: and The Supplier must during the Contract Period: or has any reason to think that it, or any of the Supplier Personnel, has either:
- 29.3.1 been investigated or prosecuted for an alleged Prohibited Act;
 - 29.3.2 been debarred, suspended, proposed for suspension or debarment, or is otherwise ineligible to take part in procurement programmes or contracts because of a Prohibited Act by any government department or agency;
 - 29.3.3 received a request or demand for any undue financial or other advantage of any kind related to the Framework or any contract entered into under the Framework; or
 - 29.3.4 suspected that any person or Party directly or indirectly related to the Framework or any contract entered into under the Framework has committed or attempted to commit a Prohibited Act.
- 29.4 If the Supplier notifies the Buyer as required by Clause The Supplier must immediately notify the Buyer if it becomes aware of any breach of Clauses The Supplier must not during the Contract Period: and The Supplier must during the Contract Period: or has any reason to think that it, or any of the Supplier Personnel, has either:, the Supplier must respond promptly to their further enquiries, co-operate with any investigation and allow the audit of any books, records and relevant documentation.
- 29.5 In any notice the Supplier gives under Clause If the Supplier notifies the Buyer as required by Clause The Supplier must immediately notify the Buyer if it becomes aware of any breach of Clauses The Supplier must not during the Contract Period: and The Supplier must during the Contract Period: or has any reason to think that it, or any of the Supplier Personnel, has either:, the Supplier must respond promptly to their further enquiries, co-operate with any investigation and allow the audit of any books, records and relevant documentation. it must specify the:
- 29.5.1 Prohibited Act;
 - 29.5.2 identity of the Party who it thinks has committed the Prohibited Act; and
 - 29.5.3 action it has decided to take.

30. Equality, Diversity and Human Rights

30.1 The Supplier must follow all applicable equality Law when it performs its obligations under this Contract, including:

30.1.1 protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise; and

30.1.2 any other requirements and instructions which the Buyer reasonably imposes related to equality Law.

30.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on a Contract.

31. Corporate Social Responsibility

Supplier Code of Conduct

31.1 In February 2019, HM Government published a Supplier Code of Conduct setting out the standards and behaviours expected of suppliers who work with government. (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf)

31.2 The Buyer that the Supplier and its Sub-Contractors will:

31.2.1 meet the standards set out in that Code;

31.2.2 comply with the standards set out in this Clause **Corporate Social Responsibility**; and

31.2.3 comply with any such additional corporate social responsibility requirements as the Buyer may notify to the Supplier from time to time.

Equality and Accessibility

31.3 In addition to legal obligations, the Supplier shall support the Buyer in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010 by ensuring that it fulfils its obligations under this Contract in a way that seeks to:

31.3.1 eliminate discrimination, harassment or victimisation of any kind; and

31.3.2 advance equality of opportunity and good relations between those with a protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) and those who do not share it.

Modern Slavery, Child Labour and Inhumane Treatment

31.4 The Supplier:

31.4.1 shall not use, nor allow its Sub-Contractors to use forced, bonded or involuntary prison labour;

- 31.4.2 shall not require any Supplier Personnel to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
- 31.4.3 warrants and represents that it has not been convicted of any slavery or human trafficking offences anywhere around the world;
- 31.4.4 warrants that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human trafficking offenses anywhere around the world;
- 31.4.5 shall make reasonable enquires to ensure that its officers, employees and Sub-Contractors have not been convicted of slavery or human trafficking offenses anywhere around the world;
- 31.4.6 shall have and maintain throughout the Contract Period its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its Sub-Contractors anti-slavery and human trafficking provisions;
- 31.4.7 shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under this Contract;
- 31.4.8 shall prepare and deliver to the Buyer, an annual slavery and human trafficking report setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business with its annual certification of compliance with Clause **The Supplier**::;
- 31.4.9 shall not use, nor allow its employees or Sub-Contractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Sub-Contractors;
- 31.4.10 shall not use or allow child or slave labour to be used by its Sub-Contractors;
- 31.4.11 shall report the discovery or suspicion of any slavery or trafficking by it or its Sub-Contractors to the Buyer and Modern Slavery Helpline.

