



Department
for Environment
Food & Rural Affairs

C28984 - Provision of Support to an APHA Tier 2 National Exercise (ASPEN)

Conditions of Contract
Short Form Enhanced
May 2025

Contents

Order Form..... 4

Annex 1 – Authorised Processing Template 9

Annex 2 – Specification 10

Annex 3 – Charges..... 35

Annex 4 – Tender Submission 39

Annex 5 – Sustainability 59

Short Form Terms 64

 1. Definitions used in the Contract 64

 2. Understanding the Contract..... 68

 3. How the Contract works 69

 4. What needs to be delivered 70

 5. Pricing and payments 72

 6. The Authority's obligations to the Supplier 73

 7. Record keeping and reporting..... 73

 8. Supplier staff..... 74

 9. Rights and protection 75

 10. Intellectual Property Rights (IPRs)..... 76

 11. Ending the contract..... 77

 12. How much you can be held responsible for 79

 13. Obeying the law 80

 14. Insurance 80

 15. Data protection 80

 16. What you must keep confidential 84

 17. When you can share information 86

 18. Invalid parts of the contract..... 86

 19. No other terms apply..... 86

 20. Other people's rights in a contract 86

21. Circumstances beyond your control..... 87

22. Relationships created by the contract..... 87

23. Giving up contract rights 87

24. Transferring responsibilities 87

25. Changing the contract..... 88

26. How to communicate about the contract..... 88

27. Preventing fraud, bribery and corruption..... 88

28. Health, safety and wellbeing 89

31. Tax..... 90

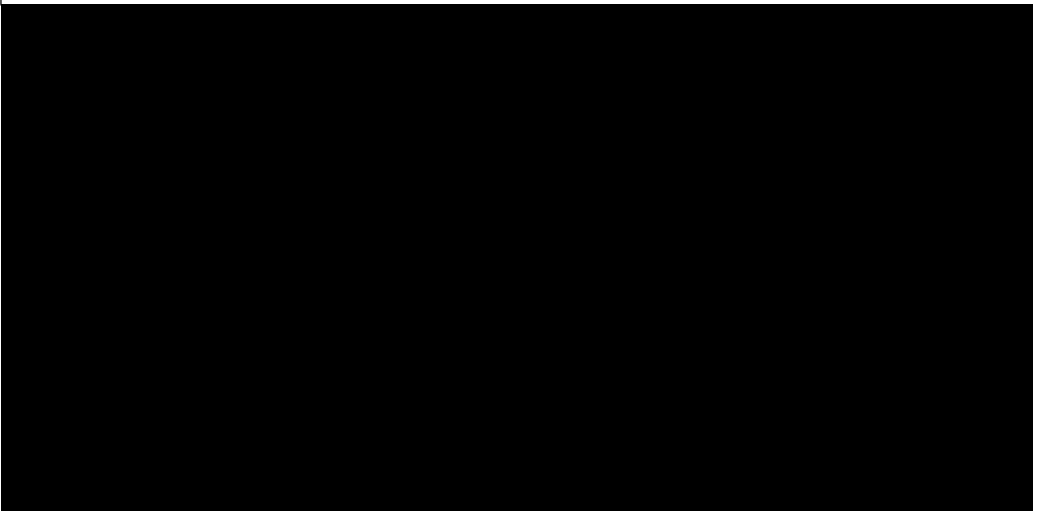
33. Conflict of interest 91

34. Reporting a breach of the contract..... 91

35. Resolving disputes..... 91

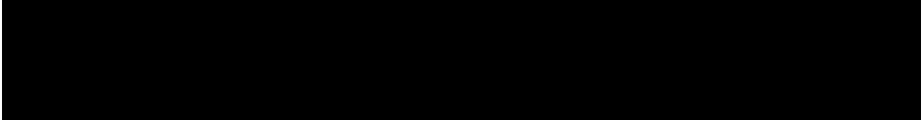
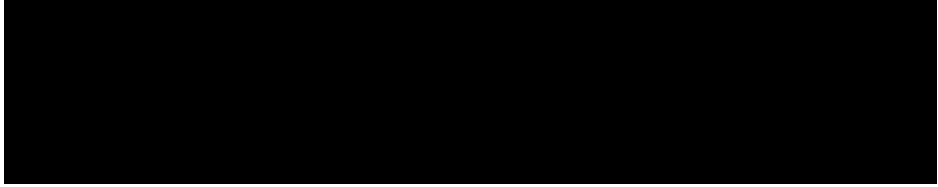
36. Which law applies 92

Order Form

1. Contract Reference	C28984
2. Date	12 May 2025
3. Authority	THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS of Seacole Building, 2 Marsham Street, London, SW1P 4DF (acting through THE ANIMAL AND PLANT HEALTH AGENCY (APHA)).
4. Supplier	RAB Consultants Limited Registered address: Lifford Hall Lifford Lane, Kings Norton, Birmingham, West Midlands, B30 3JN Registration number: 05799647
4a. Supplier Account Details	
5. The Contract	<p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any inconsistency between the provisions of the Order Form, the Conditions and the Annexes, the inconsistency shall be resolved by giving precedence in the following order:</p> <ol style="list-style-type: none"> 1. Order Form, Annex 2 (<i>Specification</i>) and Annex 3 (<i>Charges</i>) with equal priority. 2. Conditions and Annex 1 (<i>Authorised Processing Template</i>) with equal priority. 3. Annexes 4 (<i>Tender Submission</i>) and 5 (<i>Sustainability</i>).

	<p>In the event of any inconsistency between the provisions of Annexes 4 and 5, Annex 5 shall take precedence over Annex 4.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Authority and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	None
	Services	To be performed at RAB Consultants, Second Floor, Cathedral House, 5 Beacon Street, Lichfield, Staffordshire, WS13 7AA
7. Specification	The specification of the Deliverables is as set out in Annex 2.	
8. Term	<p>The Term shall commence on 12 May 2025 (the Start Date) and the Expiry Date shall be 31 March 2026, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>The Authority may extend the Contract for a period of up to 6 months' by giving not less than 1 months' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p> <p>As soon as it is identified that an incident response demand would impact the delivery of the Contract, the Authority reserves the right to terminate this Contract by giving the Supplier not less than 28 days' written notice and if the Contract is terminated, clause 11.5(b) to 11.5(g) shall apply. Upon termination of the Contract, the Supplier and Authority should meet to agree the completed deliverables that remain chargeable. The Authority will not be liable for any payments that are greater than the Supplier's quoted costs as set out in Annex 3, unless agreed in a formal Contract Change Note (CCN) beforehand.</p>	
9. Charges	The Charges for the Deliverables shall be as set out in Annex 3.	
10. Payment	<p>The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to: APInvoices-APH-U@gov.sscl.com</p> <p>Alternatively, you may post to:</p> <p style="padding-left: 40px;">SSCL - Animal and Plant Health Agency APH Sort Ref 791 Newport NP10 8FZ</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant with Annex 3 Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact the Authority's Authorised Representative(s).</p>	

<p>11. Authority Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be</p> <div style="background-color: black; width: 100%; height: 80px; margin-bottom: 10px;"></div> <p>or, in their absence,</p> <div style="background-color: black; width: 100%; height: 80px;"></div>
<p>12. Address for notices</p>	<p>Authority:</p> <p>APHA Contract Management, Animal and Plant Health Agency (APHA), Woodham Lane, New Haw, Addlestone, Surrey, KT15 3NB</p> <div style="background-color: black; width: 100%; height: 40px; margin-top: 5px;"></div> <p>Supplier:</p> <p>RAB Consultants Limited, Second Floor, Cathedral House, 5 Beacon Street, Litchfield, Staffordshire, WS13 7AA</p> <div style="background-color: black; width: 100%; height: 40px; margin-top: 5px;"></div>
<p>13. Key Personnel</p>	<p>Authority:</p> <p>Resilience and Contingency Planning Division, Animal and Plant Health Agency (APHA), Woodham Lane, New Haw, Addlestone, Surrey, KT15 3NB</p> <div style="background-color: black; width: 100%; height: 60px; margin-top: 5px;"></div> <p>or, in their absence,</p> <div style="background-color: black; width: 100%; height: 40px; margin-top: 5px;"></div> <p>Supplier:</p> <p>RAB Consultants Limited, Second Floor, Cathedral House, 5 Beacon Street, Litchfield, Staffordshire, WS13 7AA</p> <div style="background-color: black; width: 100%; height: 20px; margin-top: 5px;"></div>

	<p style="text-align: center;"></p> <p>or, in their absence,</p> <p style="text-align: center;"></p>
<p>14. Procedures and Policies</p>	<p>For the purpose of the Contract the data security requirements are located at Annex 6 (<i>Cyber Essentials Scheme</i>)</p> <p>For the purposes of the Contract the Sustainability Requirements are located at Annex 5 (<i>Sustainability</i>).</p> <p>For the purpose of the Contract the Authority requires the Supplier to ensure that any person employed in the delivery of the Services has undertaken a Disclosure and Barring Service check.</p> <p>The Supplier shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables in accordance with: UK Government Baseline Personnel Security Standard</p> <p>For the avoidance of doubt, if other policies of the Authority are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.</p>
<p>15. Limitation of Liabilities</p>	<p>See Condition 12</p>
<p>16. Insurance</p>	<p>The Supplier shall hold the following insurance cover from the start date for the duration of the Contract and continuing 6 years after the Expiry Date or earlier or later termination in accordance with this Order Form</p> <ul style="list-style-type: none"> - Professional Indemnity insurance with cover (for a single event or multiple with an aggregate) of not less than £5,000,000; - Public Liability insurance with cover (for a single event or multiple with an aggregate) of not less than £5,000,000; - Employers Liability insurance with cover (for a single event or multiple with an aggregate) of not less than £5,000,000;

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

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

Annex 1 – Authorised Processing Template

Contract:	C28984
Date:	12 May 2025
Description Of Authorised Processing	Details
Subject matter of the processing	The processing is required in order to ensure that the Supplier can effectively deliver the required Services to the Authority.
Duration of the processing	Personal Data will be processed only for as long as necessary for provision of the Services and for no longer than expiry of the Contract in connection with which it is processed.
Nature and purposes of the processing	Nature: storage, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available Purpose: To fulfil the requirements of this Contract.
Type of Personal Data	Names, addresses, telephone numbers and email addresses
Categories of Data Subject	Supplier Staff and Authority Staff including agents and temporary workers.

Annex 2 – Specification



Animal &
Plant Health
Agency



National Tier 2 Exotic Notifiable Animal Disease Exercise

Specification of Requirements

Author(S): R Mathias & R Broadhurst
Edited: 20/02/2025
Version: 4.4

Contents

- Glossary..... 12
- 1.0 Strategic Overview..... 14
- 2.0 Scope of the Requirement 14
- 3.0 Exercise Delivery Timeline..... 16
- 4.0 Detailed Requirements 16
 - 4.1 APHA Obligations 16
 - 4.2 Contractor Obligations..... 17
 - Phase One- Project Initiation & Contract Mobilisation (2 Weeks) 17
 - Phase Two- Project Design & Exercise Planning (1 Month) 18
 - Phase Three - Exercise Development & Pre-briefing (3 Months)..... 19
 - Phase Four- Project & Exercise Delivery (3 Months) 21
 - Phase Five- Project Debriefing (1 Month) 24
 - Phase Six- Project Reporting & Closure (1 Month) 25
- 5.0 Summary of Key Personnel 26
- 6.0 Contract Governance..... 27
- 7.0 Performance Management Framework (including Key Performance Indicators and Service Credits) 29
- 8.0 Appendices..... 32

Glossary

Term	Meaning
APHA	means the Animal and Plant Health Agency, an Executive Agency of the Authority.
Authority	means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
CDCC	means Central Disease Control Centre
Communication Plan	means a document that outlines how and when to communicate with stakeholders
Contract	means the contract resulting from this procurement procedure between the Authority and the Contractor, including this Specification of Requirements
Contract Inception Meeting	means a meeting between APHA and the Contractor prior to contract commencement to establish project goals and scope
Contractor	means the supplier appointed to deliver this contract
Contract Manager	means a role within APHA's Contract Management Team and main point of contact for the Contractor for contractual issues or escalations
CVO	means the Chief Veterinary Officer
Cyber Essentials Certification	means a government-backed certification scheme that helps keep your organisation's and your customer's data safe from cyber-attacks. Additional information can be found at: Cyber Essentials - NCSC.GOV.UK
Defra	means the Department for the Environment, Food and Rural Affairs
Evaluation Plan	means a pre-written and approved plan detailing the agreed debrief and evaluation of the Exercise
Exec	means Executive staff
ExCon	means Exercise Control organisation
Exercise	means the series of exercises which collectively make up the National Exercise to be delivered as part of this Contract
Exercise Controller	means a role to be delivered by the Contractor during the Exercise
Exercise Control Organisation	means a team supplied by the Contractor to support the Exercise Controller, during the Exercise
Exercise Director	means a role to be delivered by the Contractor during the Exercise
Exercise Evaluator	means an individual responsible for the evaluation of the Exercise
Exercise Evaluation Team	means a team supplied by APHA to support the Exercise Evaluator
Exercise Observer	means an individual that observes the Exercise, not participating
Exercise Plan	means a live document outlining key aspects of the Exercise, for use by a range of teams including the Exercise Planner, Project Manager, Scenario Development Teams.
Exercise Planner	means a planning role and responsibility to be delivered by the Contractor
Exercise Support Staff	means an individual supporting in Exercise activities

FMD	means Foot & Mouth Disease
FOB	means Forward Operating Base
Inject	means a pre-written, scripted event or scenario that is introduced into the Exercise to simulate actions or decisions from the Participants
IP	means Infected Premises
Lessons Team	means a team within APHA with responsibility for APHA lessons
Local Exercise Programme	means the programme of regional field exercises taking place following relevant policy guidance
Local Scenario Development Team	means a team within APHA with responsibility for developing the Exercise scenario
MEL	means Master Events List
National Exercise	a tier 2 Exercise that includes all geographic areas of Great Britain and Northern Ireland involving response at Strategic, Tactical and Operational level
National Live Exercise	means the live play element the Exercise programme being delivered as part of this Contract
National Scenario Development Team	means a team within APHA with responsibility for developing the Exercise scenario
NDCC	means National Disease Control Centre
NI	means Northern Ireland
Outbreak	means an occurrence of Exotic Notifiable Animal Disease at one or more affected premises
Participant	means an individual invited to take part in the Exercise
Player	means a Participant involved in the National Live Exercise
Project Manager	means a role within APHA's Contingency Planning Division and main point of contact for the Contractor for operational issues
RRP	means Readiness and Resilience Partnership
SG	means Scottish Government
SLT	means APHA's Senior Leadership Team
StartEx	means start of exercise
T&S	means Travel and Subsistence
WG	means Welsh Government

1.0 Strategic Overview

1.1 The Animal and Plant Health Agency (APHA) is an Executive Agency of the Department for Environment and Rural Affairs (Defra) – the Authority – and delivers the Animal Health and Welfare policies of the Authority, Scottish Government and Welsh Government across Great Britain (GB). One of its principal functions is the safeguarding of animal health and welfare and public health, which in turn supports economic growth and trade.

1.2 APHA has a critical role in the control and eradication of endemic and exotic notifiable and reportable diseases including responding to Outbreaks of notifiable avian disease, Foot and Mouth Disease (FMD) or swine fever.

