

Order Schedule 1 (Transparency Reports)

Order Ref:

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1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1)

(<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.

1.2 Without prejudice to the Supplier's reporting requirements set out in the DPS Contract, within three (3) Months of the Start 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 the Annex of this Schedule.

1.3 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.

1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

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Annex A: List of Transparency Reports

Title	Content	Format	Frequency
KPI Performance Reporting	To ensure transparency and accountability by providing requested information on whether key performance indicators (KPIs) are being met, thereby demonstrating contract compliance and performance effectiveness.	Microsoft Excel	Quarterly
Full Contract	<p>The award of the contract will be released for public information on https://www.gov.uk/contracts-finder</p> <ul style="list-style-type: none">• And will include the: full contract price• KPIs (not including service level credits)• plans for management of underperformance• governance arrangements, including those for supply chains where significant contract value rests with subcontractors• resource plans and service improvement plans	Microsoft Word	At point of award
Release of information on public request	<p>When these requests are received, the Supplier will:</p> <ul style="list-style-type: none">• provide government with information that helps it respond to public enquiries regarding the contract(s) in question.	To be agreed when required	N/A

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	<ul style="list-style-type: none">• supply government with information that helps it respond to the government's own transparency obligations• respond to government queries that are relevant to the service in question within a reasonable time frame and with due consideration to the urgency of the question.		
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