Income Security

31.5 The Supplier shall:

- 31.5.1 ensure that that all wages and benefits paid for a standard working week meet, at a minimum, national legal standards in the country of employment;
- 31.5.2 ensure that all Supplier Personnel are provided with written and understandable Information about their employment conditions in respect of wages before they enter;
- 31.5.3 ensure that all workers shall be provided with written and understandable information about their employment conditions in respect of wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid;

- 31.5.4 not make deductions from wages:
 - (a) *as a disciplinary measure;*
 - (b) *except where permitted by law; or*
 - (c) *without expressed permission of the worker concerned;*
- 31.5.5 record all disciplinary measures taken against Supplier Personnel; and
- 31.5.6 ensure that Supplier Personnel are engaged under a recognised employment relationship established through national law and practice.

Working Hours

- 31.6 The Supplier shall:
 - 31.6.1 ensure that the working hours of Supplier Personnel comply with national laws, and any collective agreements;
 - 31.6.2 that the working hours of Supplier Personnel, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week unless the individual has agreed in writing;
 - 31.6.3 ensure that use of overtime used responsibly, taking into account:
 - (a) *the extent;*
 - (b) *frequency; and*
 - (c) *hours worked;*by individuals and by the Supplier Personnel as a whole;
- 31.7 The total hours worked in any seven day period shall not exceed 60 hours, except where covered by Clause 30.8 below.
- 31.8 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:
 - 31.8.1 this is allowed by national law;
 - 31.8.2 this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
 - 31.8.3 appropriate safeguards are taken to protect the workers' health and safety; and
 - 31.8.4 the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
- 31.9 All Supplier Personnel shall be provided with at least one (1) day off in every seven (7) day period or, where allowed by national law, two (2) days off in every fourteen (14) day period.

Sustainability

- 31.10 The Supplier shall meet the applicable Government Buying Standards applicable to the Services

which can be found online at: <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>.

32. Assignment

- 32.1 The Supplier cannot assign this Contract without the Buyer's written consent.
- 32.2 The Buyer can assign, novate or transfer this Contract or any part of it to any Crown Body, public or private sector body which performs the functions of the Buyer.

33. Variation

- 33.1 Either Party may request a variation to this Contract provided that such variation does not amount to a material change of this Contract within the meaning of the Regulations and the Law. Such a change will only be effective if agreed in writing and signed by both Parties.
- 33.2 For 101(5) of the Regulations, if the Court declares any change to this Contract ineffective, the Parties agree that their mutual rights and obligations will be regulated by the terms of this Contract as they existed immediately prior to that change and as if the Parties had never entered into that change.

34. Force Majeure

- 34.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under this Contract while the inability to perform continues, if it both:
 - 34.1.1 provides a Force Majeure Notice to the other Party;
 - 34.1.2 uses all reasonable measures practical to reduce the impact of the Force Majeure Event.
- 34.2 Either Party can partially or fully terminate this Contract if the provision of the Services is materially affected by a Force Majeure Event which lasts for ninety (90) days continuously.
- 34.3 If the Supplier is the affected Party, it shall not be entitled to claim relief under this Clause Force Majeure to the extent that consequences of the relevant Force Majeure Event should have been foreseen and prevented or avoided by a prudent provider of services similar to the Services, operating to the standards required by this Contract.
- 34.4 Where a Party terminates under Clause Either Party can partially or fully terminate this Contract if the provision of the Services is materially affected by a Force Majeure Event which lasts for ninety (90) days continuously.:
 - 34.4.1 each party must cover its own Losses; and
 - 34.4.2 **Clauses Expiry or termination of this Contract will not affect:, Upon termination or expiry of this Contract:, The following Clauses survive the termination or expiry of this Contract: Clause Liabilities (Liabilities), Clause Intellectual Property Rights (Intellectual Property Rights), Clause Records and Audit (Records and Audit), Clause Protection of Personal Data (Protection of Personal Data), Clause Consequences of termination and expiry and exit management (Consequences of**