1.3 APHA will manage this Contract on behalf of the Authority.

1.4 APHA, in conjunction with Defra, Welsh Government (WG), Scottish Government (SG) & Northern Ireland (NI) and their operational partners are to work in partnership to plan, prepare and deliver a National Exercise (hereafter referred to simply as the Exercise). The Exercise will be a medium to large scale FMD Outbreak originating in the border regions of England and Wales, spreading to Scotland, Wales and Northern Ireland.

1.5 The primary purpose of the Exercise is to test the current respective government contingency plans and established policies of Defra, WG, SG and NI for the control of an Outbreak of FMD. Its aim is not to provoke new policy developments but rather to explore current policy and the arrangements for its implementation. It will also test APHA's operational response arrangements and expose communications, resilience and capability to scrutiny.

1.6 The Exercise will be designed adhering to the guidance laid out in the Cabinet Office 'Exercising Best Practice Guidance', relating to the National Exercising Programme (NEP) Tier structure. Additional information relating to this can be found here:

[24.51 CO EDS Exercising Good Practice Guidance](#)

2.0 Scope of the Requirement

2.1 The Exercise will be a tier 2 type Exercise, with facilitated Cabinet Office engagement. The project board has agreed to two (2) in-person tabletop exercises leading into a two (2) day National Live Exercise. This is to be followed by a third in-person tabletop exercise.

2.2 The tabletops and National Live Exercise will take place during Phase 4 of the Contract (see full outline in Section 4.2.25- 4.2.31 below).

2.3 There will be simulated field exercises in England, Scotland & Wales, outcomes of which will feed into the National Live Exercise.

2.4 There is potential scope for a subsidiary exercise involving resilience groups, exploring civil contingency responder's roles and responsibilities during medium to large scale FMD outbreak.

2.5 Table of Requirements

Requirement	Style of Event	No. of Participants	Description
Tabletop exercise 1	1 day, face to face	100 Participants	<ul style="list-style-type: none">Simulation of the meetings stipulated within the Defra framework response plan.

			<i>(This is due to the Outbreak originating in England. There are separate structures within Scotland, Wales and Northern Ireland that would be invoked if disease was confirmed, as set out in their individual response plans.)</i>
Tabletop exercise 2	1 day, face to face	100 Participants	<ul style="list-style-type: none"> Simulation of the events and scenario during the days between tabletop exercise 1 and the National Live Exercise play of the FMD outbreak. This will enable policy and operational decisions leading up to the National Live Exercise play to be made and implemented beforehand.
National Live Exercise	2 Days, face to face with remote activities at a number of offices	600 Participants	<ul style="list-style-type: none"> A National Disease Control Centre (NDCC), Central Disease Control Centre (CDCC- Tactical) as well as Forward Operating Bases (FOB's-Operational) will be established. APHA's operational structure and outbreak model will be tested alongside the associated plans of key operational partners, in order that a co-ordinated and joined-up approach to outbreak management can be demonstrated.
Tabletop exercise 3	1 day, face to face	100 Participants	Simulation of the recovery stages of FMD outbreak and issues surrounding regaining country freedom.
Subsidiary Field exercise(s)			<p>Simulating the initial response to a report of suspicion of FMD including:</p> <ul style="list-style-type: none"> Suspicion of disease Confirmation of disease Case Officer, Gate Officer, Field Veterinarian and Stakeholder Roles on an Infected Premises (IP) <p>Outcomes from these exercises may feed into the National Live Exercise.</p> <p>There would be no requirement for the Contractor to be involved in planning, delivering or attending these exercises.</p>
Subsidiary Resilience Groups Animal Disease exercise (TBC)			There would be no requirement for the Contractor to be involved in planning, delivering or attending these exercises.

2.6 Exercise Report

The Exercise report, and additional executive summary, will be produced and published in Microsoft Word format following completion of the Exercise. Please see section 4.2.37 for additional information relating to the Exercise report. For an example of a previous report see Appendix 1

3.0 Exercise Delivery Timeline

Phase 1: Project Initiation (*Month 1*)

Phase 2: Project Design (*Month 2*)

Phase 3: Project Development & Pre-Briefings (*Months 3, 4 and 5*)

Phase 4: Project Delivery (*Months 6, 7 and 8*)

Phase 5: Project Delivery & Project Debriefs (*Months 8 and 9*)

Phase 6: Project Reporting & Closure (*Month 10*)

Please refer to Appendix 2 for an indicative timeline of the project delivery.

4.0 Detailed Requirements

4.1 APHA Obligations

4.1.1 APHA will be responsible for the arrangement and cost of any venues and any catering to be used as part of the Exercise.

4.1.2 APHA will also be responsible for providing the relevant IT equipment to be used during the tabletop exercises and National Live Exercise (with the exclusion of camera equipment or any IT products APHA do not have software licences for).

4.1.3 All Government Participants will be expected to book their own travel and overnight accommodation as required following standard T&S procedures, the cost of which should be borne by their local team/organisational budgets.

4.1.4 APHA will organise a Contract Inception Meeting at the point of contract commencement, confirming the Exercise scope and Contractor expectations.

4.1.5 APHA will provide subject matter experts to work alongside the Contractor to create the local and national scenarios.

4.1.6 APHA will provide Exercise Support Staff to work alongside the Contractor to support at each stage of the Exercise.

4.1.7 APHA will provide the Exercise Evaluation Team to support the Contractor at each stage of the Exercise.

4.1.8 APHA will provide the Contractor with contact details for all Exercise Participants/ Players

4.1.9 APHA will be responsible for providing and maintaining a Communication Plan. This will be considered a live document, to which the Contractor will input, and will be subject to change as required.

4.1.10 APHA will be responsible for identifying, approving and inviting the Exercise Observers.

4.2 Contractor Obligations

4.2.1 A scope has been detailed below identifying the services required by the Contractor, all expected to be delivered to a high level of professionalism and quality. The Contractor is expected to provide all deliverables in Microsoft Word format.

4.2.2 It is necessary that the Contractor has experience of managing and delivering exercises of similar scale.

Phase One- Project Initiation & Contract Mobilisation (2 Weeks)

4.2.3 The Contractor will be required to provide APHA with a draft stakeholder engagement plan a week after this meeting, to ensure the communication and engagement of stakeholders has been fully considered and will maximise the effectiveness of the project. The APHA Project Team will review the draft stakeholder engagement plan, request any necessary amendments, and then provide approval.

4.2.4 The Contractor will be required to produce an initial draft of the Exercise Plan. The Exercise Plan will detail the following:

(a) Detail how, when and where each exercise will take place.

(b) Exercise Participants

(c) Exercise aims and objectives

Please refer to section 4.2.9 for additional information

4.2.5 The Contractor will be expected to provide monthly updates in writing including project progression and risks and issues logs. Additionally, the Contractor will use the deliverables specified in the Contract, to send monthly progression updates to the APHA Project Manager

4.2.6 Phase 1 responsibilities & outcomes summary

APHA Responsibility	Contractor Responsibility	Expected Outcome
Outline project structure	Outline team structure	Key contacts list
Outline APHA structure	Outline communication plan	Stakeholder engagement plan
Outline aims and objectives for each stage of the Exercise	Draft the Exercise Plan document	Expected Exercise Plan document
Outline outbreak model	Draft reporting format and escalation routes	Agreed reporting format and escalation route
Outline QA/Sign-off process IP rights to products		Agreed formal QA process

Phase Two- Project Design & Exercise Planning (1 Month)

4.2.7 The Contractor will appoint a member of their team to be the 'Exercise Planner'. The Exercise Planner will be expected to work in consultation with the National and Local Scenario Development Teams to design an Exercise that meets the aims and objectives.

4.2.8 The Exercise Planner will be expected to maintain engagement with the APHA Project Manager, via scheduled weekly MS Teams meetings, to discuss the Exercise design and monitor progression. The Exercise Planner will be required to attend face-to-face meetings, as required.

4.2.9 The Exercise Planner will provide the finalised Exercise Plan for each stage of the Exercise. This will be a live document, hosted by APHA and maintained by the Exercise Planner, and will identify key aspects of the Exercise including how the Exercise will be run, the dates and locations of the exercises and the Participants.

4.2.10 The Exercise Plan must also contain a success criterion, summary storyboard and an impact wheel for each stage of the Exercise. These must be suitable for presentation to APHA Senior Leadership Team (SLT).

4.2.11 Phase 2 responsibilities & outcomes summary

APHA Responsibility	Contractor Responsibility	Expected Outcome
Outline individual objectives for each stage of the Exercise	Identify success markers against objectives	Produce success criteria
Design the Exercise Scenario	Summarise key scenario components and linked outcomes	Produce summary storyboard, impact wheel and summary timeline
	Compile key Exercise elements: <ul style="list-style-type: none"> - Exercise format - exercise dates and locations - exercise participators - Exercise themes 	Produce Exercise Plan

4.2.12 Phase 2 roles and key responsibilities

Role	Key Responsibilities	Minimum no. of Full-Time Contractor staff required
Exercise Planner	Manage project progression	1

	Report project updates to APHA project manager Ensure project stays within specified timelines Maintain Live Exercise documents Coordinate project planning support staff Identify key Participant roles & responsibilities Identify and coordinate engagement with key stakeholders Manage planning meetings and subsequent minutes for actions.	
Exercise Planning Support Staff	Support the Exercise Planner with tasks and activities	3

Phase Three - Exercise Development & Pre-briefing (3 Months)

4.2.13 During the Exercise development phase, the Contractor will be responsible for coordination of APHA technically created Injects including a variety of visual aids to enhance the Exercise, for example production of the presentations used at the tabletops.

4.2.14 The Exercise Planner will be expected to work in conjunction with the National and Local Scenario Development Teams to develop the Exercise Scenario.

4.2.15 The Exercise Planner, in conjunction with the Exercise Evaluator, will be responsible for creating the Evaluation Plan for the Exercise.

4.2.16 The Contractor will be responsible for creating the Master Events List (MEL) and the mechanism for tracking Inject outcomes, including outcomes from the National Live Exercise spanning over multiple sites across the UK. The MEL shall also contain reserve injects, supplied by APHA as above, should the main Injects be completed earlier than expected, or become unsuitable.

4.2.17 In addition to the MEL, a summary timeline should also be provided to the APHA Project Manager to identify the main events for each stage of the Exercise.

4.2.18 Should media interviews be agreed by the Project Board and CVO Office as part of the National Live Exercise, the Contractor will be responsible for supplying and operating the camera's to be used for the 'live interviews.'

4.2.19 A month prior to execution of the National Live Exercise, the Contractor will be responsible for completing a test run with a select team of APHA staff. This should identify any communication, internet or other IT equipment issues and allow time for the Contractor to advise of suitable contingencies.

4.2.20 The Contractor will be responsible for providing Exercise Support Staff, to work alongside APHA's Exercise Support Staff (see APHA Obligations section 4.1 above), delegating the roles and responsibilities and ensuring a clear understanding of their duties during the Exercise.

4.2.21 The Contractors must complete a pre-exercise briefing with the APHA Project Manager, their team and the scenario development teams to manage expectations prior to the Exercise and complete a Q&A.

4.2.22 The Contractor will be responsible for the creation and advanced provision of information packs (Electronic and, where required, hard copy) for relevant APHA teams in respect of Players/Participants and Exercise Support Staff.

4.2.23 Phase three responsibilities & outcomes summary

Exercise	APHA Responsibility	Contractor Responsibility	Expected Outcome
<p>Tabletop exercises (One Day)</p> <p>Exec/Govt. Policy/CVO's</p> <p>Approx 100 Participants</p>	<p>Provision of subject matter experts for scenario development</p>	<p>Assign objectives, expected outcomes and key Participants against injects</p> <p>Design visual aids to support exercise experience</p> <p>Prepare briefing notes and guides for exercise participants</p> <p>Outline debriefing questions</p>	<p>Produce master events list (MEL) and supporting material</p> <p>Produce pre-exercise briefings</p> <p>Produce Participants & Exercise Support Staff packs</p> <p>Produce feedback sheets and debriefing capture forms</p> <p>Completion of 'test runs'</p>
<p>National Live Exercise (Live Play 2 Days)</p> <p>Approx 600 Participants</p>	<p>Provision of subject matter experts for scenario development</p>	<p>Assign objectives, expected outcomes and key Players against injects</p> <p>Design visual aids to support exercise experience</p> <p>Design media interview Q&A</p> <p>Prepare briefing notes and guides for exercise participants</p> <p>Outline debriefing questions</p>	<p>Produce master events list (MEL)</p> <p>Produce media interview and management pack</p> <p>Pre-exercise briefings</p> <p>Players & Exercise Support Staff pack</p> <p>Produce feedback sheets and debriefing capture forms</p> <p>Completion of 'test runs'</p>

2.4.24 Phase three roles and key responsibilities

Role	Key Responsibilities	Minimum no. of Full-Time Contractor staff required
Exercise Planner	Develop the Exercise scenarios in conjunction with the scenario development team Ensure the project fulfils specified KPI deliverables Manage media interaction Manage Logistic coordination: Resource and infrastructure Input from other agencies/groups Identify Health & safety risks and mitigation methods Manage Exercise administration responsibilities: Issuing invites Producing name badges and registers Document collation Exercise directives Work with the Exercise Evaluator to design and agree the Evaluation Plan	1
Exercise Planner Support Staff	Support the Exercise Planner with tasks and activities	4

Phase Four- Project & Exercise Delivery (3 Months)

4.2.25 The Contractor will appoint a member of their team to be the Exercise Director for the duration of the Exercise. The Exercise Director will be responsible for delegating responsibilities to the support roles (APHA and Contractor staff) and for directing and controlling the Exercise play.

4.2.26 The Exercise Director will be responsible for completing the StartEx briefing and provide a facilitation team as 'Exercise Control Organisation' (ExCon) at each stage of the Exercise. The Exercise Director will lead the ExCon team.

4.2.27 The Contractor will appoint a member of their team to be the Exercise Controller for the duration of the Exercise. The Exercise Controller will be responsible for managing and running the Exercise.

4.2.28 The Contractor will appoint a member of their team to be the Exercise Evaluator for the duration of the Exercise. The Exercise Evaluator will be responsible for the evaluation of the Exercise.

4.2.29 The contractor will be responsible for greeting and managing the Exercise Observers at each stage of the Exercise.