Termination and Expiry and Exit Management), Clause Confidentiality (Confidentiality), Clauses The Supplier must tell the Buyer within 48 hours if it receives a Request For Information. - The Buyer may talk to the Supplier to help it decide whether to publish information under this Clause Transparency and FOIA. However, the extent, content and format of the disclosure is the Buyer's decision in its absolute discretion. (FOIA), Clause Invalidity (Invalidity), Clause Entire Agreement and Third-Party Rights (Entire Agreement and Third Party Rights), Clause Governing Law, Jurisdiction and Dispute Resolution (Governing Law, Jurisdiction and Dispute Resolution), Schedule 1 (Definitions) and any Clauses and Schedules which are expressly or by implication intended to continue. and at the written direction of the Buyer, delete or return Personal Data (and any copies of it) to the Buyer on termination of this Contract unless the Supplier is required by Law to retain the Personal Data. shall apply.

35. Notices

35.1 All notices under this Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.

35.2 Notices to the Buyer must be sent to the Buyer Authorised Representative's address or email address in the Order Form.

36. This Clause Force Majeure

36.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under this Contract while the inability to perform continues, if it both:

36.1.1 provides a Force Majeure Notice to the other Party;

36.1.2 uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

36.2 Either Party can partially or fully terminate this Contract if the provision of the Services is materially affected by a Force Majeure Event which lasts for ninety (90) days continuously.

36.3 If the Supplier is the affected Party, it shall not be entitled to claim relief under this Clause Force Majeure to the extent that consequences of the relevant Force Majeure Event should have been foreseen and prevented or avoided by a prudent provider of services similar to the Services, operating to the standards required by this Contract.

36.4 Where a Party terminates under Clause Either Party can partially or fully terminate this Contract if the provision of the Services is materially affected by a Force Majeure Event which lasts for ninety (90) days continuously.:

36.4.1 each party must cover its own Losses; and

36.4.2 Clauses **Expiry or termination of this Contract will not affect:, Upon termination or expiry of this Contract:, The following Clauses survive the termination or expiry of this Contract: Clause Liabilities (Liabilities), Clause Intellectual Property**

Rights (Intellectual Property Rights), Clause Records and Audit (Records and Audit), Clause Protection of Personal Data (Protection of Personal Data), Clause Consequences of termination and expiry and exit management (Consequences of Termination and Expiry and Exit Management), Clause Confidentiality (Confidentiality), Clauses The Supplier must tell the Buyer within 48 hours if it receives a Request For Information. - The Buyer may talk to the Supplier to help it decide whether to publish information under this Clause Transparency and FOIA. However, the extent, content and format of the disclosure is the Buyer's decision in its absolute discretion. (FOIA), Clause Invalidity (Invalidity), Clause Entire Agreement and Third-Party Rights (Entire Agreement and Third Party Rights), Clause Governing Law, Jurisdiction and Dispute Resolution (Governing Law, Jurisdiction and Dispute Resolution), Schedule 1 (Definitions) and any Clauses and Schedules which are expressly or by implication intended to continue. and at the written direction of the Buyer, delete or return Personal Data (and any copies of it) to the Buyer on termination of this Contract unless the Supplier is required by Law to retain the Personal Data. shall apply.

36.5 Notices does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

37. Entire Agreement and Third-Party Rights

37.1 This Contract constitutes the entire agreement between the Parties in respect of the matter and supersedes and extinguishes all prior negotiations, course of dealings or agreements made between the Parties in relation to its subject matter, whether written or oral. Neither Party has been given, nor entered into this Contract in reliance on, any warranty, statement, promise or representation other than those expressly set out in this Contract. Nothing in this Clause **Error! Not a valid bookmark self-reference.** shall exclude any liability in respect of misrepresentations made fraudulently.

37.2 A person who is not a Party to this Contract has no right under the CRTPA to enforce any term of this Contract but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

38. Conflicts of Interest

38.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Personnel are placed in the position of an actual or potential Conflict of Interest.

38.2 The Supplier must promptly notify and provide details to the Buyer if a Conflict of Interest happens or is expected to happen.

38.3 The Buyer can terminate this Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential Conflict of Interest.

39. Governing Law, Jurisdiction and Dispute Resolution

39.1 This Contract and any Disputes shall be governed by and construed in accordance with the laws of England and Wales.

- 39.2 In the event of a Dispute arising out of or in connection with this Contract senior representatives of the Parties who have authority to settle the dispute shall, within twenty (20) Working Days of receipt of a written request from the Party raising the Dispute, meet in good faith to resolve the Dispute.
- 39.3 If after (20) Working Days of escalation under Clause In the event of a Dispute arising out of or in connection with this Contract senior representatives of the Parties who have authority to settle the dispute shall, within twenty (20) Working Days of receipt of a written request from the Party raising the Dispute, meet in good faith to resolve the Dispute. the Dispute remains unresolved the Parties may decide to settle it by mediation using the CEDR Model Mediation Procedure current at the time of the Dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the Dispute, the Dispute must be resolved pursuant to Clause The Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:.
- 39.4 The Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:
- 39.4.1 determine the Dispute;
 - 39.4.2 grant interim remedies; and
 - 39.4.3 grant any other provisional or protective relief.

SCHEDULE 1 TO ANNEX A DEFINITIONS

1. In accordance with Clause 1 (Definitions), in this Contract the following expressions shall have the meanings ascribed in the table below.

Affected Party	means the Party seeking to claim relief in respect of a Force Majeure Event
Affiliates	means in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control of that body corporate from time to time
Attachment	means an attachment to the Order Form
BCDR Plan	means the plan prepared pursuant to Paragraph 2.1 of Schedule S1 (Business Continuity and Disaster Recovery) where used as indicated in the Order Form, as may be amended from time to time
Buyer	means the organisation eligible to use the Framework as specified in the Order Form
Buyer's Existing Entitlement	means Buyer's funds held on account by the Supplier in respect of another transaction(s) outside of this Contract and to be used as part or whole payment of the Charges
Buyer Premises	means premises owned, controlled or occupied by the Buyer which are made available for use by the Supplier or its Sub-Contractors for the provision of the Services and/or Deliverables (or any of them) as set out or referred to in the Order Form
Buyer Property	means the property, other than real property and IPR, including the Buyer System issued or made available to the Supplier by the buyer in connection with this Contract as set out or referred to in the Order Form
Buyer System	means the Buyer's computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Buyer or in respect of which access may be granted to the Supplier to provide the Services
Call-Off Terms	means these terms and conditions
CCS	means Crown Commercial Service, the authority to the Framework
Central Government Body	<p>means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:</p> <p>a) Government Department; b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);</p>

	<p>c) Non-Ministerial Department; or</p> <p>d) Executive Agency</p>
Charges	means the charges payable to the Supplier by the Buyer under this Contract in respect of the Services, calculated in accordance with this Contract (including Framework Schedule 3 (Framework Prices and Charging Structure)) and as set out or referred to in the Order Form
Commencement Date	means the date specified as such in the Order Form
Commercially Sensitive Information	the Confidential Information listed in the Framework or Order Form (if any) comprising of commercially sensitive information relating to the Supplier, its IPR or its business or which the Supplier has indicated to the Buyer that, if disclosed by the Buyer, would cause the Supplier significant commercial disadvantage or material financial loss
Confidential Information	<p>means the Buyer's confidential information and/or the Supplier's confidential information, as the context requires, but not including any information which:</p> <p>(a) was in the possession of the Recipient without obligation of confidentiality prior to its disclosure by the Disclosing Party;</p> <p>(b) the Recipient obtained on a non-confidential basis from a third party who is not, to the Recipient's knowledge or belief, bound by a confidentiality agreement with the Disclosing Party or otherwise prohibited from disclosing the information to the Recipient;</p> <p>(c) was already generally available and in the public domain at the time of disclosure otherwise than by a breach of this Contract or breach of a duty of confidentiality; or</p> <p>(d) was independently developed without access to the Confidential Information</p>
Conflict of Interest	a conflict between the financial or personal duties of the Supplier or the Supplier's staff and the duties owed to the Buyer under this Contract, in the reasonable opinion of the Buyer
Contract	<p>means the contract between the Buyer and the Supplier (entered into pursuant to the terms of the Framework) consisting of:</p> <p>i) the Order Form; and</p> <p>j) the Call-Off Terms</p>
Contract Period	means the duration of this Contract as specified in the Order Form
Contract Value	means the higher of the actual or expected total Charges paid or payable under this Contract where all obligations are met by the Supplier
Contract Year	means a consecutive period of twelve (12) Months commencing on the Commencement Date or each anniversary thereof
Control	means control in either of the senses defined in sections 450 and 1124 of the Corporation Tax Act 2010 and "Controlled" shall be construed accordingly