4.2.30 Phase four responsibilities & outcomes summary

Exercise	APHA Responsibility	Contractor Responsibility	Expected Outcome
<p>Tabletop exercises (One Day)</p> <p>Exec/Govt</p> <p>Policy/CVO's</p> <p>Approx 100 Participants</p>	<p>exercise Participants</p> <p>APHA Exercise Support Staff</p> <p>Exercise Evaluation Team</p>	<p>Fill the role of Exercise Director and take responsibility for delegating tasks to supporting roles (providing staff for these roles)</p> <p>Fill the role of Exercise Controller</p> <p>Direct and control the exercise play</p> <p>Fill the role of Exercise Evaluator</p> <p>Manage the Exercise Evaluation Team to capture live-time feedback</p>	<p>Deliver professional and beneficial exercise's</p>
<p>National Live Exercise (Live Play 2 Days)</p> <p>Approx 600 Participants</p>	<p>exercise Participants</p> <p>APHA Exercise Support Staff</p> <p>Exercise Evaluation Team</p>	<p>Fill the role of Exercise Director and take responsibility for delegating tasks to supporting roles (providing staff for these roles including ExCon & Exercise Support Staff)</p> <p>Fill the role of Exercise Controller</p> <p>Direct and control the exercise play</p> <p>Fill the role of Exercise Evaluator</p> <p>Manage the Exercise Evaluation Team to capture live-time feedback</p> <p>Provide staff and specialist equipment to fulfil the media aspect of the National Live Exercise</p>	<p>Deliver a professional and beneficial exercise</p>

4.2.31 Phase four roles and key responsibilities

Role	Key Responsibilities	Minimum no. of Full-Time Contractor staff required
<p>Exercise Director</p>	<p>Direct and control the Exercise</p> <p>Lead the ExCon team</p> <p>Identify and delegate roles and responsibilities to support staff</p>	<p>1</p>

	<p>Manage Exercise briefings</p> <p>Identify and organise the Exercise Control Organisation team</p> <p>Ensure Exercise Evaluator capture live feedback</p> <p>Manage Exercise hot debriefs</p>	
Exercise Controller	<p>Report to the Exercise Director</p> <p>Manage the Exercise play and Exercise timings</p> <p>Ensure the Exercise is conducted in a safe manner</p> <p>Support the ExCon team to feed the Exercise appropriately</p> <p>Manage and mitigate issues that arise during Exercise play</p> <p>Manage Exercise Support Staff</p>	1
Exercise Control Organisation (ExCon)	<p>Report to the Exercise Controller</p> <p>Support the Exercise Controller to manage Exercise pace</p> <p>Feed the Exercise using the MEL</p> <p>Record the Injects used and responses from Exercise Participants/Players</p>	2
Exercise Support Staff	<p>Support the Exercise Controller and ExCon team</p> <p>Ensure Exercise Participants / Players are on track throughout the Exercise</p> <p>Report play queries to the Exercise Controller</p> <p>Monitor Exercise Participant / Player behaviour</p> <p>Ensure Exercise Observers do not participate in the Exercise</p> <p>Manage Exercise Observers invited to the Exercise</p>	6
Exercise Evaluator	<p>Report to the Exercise Director</p> <p>Lead the Exercise Evaluation Team</p> <p>Ensure the Exercise Evaluation Team are correctly recording key observations and live feedback</p>	1

	Provide the Exercise Director guidance relating to debriefs	
Exercise Evaluation Team	Capture key observations and live feedback throughout the Exercise Support the Exercise Evaluator	N/A APHA staff will fulfil this role

Phase Five- Project Debriefing (1 Month)

4.2.32 The Exercise Evaluator will be responsible for designing the debriefing structure, with input from the internal APHA Lessons Team, and collating the Exercise feedback.

4.2.33 The Contractor will complete 'hot debriefs' following each exercise and further 'cold debriefs' to collate all feedback generated.

4.2.34 The Contractor will collate feedback regarding the Exercise value for the Participants / Players.

4.2.35 Phase five responsibilities & outcomes summary

APHA Responsibility	Contractor Responsibility	Expected Outcome
Organise the de-brief meetings	Fill the role of Exercise Evaluator	Trained staff to assist in the de-briefs
	Provide and delegate responsibilities to Exercise Evaluation Team	Completion of de-briefs and feedback forms
	Design the debriefing structure for on the day and delayed de-briefs	Produce an evaluation report
	Design the Exercise evaluation form and ensure all Participants have an opportunity to provide feedback	

4.2.36 Phase five roles and key responsibilities

Role	Key Responsibilities	Minimum no. of Full-Time Contractor staff required
Exercise Evaluator	Delegate roles and responsibilities to Exercise Evaluation Team Design the Exercise debriefs	1

	Facilitate the Exercise cold debriefs/ wash-ups Design the Exercise evaluation forms Collate all Exercise feedback Produce the Exercise report and executive summary report Work in conjunction with the APHA Lessons Team when producing the Exercise report	
Exercise Evaluation Team	Support the Exercise Evaluator with any required tasks	N/A APHA staff will fulfil this role

Phase Six- Project Reporting & Closure (1 Month)

4.2.37 The Contractor will be responsible for providing an Exercise report to APHA. This should be an analysis of all feedback and observations collected during and after each stage of the Exercise.

4.2.38 The Exercise report must be provided to APHA as a draft for review two (2) weeks after completion of debrief.

4.2.39 Following a review of the report and feedback provided, the final report will be expected within two (2) weeks.

4.2.40 Due to the sensitivity of the report and the requirement for the report to be published to the public, an appendix should be provided that contains feedback not suitable for publication which can then redacted.

4.2.41 In addition to the Exercise report, the Contractor will be expected to provide an 'executive summary report' within one (1) month of Exercise and debrief completion.

4.2.42 Phase six responsibilities & outcomes summary

APHA Responsibility	Contractor Responsibility	Expected Outcome
Provide the Contractor with guidance on formatting based on previous reports	Evaluate previous reports for guidance	Produce a draft post Exercise report that aligns with previous reports Produce a draft post Exercise executive summary report
Provide branded templates	Collate and analyse the information captured from the de-briefings and evaluation forms	Produce a draft post Exercise report Produce a draft post Exercise executive summary report

Collaborate with the Contractor to ensure the draft reports are reviewed	Review the feedback provided on the draft post Exercise reports	Produce the final version of the post Exercise report Produce the final post Exercise executive summary report
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5.0 Summary of Key Personnel

5.1 In accordance with the terms and conditions of this Contract, the Contractor will appoint Staff to the Key Personnel roles, as identified in the table below. Key Personnel are essential to the proper provision of the Services to the Authority and should not be amended without the prior agreement of the Authority, or without sufficient knowledge transfer to ensure the replacement is able to competently undertake the role, except for those reasons stated in this Contract.

5.2 With the agreement of the Authority, some Key Personnel roles may be occupied by the same individual.

5.3 The Contractor must provide the Authority with full contact details of each individual appointed to a Key Personnel role.

5.4 In addition to Key Personnel, the Contractor should provide sufficient Staff to deliver all of the Services required in this Specification of Requirements and this Contract.

5.5 Key Personnel are required for the following roles:

Role	Phase of Exercise	Minimum no. of Full-Time Contractor staff required
Exercise Planner	Phase two (2)	1
	Phase three (3)	1
Exercising Planning Support Staff	Phase two (2)	3
	Phase three (3)	4
Exercise Director	Phase four (4)	1
Exercise Controller	Phase four (4)	1
Exercise Control Organisation	Phase four (4)	2
Exercise Support Staff	Phase four (4)	6
Exercise Evaluator	Phase four (4)	1
	Phase five (5)	1
Exercise Evaluation Team	Phase four (4)	N/A

6.0 Contract Governance

6.1 The Contractor will appoint a corresponding Service Manager (SM) and Deputy Service Manager (DSM).

6.2 The quality of the service provided may be monitored by the Authority against the elements outlined in, Appendix 3 – Specification of Requirements. The Contractor must cooperate and assist in this process by providing access to the Contractor's records upon request.

6.3 Monthly meetings will be held with the Contractor, principally to review progress and operational delivery of the Contract, but also including key performance indicators (KPIs), invoicing, risks and issues. A Defra Group Commercial (DGC) representative, with responsibility for procurement on behalf of the Authority, may be present at contract review meetings.

6.4 The Contractor will be required to provide assurance of steps taken to address any non-compliance highlighted to demonstrate performance against KPIs at paragraph 7.

6.5 In the event of any problems affecting supply, the Contractor's Service or Deputy Service Manager must be available for either a face-to-face meeting or teleconference within two (2) Working Days of the problem arising.

6.6 The Authority shall have the right to audit any of the results presented in the Performance Management Report at any time.

6.7 A strategic review meeting will be held at month 9/10.

6.8 The Contractor will be responsible for travel and subsistence costs incurred as a result of attendance at any meeting. Meetings may also be held by teleconference with the agreement of all parties.

6.9 Contract review meetings will be held at the most mutually convenient location, usually face-to-face, but with teleconference facilities available.

6.10 Contract review meetings will be minuted with secretariat support and actions provided by the Authority, with agreed dates for completion. The Contractor will maintain a joint register of risks, issues and actions.

6.11 The CM should ensure that all meeting minutes, risk registers and any other contract documentation is recorded against the Authority's contract records.

6.12 The table below outlines the purpose of each of these meetings and the required attendees.

Contract Management Meeting Schedule

Meeting	Attendance	Content
Monthly Contract Review Meeting <i>Face-to-face /</i>	APHA: <ul style="list-style-type: none"> Supplier Liaison Officer (SLO) (Chair) plus other if applicable Secretariat support (<i>if required</i>) 	<ul style="list-style-type: none"> Operational performance issues in previous month, including review of KPIs Risks, issues and actions register (by exception)

<p><i>Telecon</i></p>	<p>Contractor:</p> <ul style="list-style-type: none"> • Service Manager (SM) and/or Deputy SM (DSM) 	<ul style="list-style-type: none"> • APHA Update • Any issues from Contractor • Finance update (by exception) • Escalation Issues
<p>Specific Issues, ad hoc</p> <p><i>Face-to-face / Telecon</i></p>	<p>APHA:</p> <ul style="list-style-type: none"> • SLO (Chair) • Secretariat support • Contract Manager (CM) (if required) <p>Contractor:</p> <ul style="list-style-type: none"> • SM and/or DSM <p>Any other APHA, Authority or Contractor staff needed to progress the issue.</p>	<ul style="list-style-type: none"> • Urgent issues • Specific technical or contractual issues requiring detailed discussion
<p>Interim Contract Review Meeting, quarterly or half-yearly</p> <p><i>Face-to-face / Telecon</i></p>	<p>APHA:</p> <ul style="list-style-type: none"> • SLO (Chair) and DSLO • CM • Secretariat support • Defra Group Commercial (DGC) representative (<i>if required</i>) <p>Contractor:</p> <ul style="list-style-type: none"> • SM and/or DSM 	<ul style="list-style-type: none"> • Operational performance in previous quarter/6 months • Detailed performance review against KPIs • Risks, issues and actions register • Specific service issues (including any escalated issues from Monthly Contract Review Meetings) • APHA Update • Any issues from Contractor • Financial update
<p>Month 9 / 10 Review Meeting</p> <p><i>Face-to-face</i></p>	<p>APHA:</p> <ul style="list-style-type: none"> • SLO (Chair) and DSLO • CM • Head Contract Management (<i>if required</i>) • Secretariat support • DGC representative 	<ul style="list-style-type: none"> • Service Review against KPIs, including Service Credits • Risks, issues and actions register • Specific / escalated issues • Finance and or any other update from APHA

	Contractor: <ul style="list-style-type: none"> • SM and/or DSM • Any other representative that the Contractor feels relevant from within their organisation 	
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7.0 Performance Management Framework (including Key Performance Indicators and Service Credits)

7.1 As part of the Authority's continuous drive to improve the performance of all Contracts, this Performance Management Framework (PMF) will be used to monitor, measure and control all aspects of the Contractor's performance of contract responsibilities.

7.2 The purpose of the PMF is to set out the obligations on the Contractor, to outline how the Contractor's performance will be evaluated and to detail the sanctions for performance failure. The Contractor is responsible for the performance of any sub-contractors.

7.3 Key Performance Indicators (KPIs) are essential in order to align contractor performance with the requirements of the Authority and to do so in a fair and practical way. KPIs have to be realistic, measurable and achievable; they also have to be met otherwise indicating that the service is failing to deliver. Without the use of service credits in such a situation, this service failure places strain on the relationship as delivery falls short of agreed levels.

7.4 The proactive approach to correcting failures and addressing their cause improves the relationship and enables a partnership rather than a confrontational style of working. Its focus is on managing and improving service.

7.5 The Authority shall review performance against KPI's and, if appropriate, instigate meetings and work closely with the contractor to agree action plans. The Authority expects the Contractor to agree and implement these plans. If this does not happen, only then shall service credit principles be applied.

7.6 The KPIs for this Contract are set out at Annex A.

Service Credit Principles

7.7 Service credits sit within the wide service management approach being pursued by the Contractor and the Authority. Use of service credits does not preclude any other remedy for failure of performance available to the Authority under the terms and conditions of the Contract.

7.8 The service credit regime may be instigated on each occasion where a KPI has a score of "inadequate".

- All KPIs have an equal service credit rating which will have a service credit of 1/4 of the cost of the Phase being delivered

7.9 The maximum service credit to be applied will be no more than 5% of the total annual contract value.

7.10 The Authority has full and complete discretion on whether to claim all, part or none of a service credit to which it is due.

7.11 Service credits claimed shall be paid to the Customer as a credit note within one (1) month following the date at which the service credits were applied.

7.12 The full agreed service credit regime will operate from the Contract start date until the end of the Contract. The parameters of the failure may be adjusted to ensure that they are appropriate and achievable.

Annex A – Key Performance Indicators (KPI's) and Service Levels

KPI No:	Description	Good	Requires Improvement	Inadequate
KPI 1	Deliver the specified outcomes required from Phase 1 on time as specified in 4.2.6 of the Specification of Requirements	Specified outcomes delivered on time.	Specified outcomes delivered late but with no material impact on future phases or successful delivery of the overall project.	Specified outcomes delivered late which have impacted the delivery of future phases or the overall project.
KPI2	Deliver the specified outcomes required from Phase 2 on time as specified in 4.2.11 of the Specification of Requirements	Specified outcomes delivered on time.	Specified outcomes delivered late but with no material impact on future phases or successful delivery of the overall project.	Specified outcomes delivered late which have impacted the delivery of future phases or the overall project.
KPI3	Deliver the specified outcomes required from Phase 3 on time as specified in 4.2.23 of the Specification of Requirements	Specified outcomes delivered on time.	Specified outcomes delivered late but with no material impact on future phases or successful delivery of the overall project.	Specified outcomes delivered late which have impacted the delivery of future phases or the overall project.
KPI4	Deliver the specified outcomes required from Phase 4 on time as specified in 4.2.30 of the Specification of Requirements	Specified outcomes delivered on time.	Specified outcomes delivered late but with no material impact on future phases or successful delivery of the overall project.	Specified outcomes delivered late which have impacted the delivery of future phases or the overall project.
KPI5	Deliver the specified outcomes required from Phase 5 on time as specified in 4.2.35 of the Specification of Requirements	Specified outcomes delivered on time.	Specified outcomes delivered late but with no material impact on future phases or successful delivery of the overall project.	Specified outcomes delivered late which have impacted the delivery of future phases or the overall project.
KPI6	Deliver the specified outcomes required from Phase 6 on time as specified in 4.2.42 of the Specification of Requirements	Specified outcomes delivered on time.	Specified outcomes delivered late but with no material impact on future phases or successful delivery of the overall project.	Specified outcomes delivered late which have impacted the delivery of future phases or the overall project.