Controller	has the meaning given to it in the GDPR
Crown Body	the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Government and the National Assembly for Wales), including government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf
CRTPA	means the Contracts (Rights of Third Parties) Act 1999
Data Loss Event	means any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach
Data Protection Impact Assessment	means an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data
Data Protection Legislation	means (i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 to the extent that it relates to Processing of personal data and privacy; (iii) all applicable Law about the Processing of personal data and privacy
Data Protection Officer	has the meaning given to it in the GDPR
Data Subject	has the meaning given to it in the GDPR
Data Subject Request	means a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data
Default	means any breach of the obligations of the Supplier (including any fundamental breach or breach of a fundamental term) or any other default, act, omission, misrepresentation, negligence or negligent statement of the Supplier or its personnel in connection with or in relation to this Contract or the subject matter of this Contract and in respect of which the Supplier is liable to the Buyer
Deliverables	means any item or feature in the supply of Services delivered or to be delivered by the Supplier to the Buyer in accordance with this Contract as specified in the Order Form
Dispute	means any claim, dispute or difference arises out of or in connection with this Contract (whether contractual or non contractual) or in connection with the negotiation, existence, legal validity, enforceability or termination of this Contract, whether the alleged liability shall arise under English law or under the law of some other country and regardless of whether a particular cause of action may successfully be brought in the English courts
DPA 2018	means the Data Protection Act 2018
EIR	the Environmental Information Regulations 2004
Electronic Invoice	an invoice which has been issued, transmitted and received in a structured electronic format which allows for its automatic and electronic processing and which complies with (a) the European standard and (b) any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870
Exit Day	shall have the meaning in the European Union (Withdrawal) Act 2018

Existing IPR	means any and all IPR that are owned by or licensed to either Party and which are or have been developed independently of the Contract (whether prior to the Commencement Date or otherwise)
FOIA	the Freedom of Information Act 2000 and any subordinate legislation made under that 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
Force Majeure Event	<p>means any event, occurrence, circumstance, matter or cause affecting the performance by either the Buyer or the Supplier of its obligations (except those events, occurrences, circumstances, matters or causes which are attributable to any wilful act, neglect or failure to take reasonable preventative action by the relevant Party) arising from:</p> <ul style="list-style-type: none"> a) acts, events, omissions, happenings or non-happenings beyond the reasonable control of the Affected Party which prevent or materially delay the Affected Party from performing its obligations under this Contract; b) riots, civil commotion, war or armed conflict, acts of terrorism, nuclear, biological or chemical warfare; c) acts of a Crown Body, local government or regulatory bodies; d) fire, flood or any disaster; or e) an industrial dispute affecting a third party for which a substitute third party is not reasonably available but excluding: <ul style="list-style-type: none"> i) any industrial dispute relating to the Supplier, the Supplier Personnel (including any subsets of them) or any other failure in the Supplier or the Sub-Contractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and iii) any failure of delay caused by a lack of funds
Force Majeure Notice	means a written notice served by the Affected Party on the other Party stating that the Affected Party believes that there is a Force Majeure Event
Framework	means the framework agreement reference RM6100 between the Supplier and CCS
GDPR	the General Data Protection Regulation (Regulation (EU) 2016/679)
Government	the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Government and the National Assembly for Wales), including government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf
Insolvency Event	<p>means, in respect of the Supplier:</p> <ul style="list-style-type: none"> a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme

	<p>or arrangement with, or assignment for the benefit of, its creditors; or</p> <p>b) 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); or</p> <p>c) a petition is presented for its winding up (which is not dismissed within fourteen (14) Working 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; or</p> <p>d) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or</p> <p>e) an application 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; or</p> <p>f) it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986; or</p> <p>g) being a "small company" within the meaning of section 382(3) of the Companies Act 2006, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or</p> <p>h) where the person is an individual or partnership, any event analogous to those listed in limbs (a) to (g) (inclusive) occurs in relation to that individual or partnership; or</p> <p>i) any event analogous to those listed in limbs (a) to (h) (inclusive) occurs under the law of any other jurisdiction</p>
Intellectual Property Rights or IPR	<p>means:</p> <p>a) copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in Internet domain names and website addresses and other rights in trade names, designs, Know-How, trade secrets and other rights in Confidential Information;</p> <p>b) applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and</p> <p>c) all other rights having equivalent or similar effect in any country or jurisdiction</p>
IPR Claim	means any claim of infringement or alleged infringement (including the defence of such infringement or alleged infringement) of any IPR, used to provide the Services or as otherwise provided and/or licensed by the Supplier (or to which the Supplier has provided access) to the Buyer in the fulfilment of its obligations under this Contract
Key Sub-Contract	means each Sub-Contract with a Key Sub-Contractor
Key Sub-Contractor	means any Sub-Contractor:

	<p>a) listed as such in the Order Form;</p> <p>b) which, in the opinion of CCS or the Buyer performs (or would perform if appointed) a critical role in the provision of all or any part of the Services and/or Deliverables; and/or</p> <p>c) with a Sub-Contract with a contract value which at the time of appointment exceeds (or would exceed if appointed) 10% of the aggregate Charges forecast to be payable under this Contract.</p>
Know-How	means all ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the Services but excluding know-how already in the other Party's possession before the Commencement Date;
Law	means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Supplier is bound to comply
LED	means the Law Enforcement Directive (Directive (EU) 2016/680)
Losses or Loss	means all losses, liabilities, damages, costs, fines, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise
Modern Slavery Helpline	means the mechanism for reporting suspicion, seeking help or advice and information on the subject of modern slavery available online at https://www.modernslaveryhelpline.org/report or by telephone on 08000 121 700
New IPR	<p>means:</p> <p>a) IPR in items created by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of the Contract and updates and amendments of these items; and/or</p> <p>b) IPR in or arising as a result of the performance of the Supplier's obligations under the Contract and all updates and amendments to the same;</p> <p>but shall not include the Supplier's Existing IPR</p>
Order	means the order placed by the Buyer with the Supplier for the provision of the Services and/or Deliverables in accordance with the Framework and under the terms of this Contract
Order Form	means the form (based on the template included at Annex 1 to Framework Schedule 4 (Template Order Form and Template Call-Off Terms)) together with any Attachments, as completed and forming part of this Contract, which contains details of an Order together with other information in relation to such Order, including the description of the Services to be provided

Party	means a party to this Contract, namely either the Buyer or the Supplier (together the "Parties")
Personal Data	has the meaning given to it in the GDPR
Personal Data Breach	has the meaning given to it in the GDPR
Processing	has the meaning given to it in the GDPR and "Process" and "Processed" shall be interpreted accordingly
Processor	has the meaning given to it in the GDPR
Prohibited Acts	<p>means:</p> <ul style="list-style-type: none"> a) to directly or indirectly offer, promise or give any person working for or engaged by a Buyer or any other public body a financial or other advantage to: <ul style="list-style-type: none"> i) induce that person to perform improperly a relevant function or activity; or ii) reward that person for improper performance of a relevant function or activity; 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 Contract; or c) committing any offence: <ul style="list-style-type: none"> i) under the Bribery Act 2010 (or any legislation repealed or revoked by such Act); or ii) under legislation or common law concerning fraudulent acts; or d) defrauding, attempting to defraud or conspiring to defraud a Buyer or other public body; or e) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct had been carried out in the UK
Protective Measures	means appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it including those set out or referred to in the Security Policy
Regulations	means the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires)
Relevant Requirements	means all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State pursuant to section 9 of the Bribery Act 2010
Reminder Notice	means a notice sent in accordance with Clause The Supplier can issue a Reminder Notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate this Contract if the Buyer fails to pay an undisputed invoiced sum due and worth over 10% of the annual Contract Value within 30 days of the date of the Reminder Notice. given by the Supplier to the Buyer providing notification that payment has not been received on time