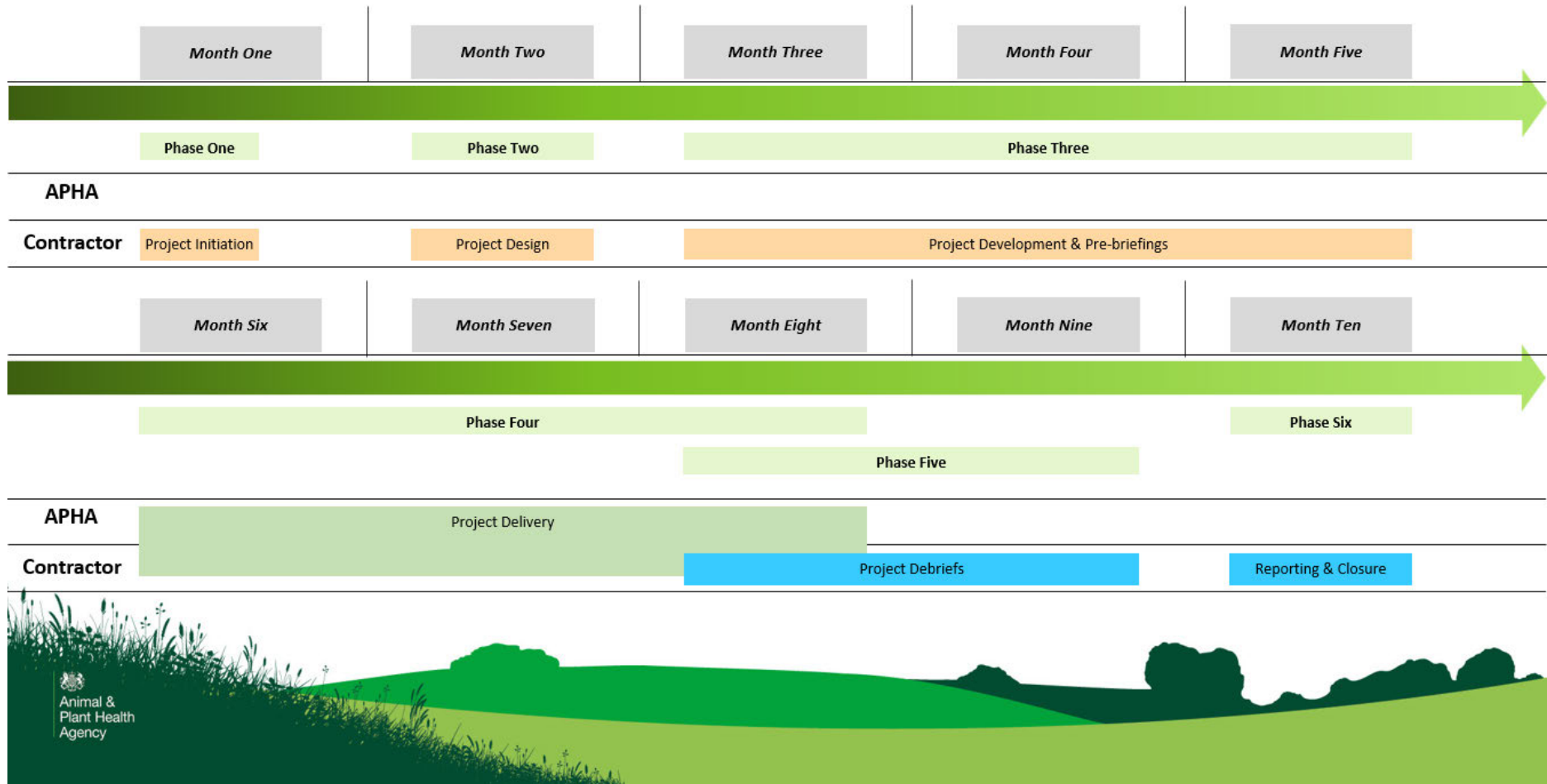
8.0 Appendices

Appendix 1 - Exercise Blackthorn Report

<https://assets.publishing.service.gov.uk/media/5f841d19d3bf7f6b9e25ef96/foot-and-mouth-disease-exercise-blackthorn-evaluation-2018.pdf>

Appendix 2 – Expected Contractor Timeline

10 Month Contractor Timeline



Appendix 3 – Foot and Mouth Disease Control Strategy

[Foot and Mouth Disease Control Strategy](#)

Annex 3 – Charges

Defined terms within this Annex:

E-Invoicing: Means invoices created on or submitted to the Authority via the electronic marketplace service.

Electronic Invoice: Means an invoice (generally in PDF file format) issued by the Supplier and received by the Authority using electronic means, generally email.

1. How Charges are calculated

- 1.1 The Charges:
 - 1.1.1 shall be calculated in accordance with the terms of this Annex 3; and
 - 1.1.2 cannot be increased except as specifically permitted by this Annex.
- 1.2 Any variation to the Charges payable under the Contract must be agreed between the Supplier and the Authority formally through a Contract Change Notice (CCN).

2. Are costs and expenses included in the Charges

- 2.1 Except as expressly set out in Paragraph 3 below, the Charges shall include all costs and expenses relating to the provision of Deliverables. No further amounts shall be payable in respect of matters such as:
 - 2.1.1 incidental expenses such as travel, subsistence and lodging, document or report reproduction, shipping, desktop or office equipment costs, network or data interchange costs or other telecommunications charges; or
 - 2.1.2 costs incurred prior to the commencement of the Contract.

3. Rates and Prices

The Authority shall pay the Supplier a fixed fee for the delivery of each phase as set out in the below table. Day rates have been presented in the below table for the purpose of price transparency.

Key Resources	Day Rate Excl. VAT	Half Day Rate Excl. VAT	Total Days	Fixed Price (ex-VAT)
Phase 1: Project Initiation				
Service Manager and Project Director				
Deputy Service Manager and Project Manager				
Project Support				
Phase 2: Project Design				
Exercise Planner				
Exercise Planner				
Exercise Planner				

Exercising Planning Support
Exercising Planning Support
Exercising Planning Support

Phase 3: Project Development & Pre-Briefings
Exercise Planner
Exercise Planner
Exercise Planner
Exercising Planning Support
Exercising Planning Support
Exercising Planning Support

Phase 4: Project Delivery
Exercise Director
Exercise Controller
Exercise Control Organisation
Exercise Support Staff
Exercise Evaluator
Exercise Evaluation Team

Phase 5: Project Delivery & Project Debriefs
Exercise Debriefer
Exercise Evaluator
Exercise Evaluation Team

Phase 6: Project Reporting & Closure
Report Author
Report Checker
Report Approver



Grand Total Price £ 155,600.00
exc. VAT

4. Currency

All Supplier invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

5. Variations

The Authority may make reasonable changes to its invoicing requirements during the Term after providing 30 calendar days written notice to the Supplier.

6. Electronic Invoicing

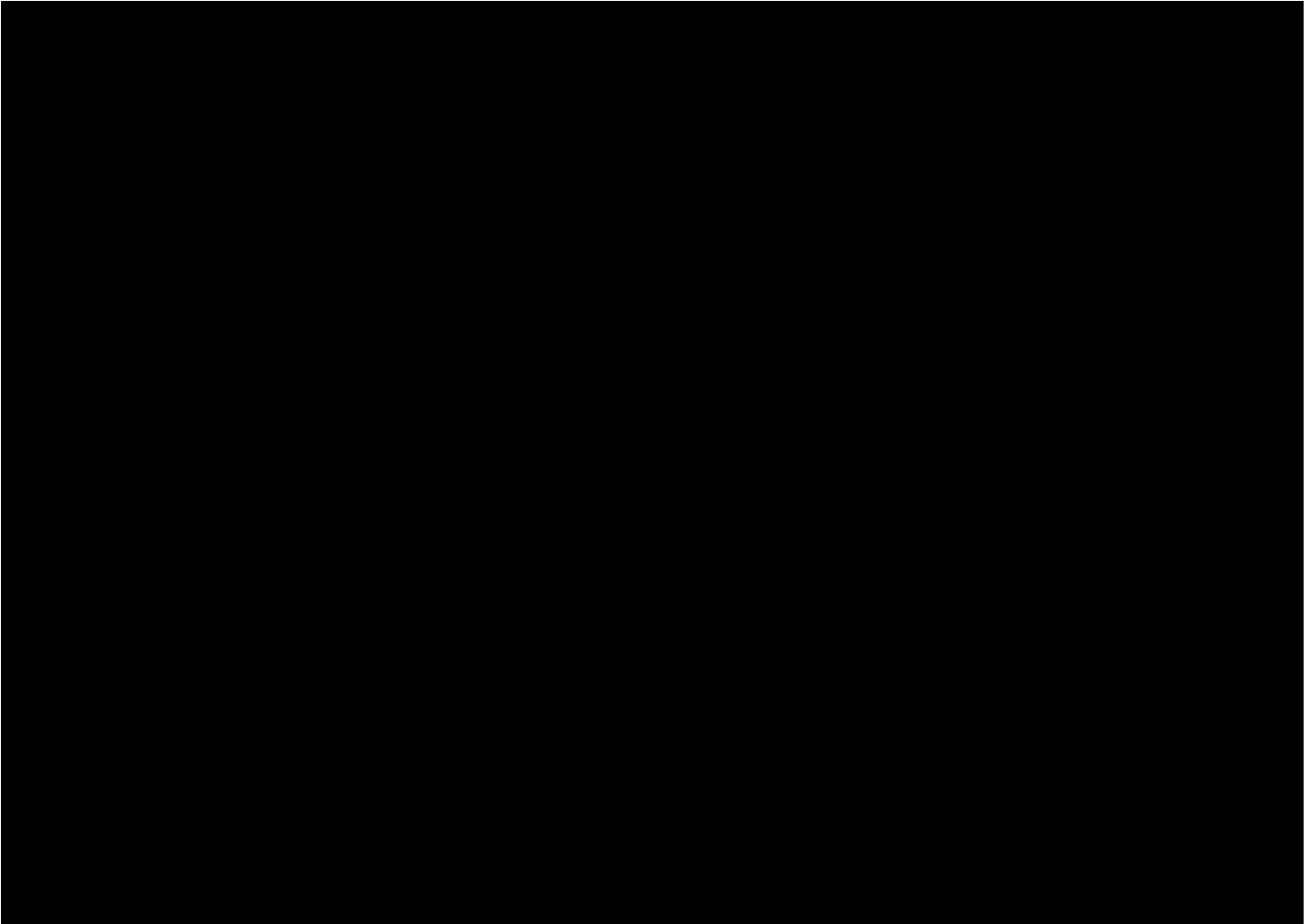
- 6.1 The Authority shall accept for processing any electronic invoice that it is valid, undisputed and complies with the requirements of the Authority's e-invoicing system:
- 6.2 The Supplier shall ensure that each invoice is submitted in a PDF format and contains the following information:
 - 6.2.1 the date of the invoice;
 - 6.2.2 a unique invoice number;
 - 6.2.3 the period to which the relevant Charge(s) relate;
 - 6.2.4 the correct reference for the Contract
 - 6.2.5 a valid Purchase Order Number;
 - 6.2.6 the dates between which the Deliverables subject of each of the Charges detailed on the invoice were performed;
 - 6.2.7 a description of the Deliverables;
 - 6.2.8 the pricing mechanism used to calculate the Charges (such as fixed price, time and materials);
 - 6.2.9 any payments due in respect of achievement of a milestone, including confirmation that milestone has been achieved by the Authority's Authorised Representative
 - 6.2.10 the total Charges gross and net of any applicable deductions and, separately, the amount of any reimbursable expenses properly chargeable to the Authority under the terms of this Contract, and, separately, any VAT or other sales tax payable in respect of each of the same, charged at the prevailing rate;
 - 6.2.11 a contact name and telephone number of a responsible person in the Supplier's finance department and/or contract manager in the event of administrative queries; and
 - 6.2.12 the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number);
- 6.3 The Supplier shall submit all invoices and any requested supporting documentation through the Authority's e-invoicing system or if that is not possible to: Shared Services Connected Ltd, PO Box 790, Newport, Gwent, NP10 8FZ; with a copy (again including any supporting documentation) to such other person and at such place as the Authority may notify to the Supplier from time to time.
- 6.4 Invoices submitted electronically will not be processed if:
 - 6.4.1 The electronic submission exceeds 4mb in size
 - 6.4.2 Is not submitted in a PDF formatted document

6.4.3 Multiple invoices are submitted in one PDF formatted document

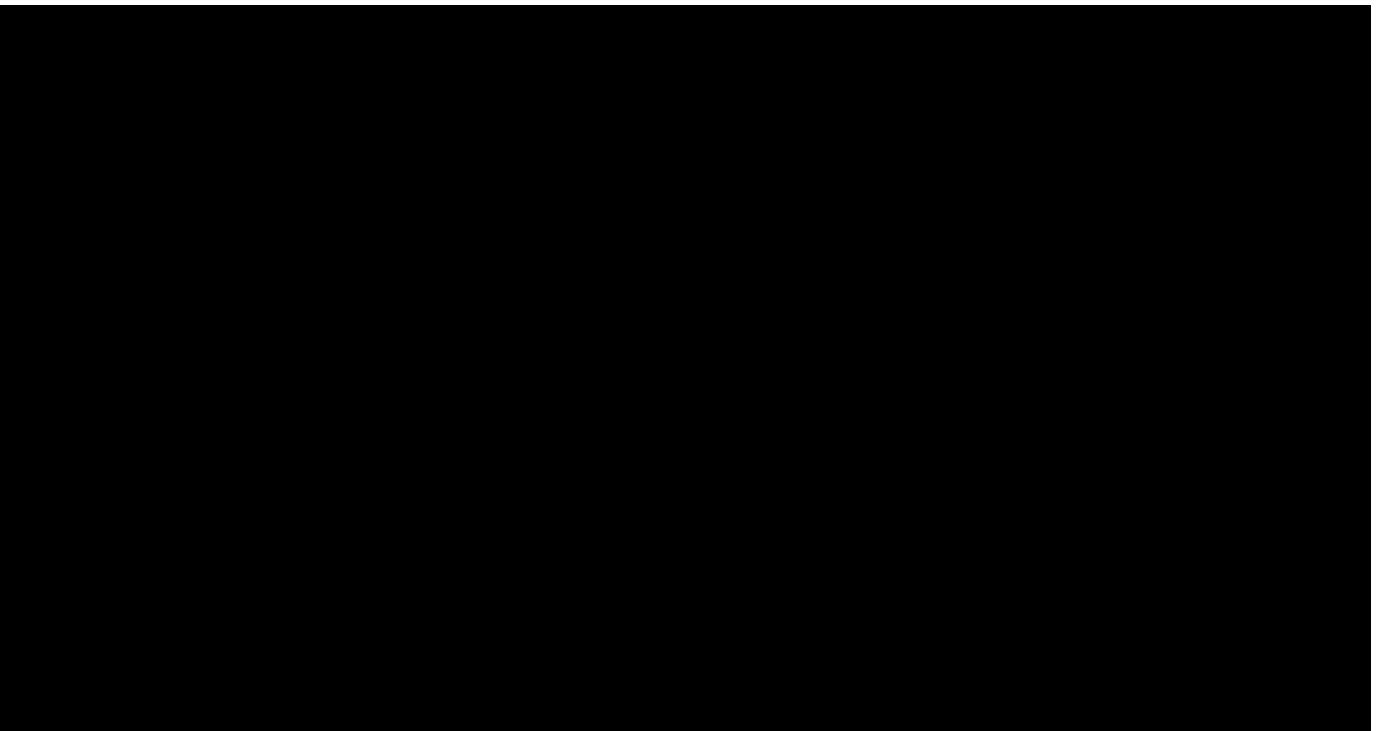
6.4.4 The formatted PDF is "Password Protected"

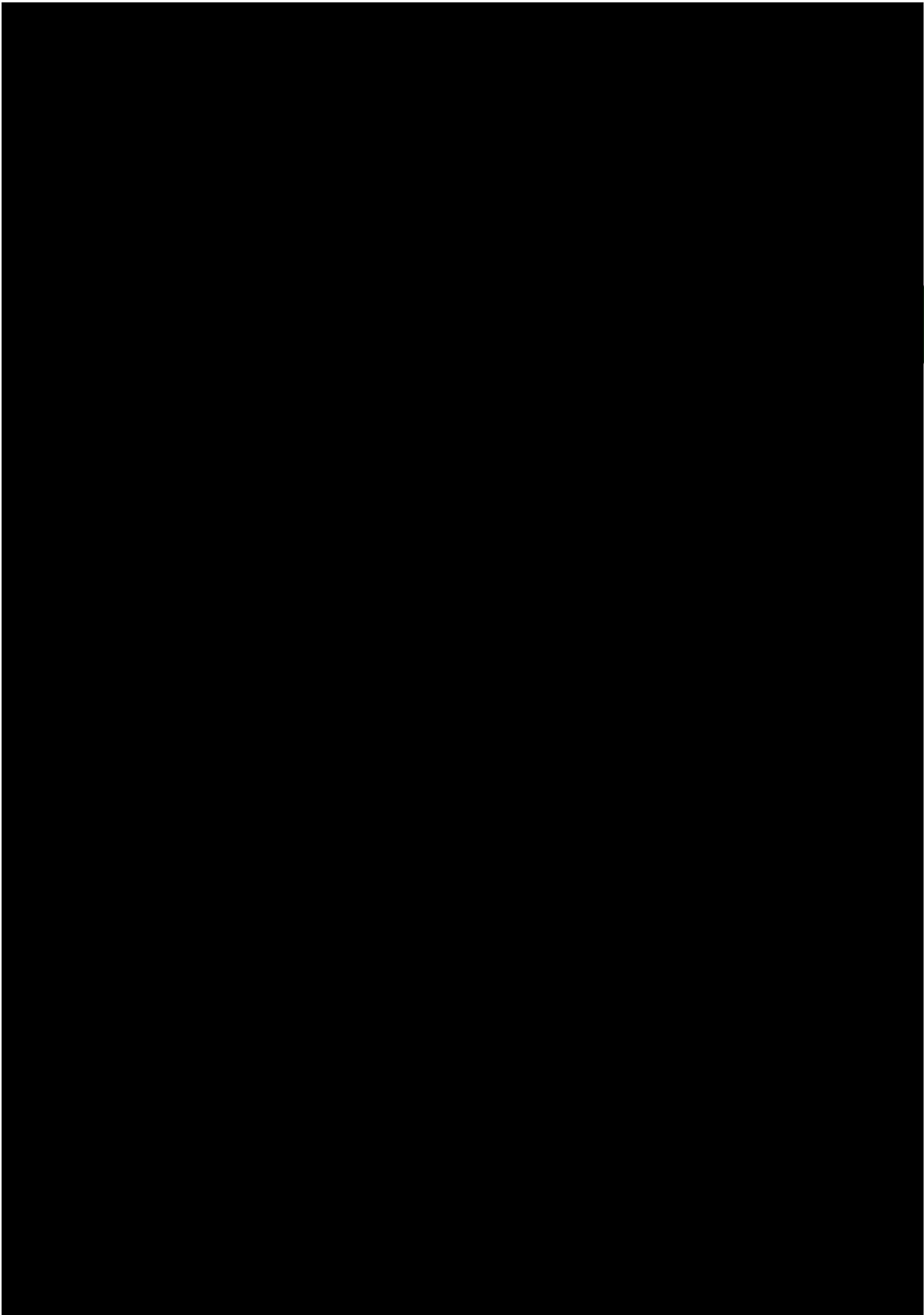
Annex 4 – Tender Submission

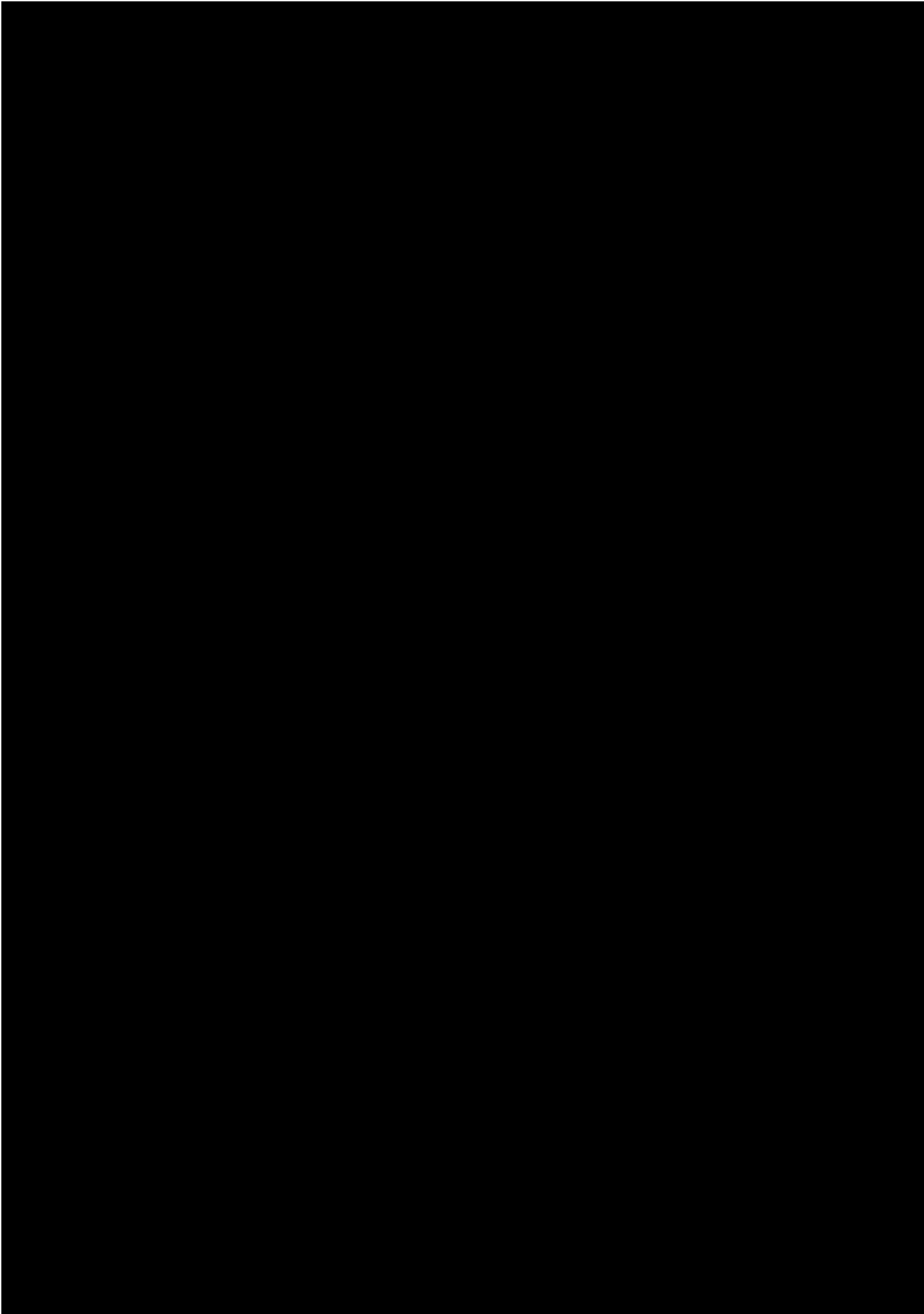
E01: Cyber Essentials

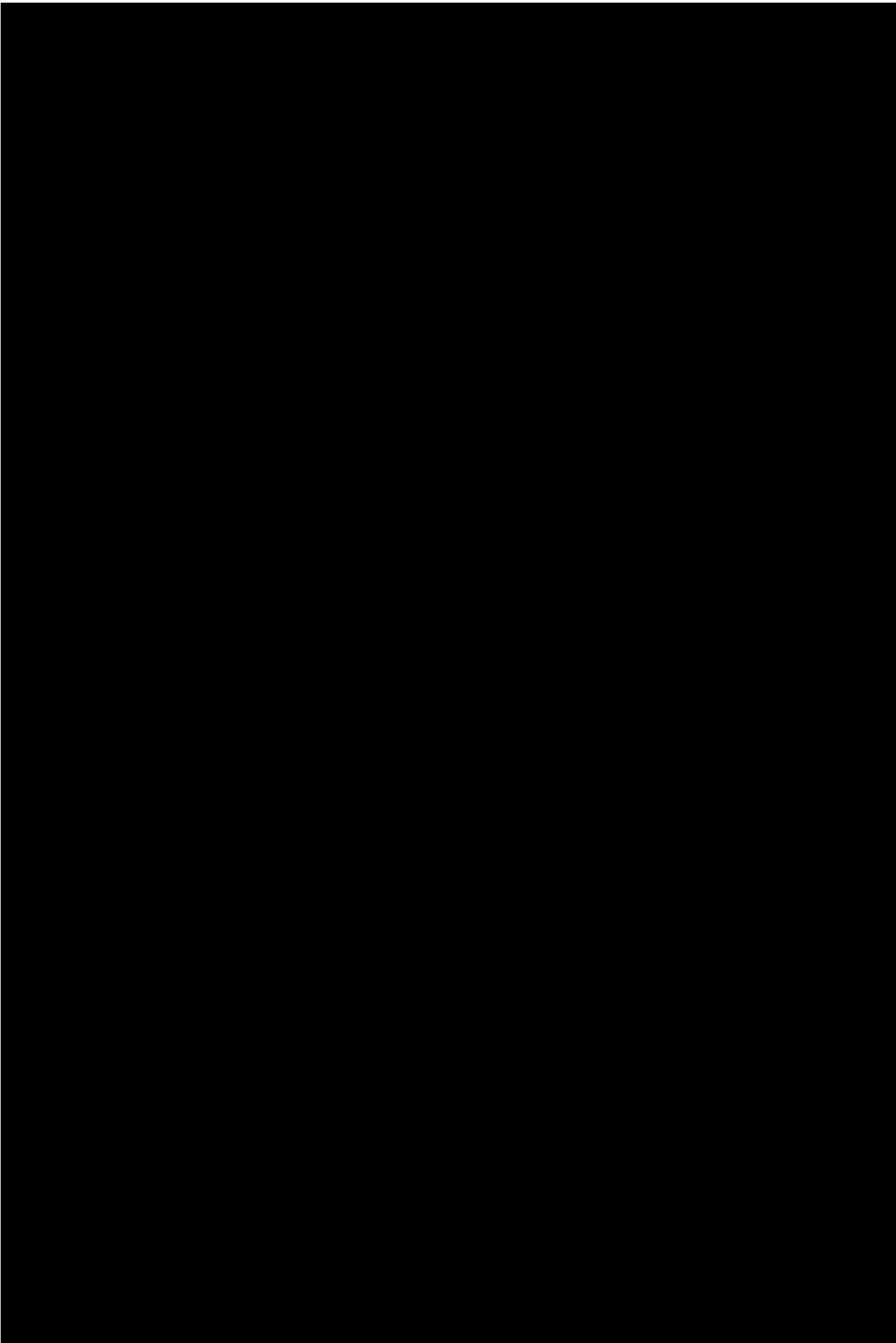


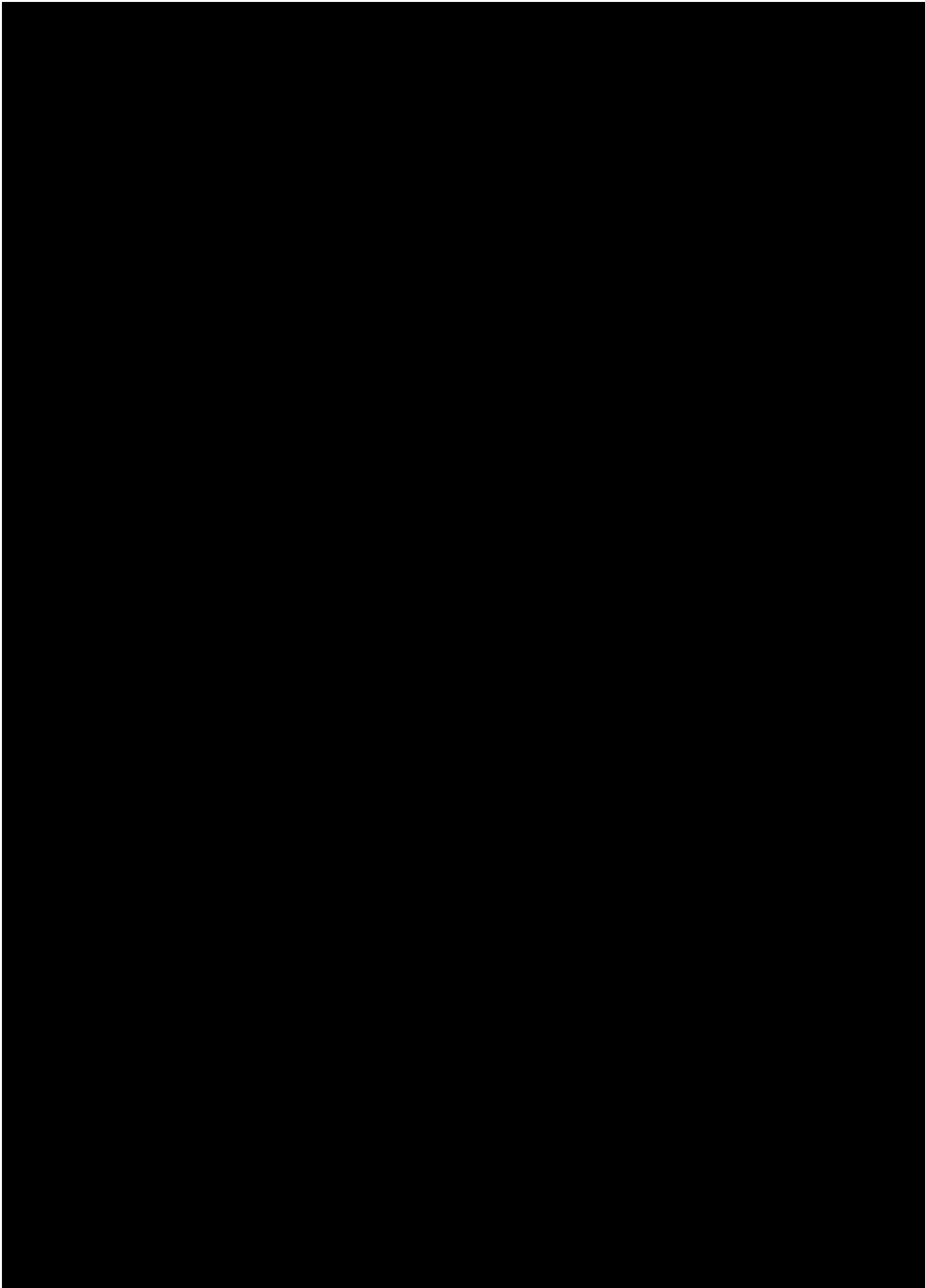
E02: Quality, Capability and Proven Experience