Request for Information	means a request for information or an apparent request relating to this Contract or an apparent request for such information under the FOIA or the EIRs
Restricted Country	<p>means any country which is not:</p> <ul style="list-style-type: none"> b) a member of the European Economic Area; c) the United Kingdom; or d) deemed adequate by the European Commission pursuant to article 25(6) of Directive 95/46/EC or article 45(3) of the GDPR
Schedule of Processing, Personal Data and Data Subjects	<p>means the schedule of processing, personal data and data subjects set out in Attachment 2 of the Order Form (to be completed by the Buyer) which sets out various details concerning the processing of Personal Data including:</p> <ul style="list-style-type: none"> a) identity of the Controller and Processor; b) subject matter of processing; c) duration of the processing; d) nature and purposes of the processing; e) type of Personal Data being Processed; f) categories of Data Subject; and g) plan for return of the data once the processing is complete unless requirement under Data Protection Legislation to preserve that type of data
Services	means the services which the Supplier shall make available to the Buyer under this Contract as set out or referred to in the Order Form
Security Policy	means the security policy, referred to in the Order Form, in force as at the Commencement Date (a copy of which has been supplied to the Supplier), as updated from time to time and notified to the Supplier
Services Specification	means the specification of the Services as set out or referred to in Attachment 1 to the Order Form
Sites	<p>means any premises (including the Buyer Premises, the Supplier's premises or third-party premises) from, to or at which:</p> <ul style="list-style-type: none"> a) the Services and/or Deliverables are (or are to be) provided; or b) the Supplier manages, organises or otherwise directs the provision or the use of the Services and/or Deliverables, <p>and which are set out in or referred to in the Order Form</p>
Standards	means any standards set out or referred to in these Call-Off Terms, the Order Form and the Framework
Standard Contractual Clauses	means the standard contractual clauses for the transfer of Personal Data to processors established in third countries which do not ensure an adequate level of protection as set out in Commission Decision C (2010) 593 and reference to the standard contractual clauses shall

	be to the clauses as updated, amended, replaced or superseded from time to time by the European Commission
Sub-Contract	means any contract or agreement or proposed agreement between the Supplier and any third party whereby that third party agrees to provide to the Supplier the Services (or any part thereof) or to provide facilities or services necessary for the provision of the Services (or any part thereof) or necessary for the management, direction or control of the provision of the Services or any part thereof
Sub-Contractor	means any third party other than the Supplier, who is a party to a Sub-Contract and the servants or agents of that person
Sub-processor	means any third party appointed to process Personal Data on behalf of the Supplier related to this Contract
Supplier	means the entity identified as such in the Order Form
Supplier Equipment	means the Supplier's hardware, computer and telecoms devices, equipment, plant, materials and such other items supplied and used by the Supplier (but not hired, leased or loaned from the Buyer) in the performance of its obligations under this Contract
Supplier Personnel	means all persons employed or engaged by the Supplier together with the Supplier's servants, agents, suppliers, consultants and Sub-Contractors (and all persons employed by any Sub-Contractor together with the Sub-Contractor's servants, consultants, agents, suppliers and sub-contractors) used in the performance of its obligations under this Contract
Transparency Information	<p>means the Transparency Reports (including information relating to the Services and performance of this Contract which the Supplier is required to provide to the Buyer in accordance with the reporting requirements specified in the Framework) and the content of this Contract, including any changes to this Contract agreed from time to time, except for:</p> <ul style="list-style-type: none"> a) any information which is exempt from disclosure in accordance with the provisions of the FOIA, which shall be determined by the Buyer; and b) Commercially Sensitive Information
Transparency Reports	means the information relating to the Services and/or Deliverables and performance of this Contract which the Supplier is required to provide to the Buyer
Worker	any one of the Supplier Personnel which the Buyer, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees) applies in respect of the Services and/or Deliverables