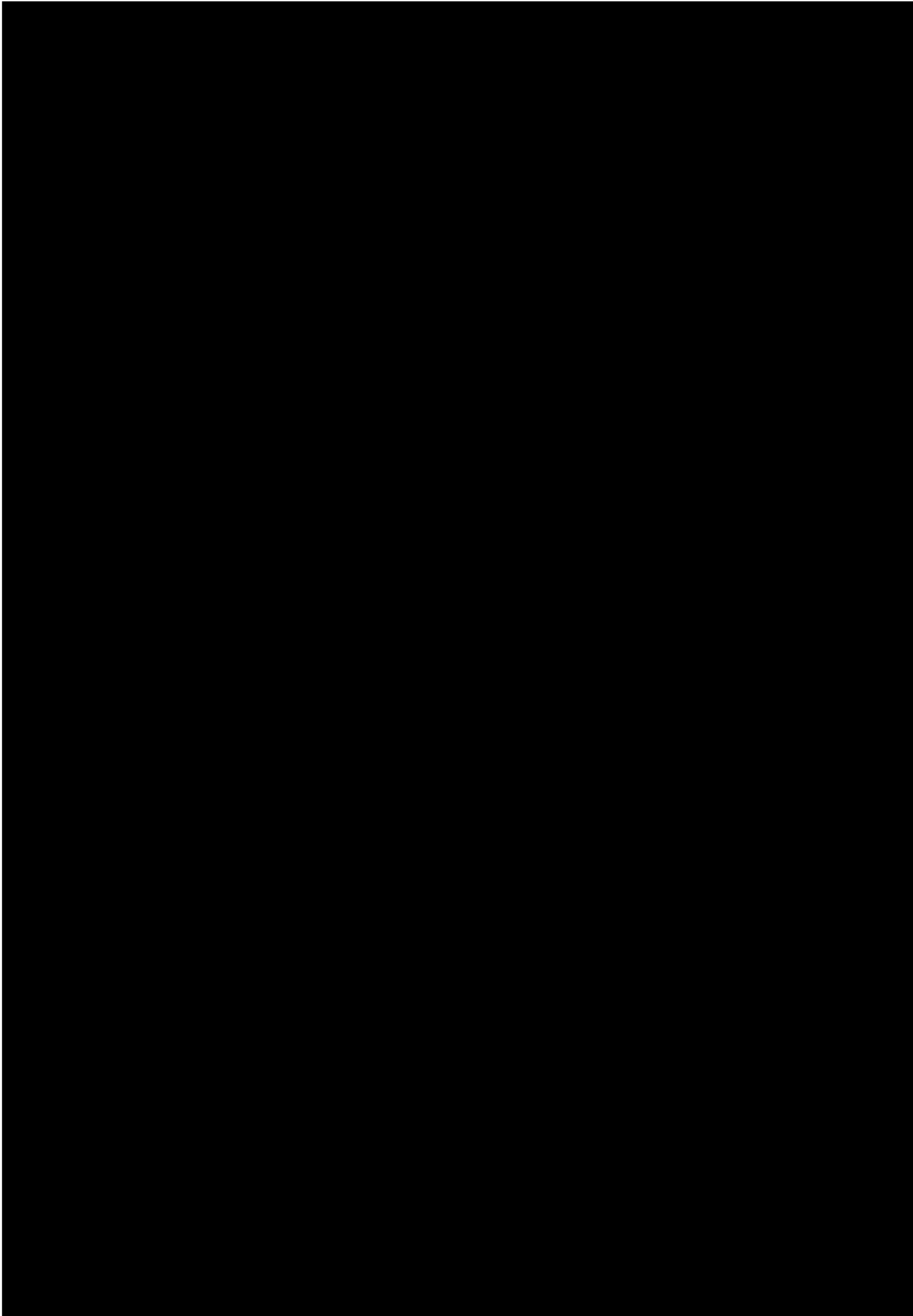


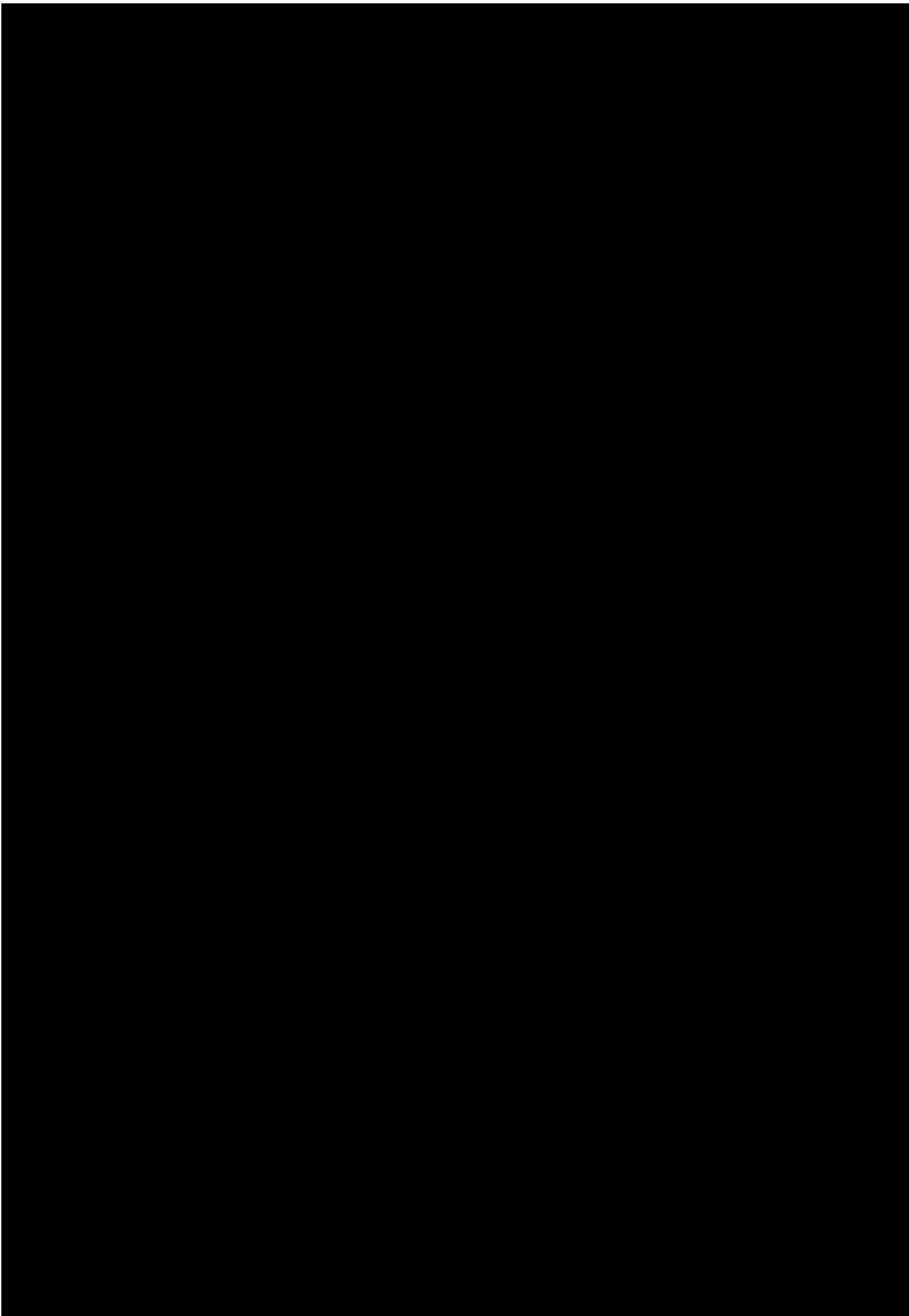


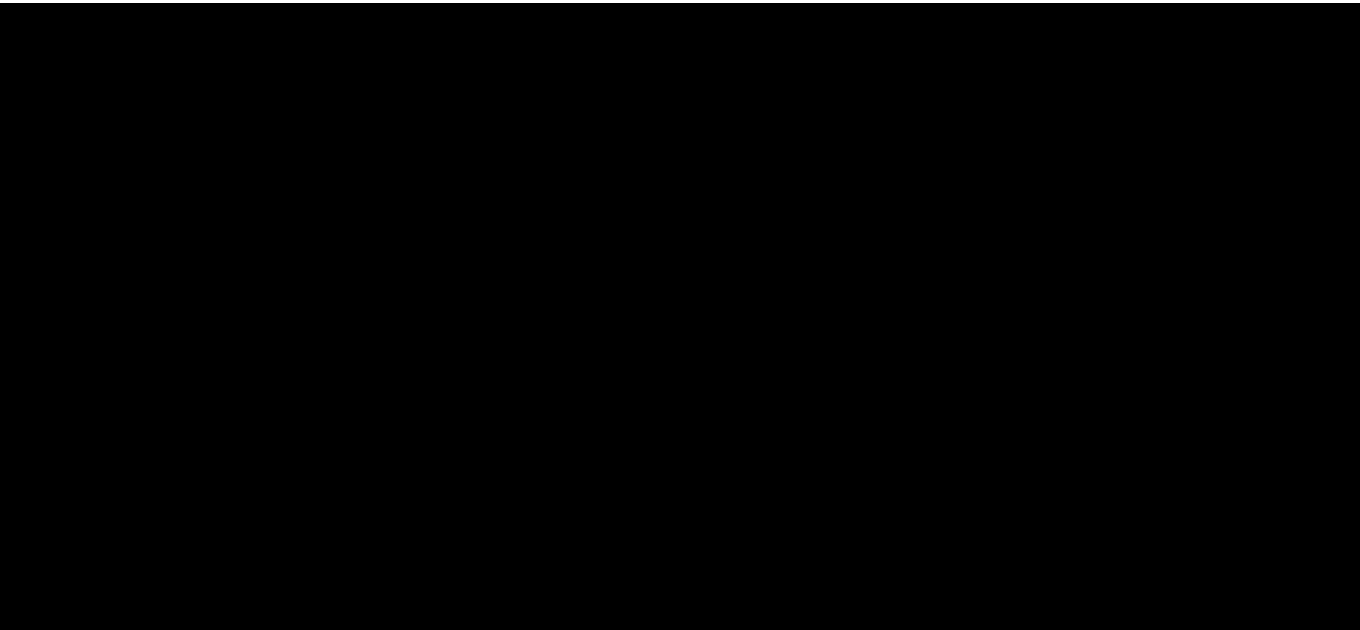




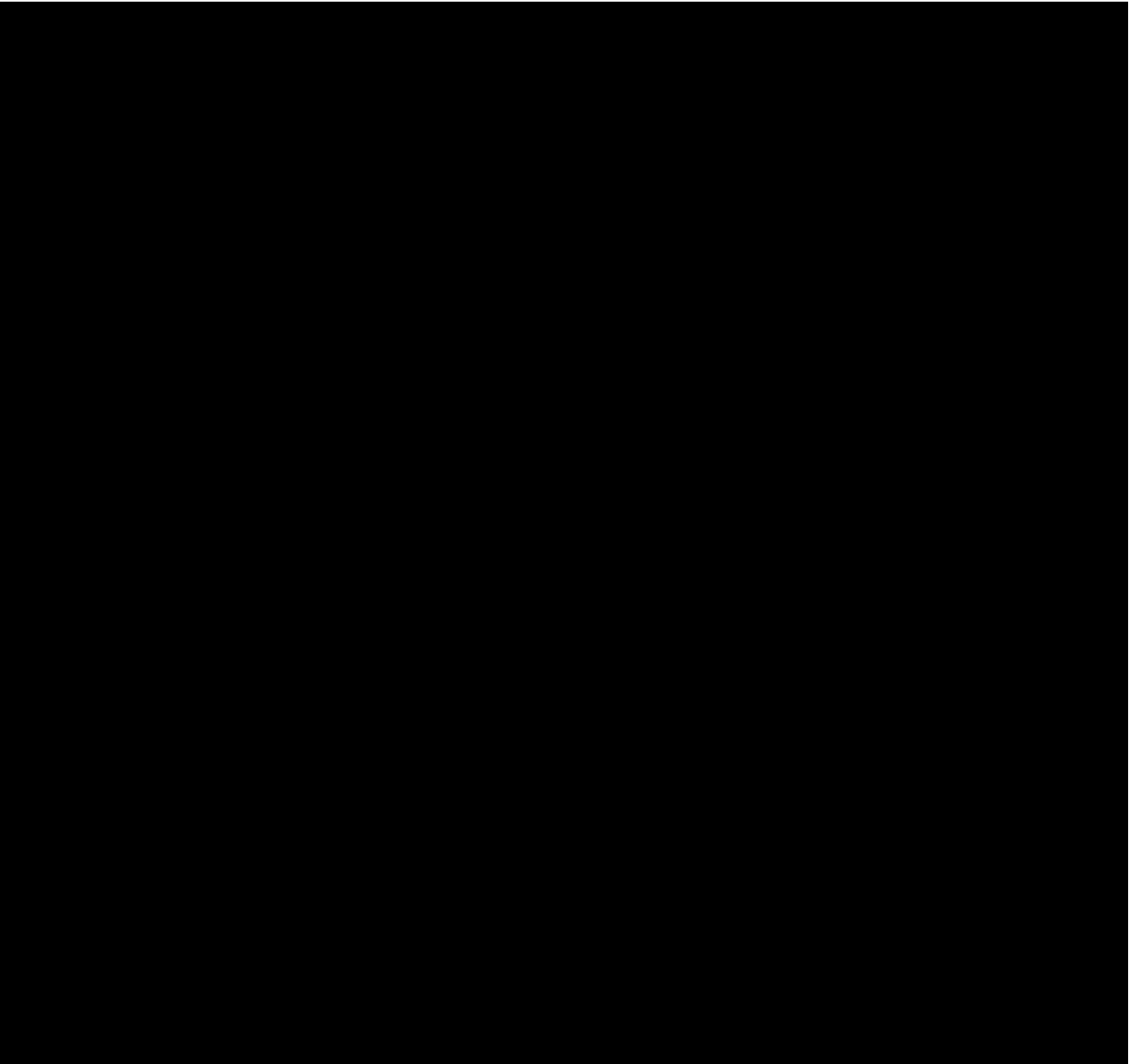


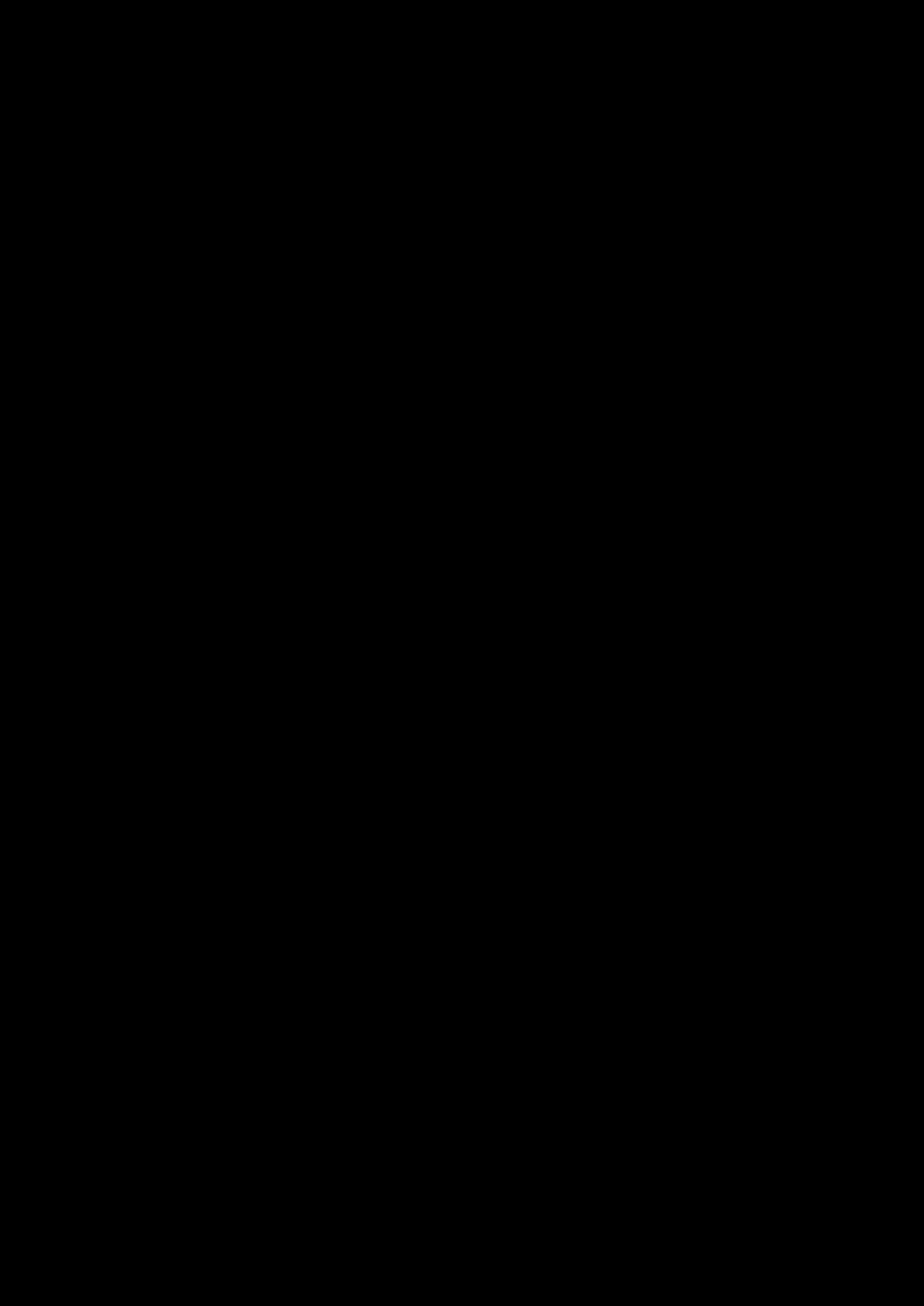


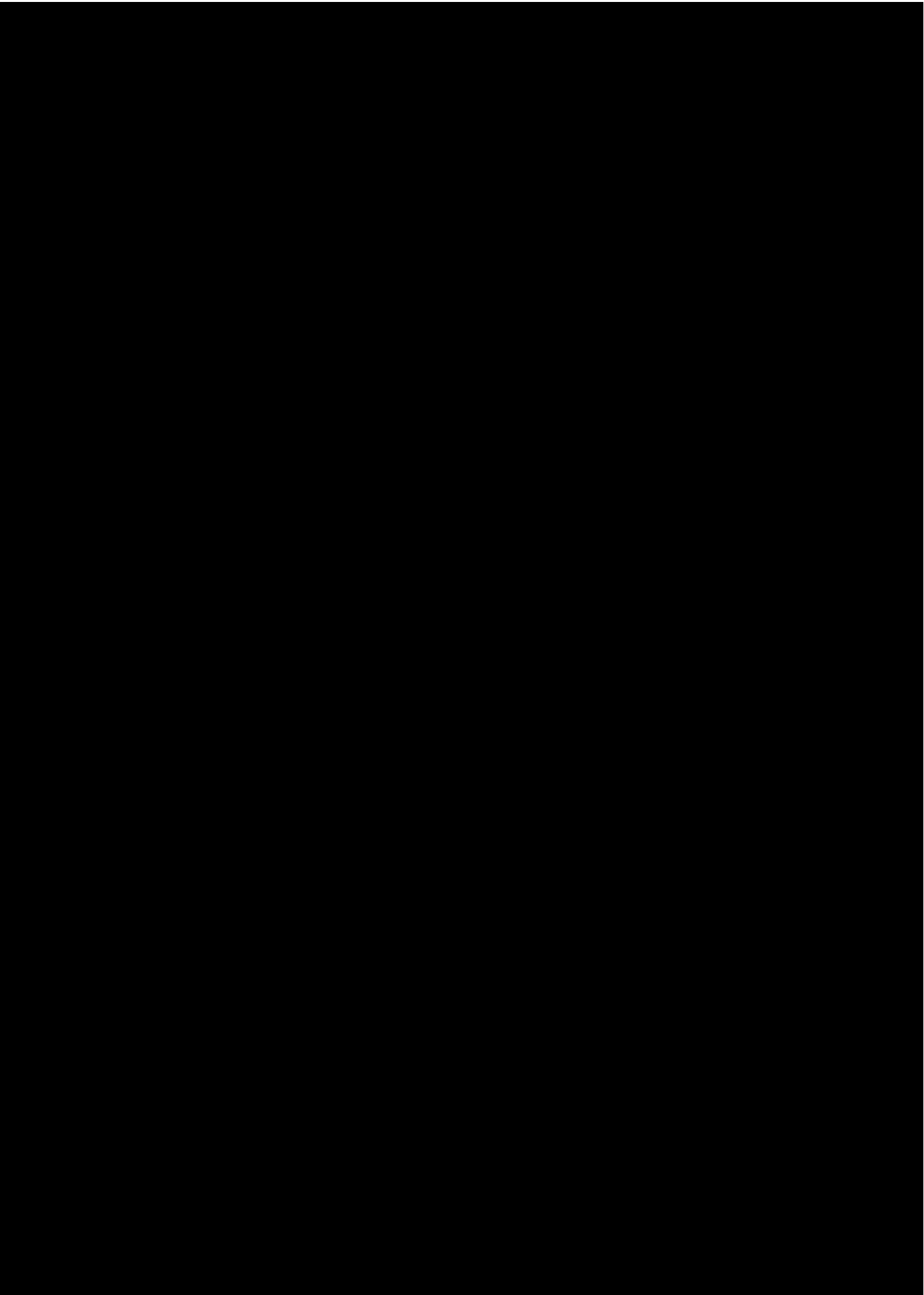


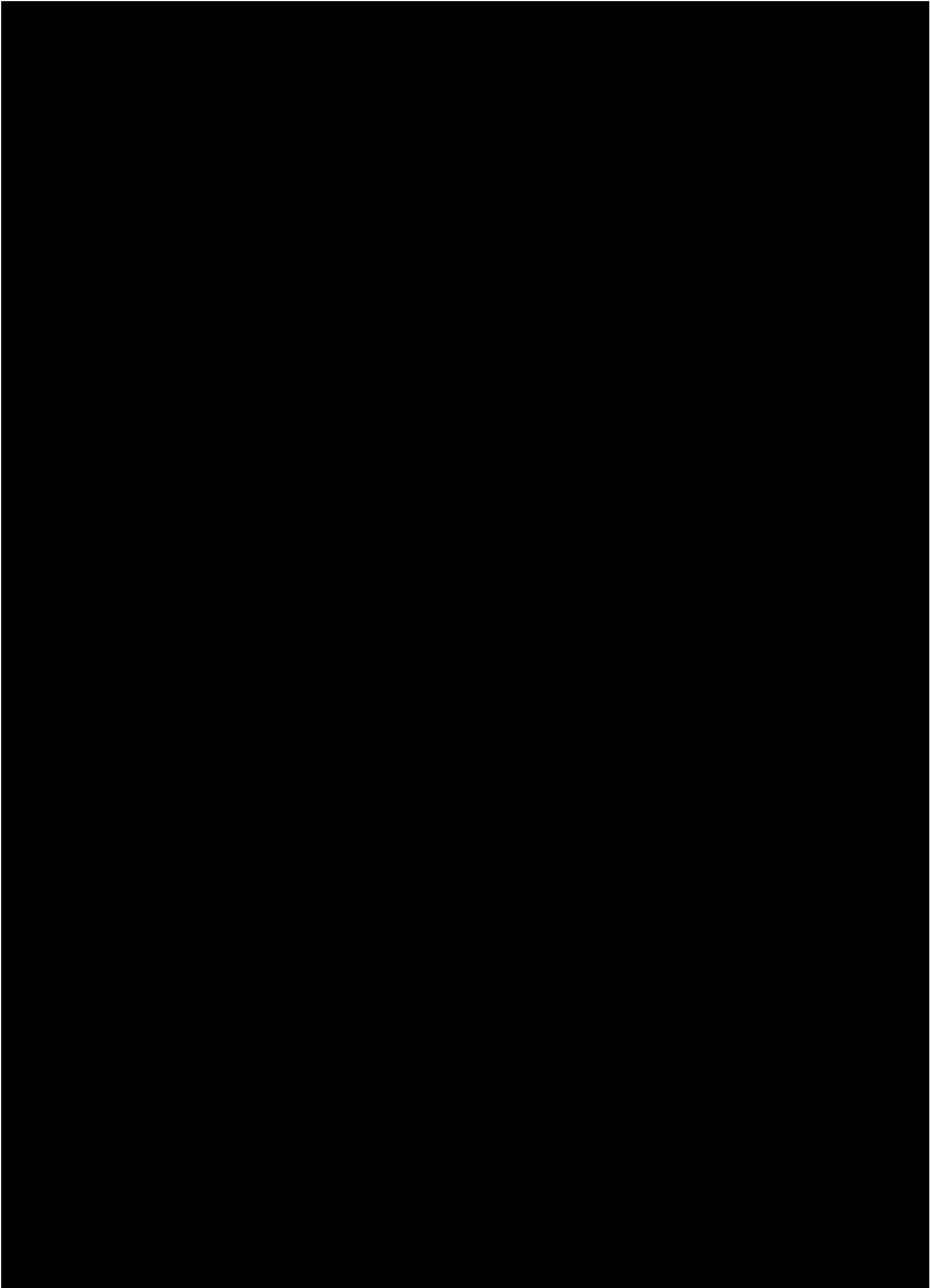


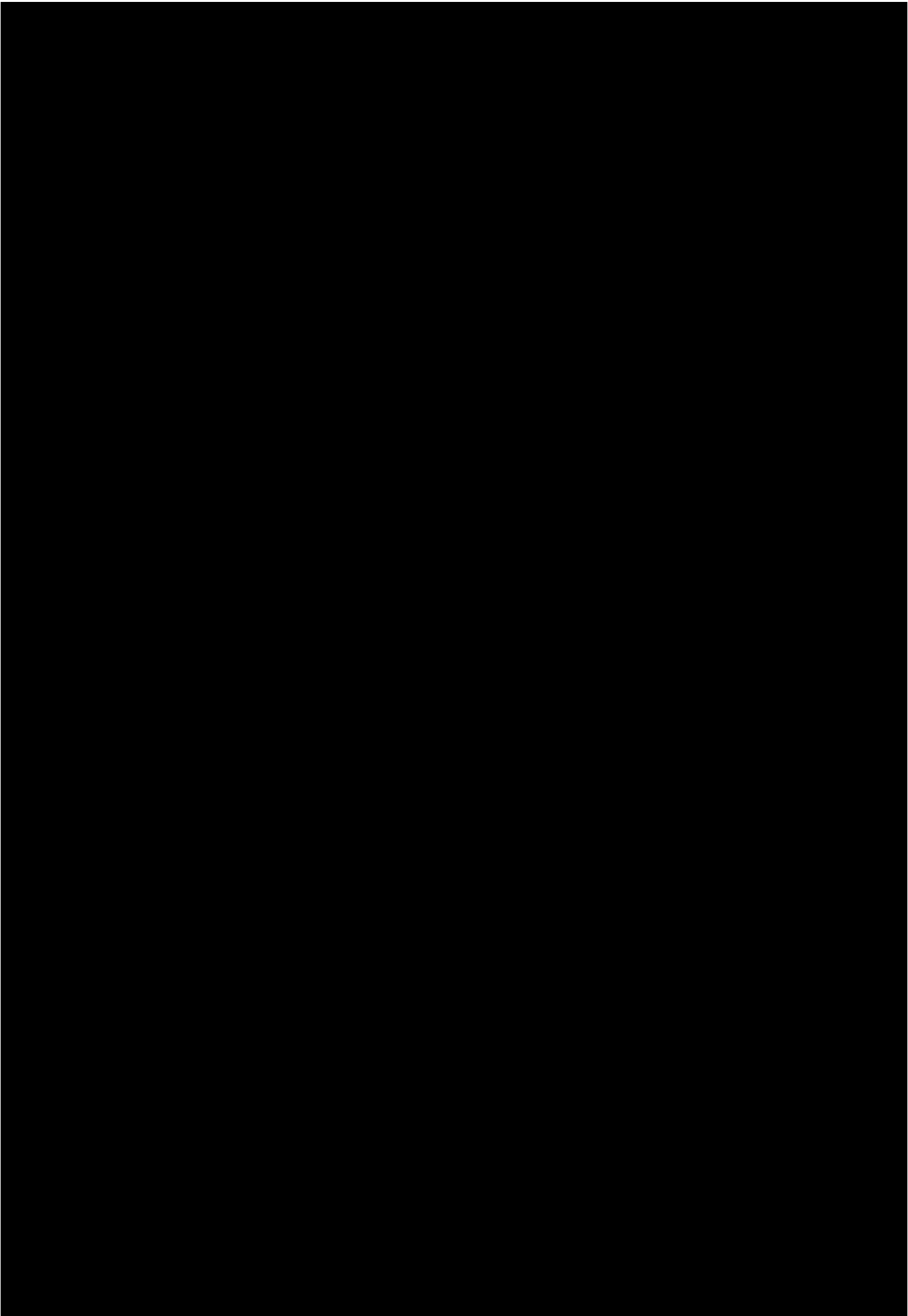
E03: Delivering at Pace in a time-critical environment