Working Day	means any day other than a Saturday, Sunday or public holiday in England and Wales
VAT	means value added tax in accordance with the provisions of the Value Added Tax Act 1994

Annex B – Statement of Requirement

Included as a separate document

Annex C – Pricing Schedule

Included as a separate document

Annex D - Statement of Non-collusion

To: The Ministry of Defence

1. We recognise that the essence of competitive tendering is that The Authority will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

a) communicate to any person other than The Authority the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;

b) enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;

c) offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

Annex E - Conflict of Interest Statement

To: The Ministry of Defence

I have nothing to declare with respect to any current or potential interest or conflict in relation to this work (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this work, or to indicate a professional or personal interest in the outcomes from this work.

Signed

Name

Position

OR I wish to declare the following with respect to personal or professional interests related to relevant organisations*;

- X
- X

Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.

- X
- X

Signed

Name

Position

Please complete this form and return this with your Service Offering documentation - Nil returns are required.

* These may include (but are not restricted to);

- A professional or personal interest in the outcome of this work
- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

All of the above apply both to the individual signing this form and their close family / friends / partners etc.

If your situation changes during the project in terms of interests or conflicts, you must notify The Authority straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR FIRM CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY

Annex F – Security Aspects Letter

16 March 2023

For the attention of: PWC Security Advisor

Security Aspects Letter for Contractor Involving Information up to OFFICIAL SENSITIVE to UK Contractors in respect to following contract:

Contract No: 707258450 – Corporate Services Modernisation (CSM) Client-Side Partner (CSP)

1. On behalf of the Secretary of State for Defence, I hereby give you notice of the information or assets connected with, or arising from, the referenced Contract that constitute classified material.
2. Aspects that constitute OFFICIAL-SENSITIVE for the purpose of DEFCON 660 are specified below. These aspects must be fully safeguarded. The enclosed Security Condition, attached at Annex, outlines the minimum measures required to safeguard OFFICIAL-SENSITIVE assets and information.

ASPECTS	CLASSIFICATION
Information generated/supplied in support of Corporate Services Modernisation Transformation	Up to OFFICIAL-SENSITIVE

3. Your attention is drawn to the provisions of the Official Secrets Act 1911-1989 in general, and specifically to the provisions of Section 2 of the Official Secrets Act 1911 (as amended by the Act of 1989). In particular you should take all reasonable steps to make sure that all individuals employed on any work in connection with this Contract have notice of the above specified aspects and that the aforementioned statutory provisions apply to them and will continue to apply after completion or earlier termination of the contract.

5. To demonstrate a level of readiness all contractors will require a current SC level of security clearance enabling access to MOD Head Office, Main Building as required, as well as operating MOD Government Furnished Equipment (MOD laptops).

6. Will you please confirm that:

- a. This definition of the classified aspects of the referenced Contract has been brought to the attention of the person directly responsible for security of classified material.
- b. The definition is fully understood.
- c. Measures can, and will, be taken to safeguard the classified aspects identified herein in accordance with applicable national laws and regulations. [The requirement and obligations set out above and in any contractual document can and will be met and that the classified information

shall be protected in accordance with applicable national laws and regulations.]

d. All employees of the company who will have access to classified information have either signed the OSA Declaration Form in duplicate and one copy is retained by the Company Security Officer or have otherwise been informed that the provisions of the OSA apply to all classified information and assets associated with this contract.

7. If you have any difficulty either in interpreting this definition of the classified aspects or in safeguarding them, will you please let me know immediately.

8. Classified Information associated with this Contract must not be published or communicated to anyone without the approval of the MOD Contracting Authority.

9. Any access to classified information or assets on MOD premises that may be needed will be subject to MOD security regulations under the direction of the MOD Project Officer in accordance with DEFCON 76.

Yours faithfully

Copy via email to:

ISAC-Group (MULTIUSER)

COO-DSR-IIPCSy (MULTIUSER)

UKStratComDD-CyDR-CySAAS-021