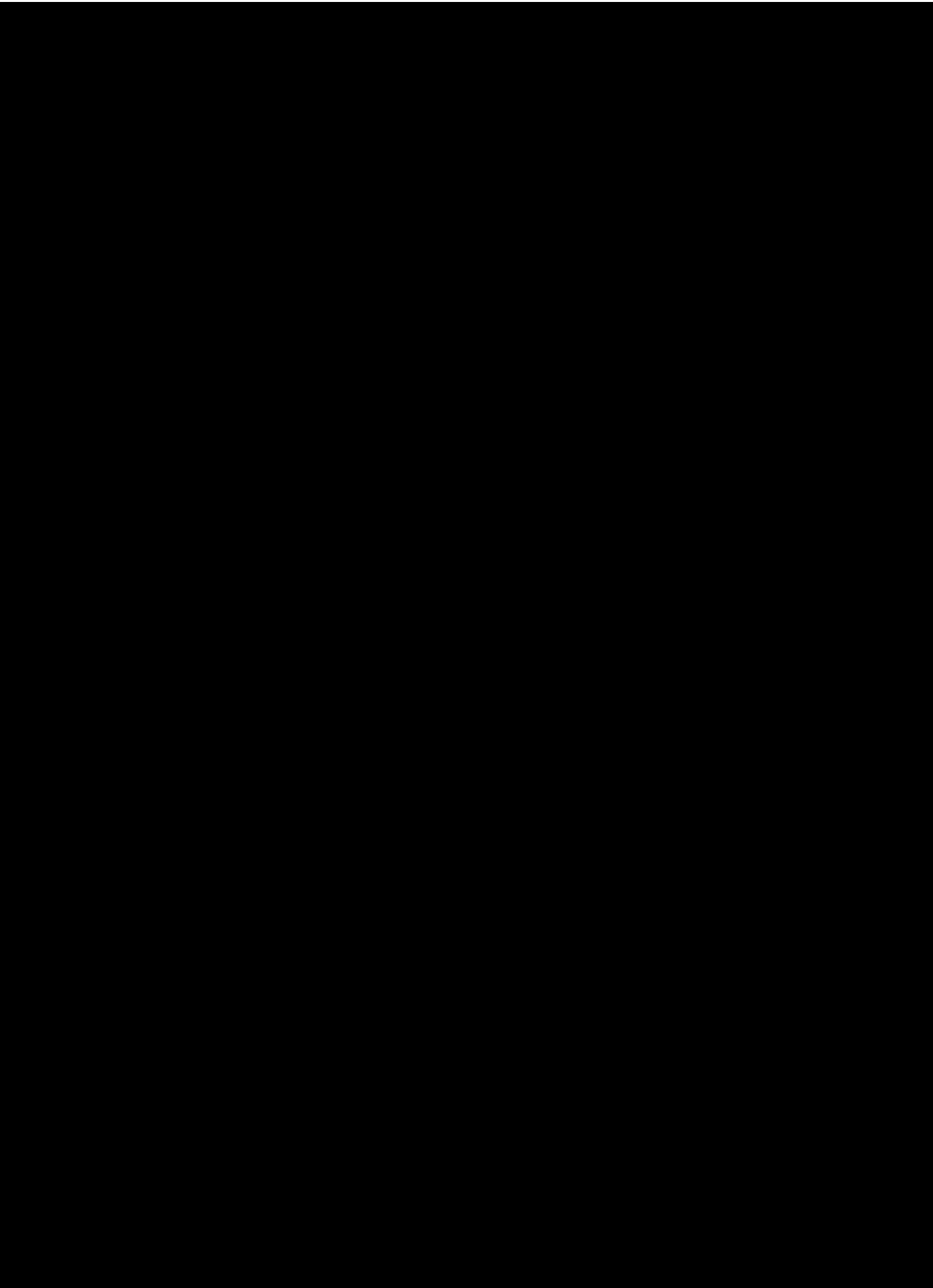


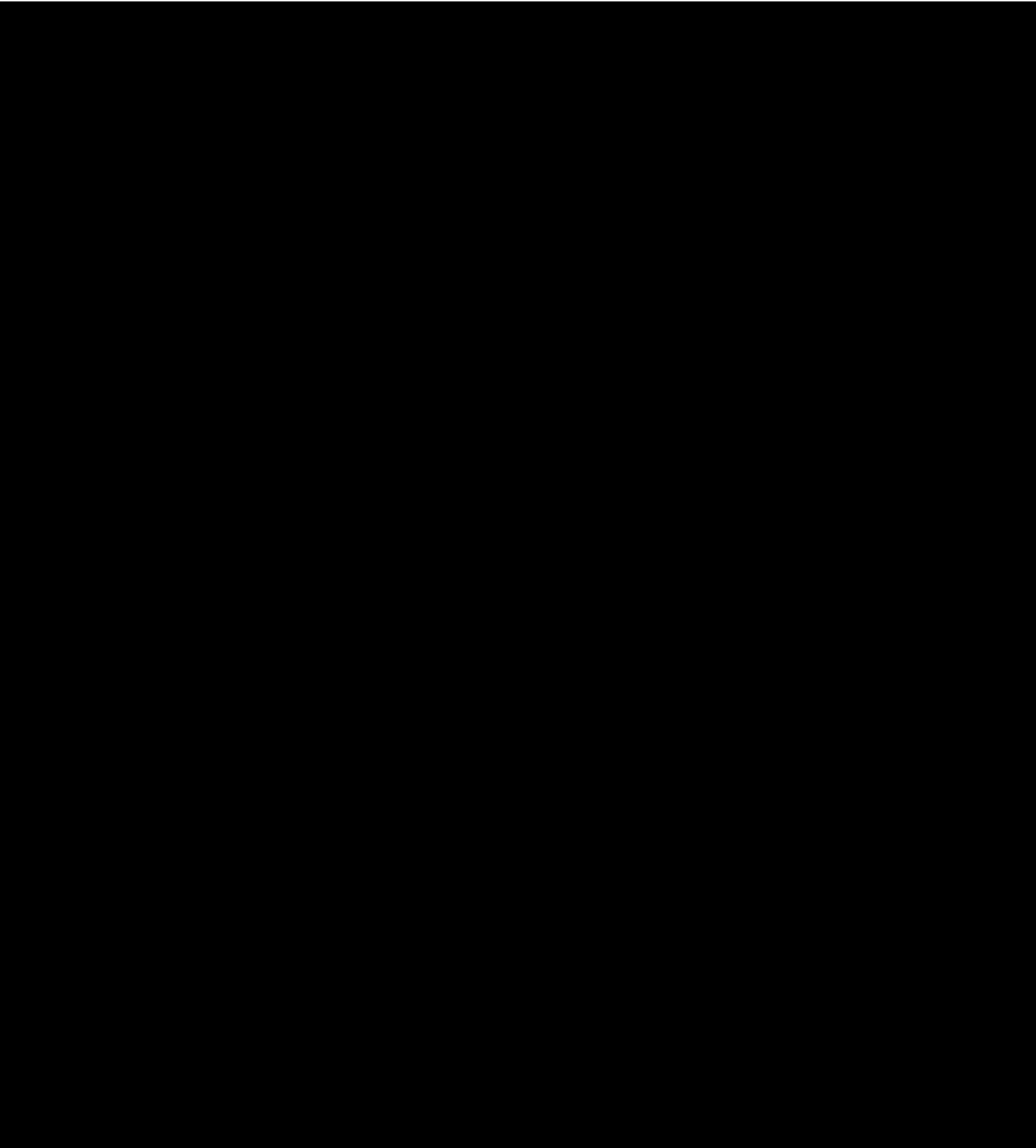




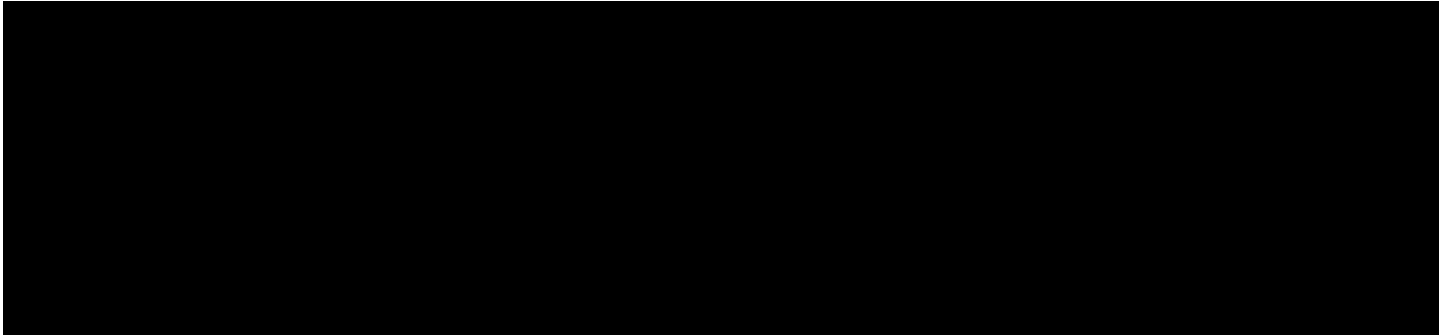


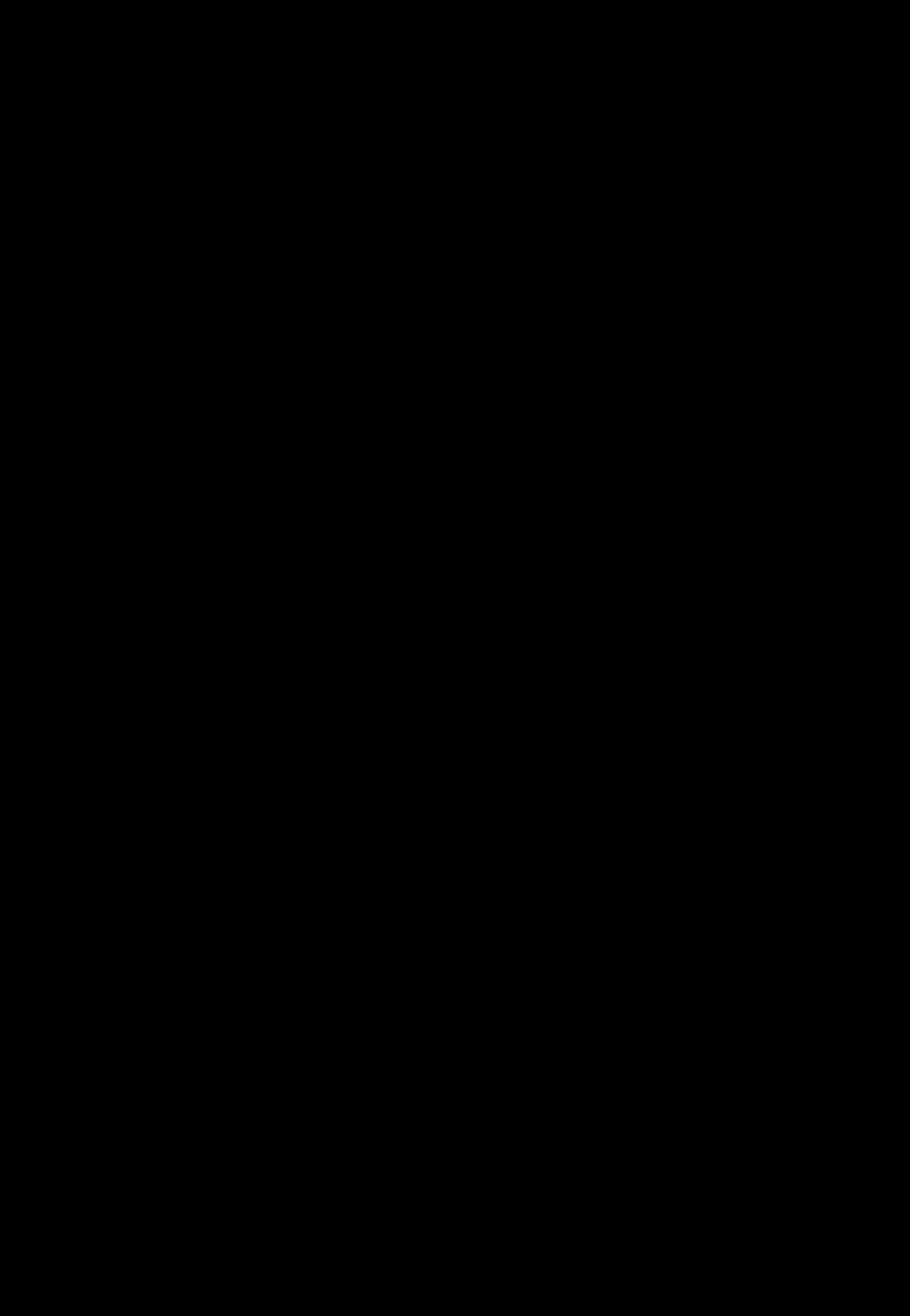


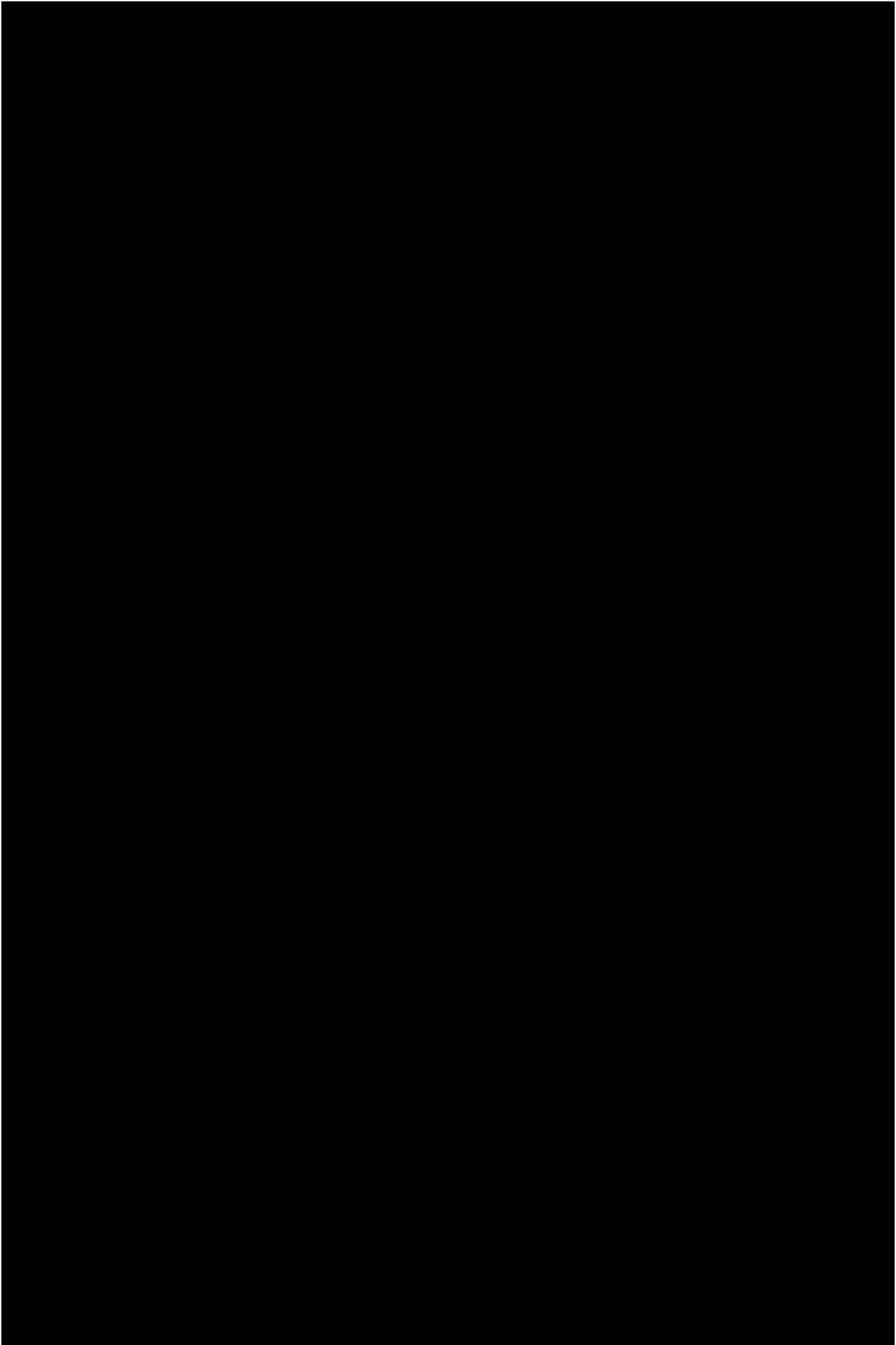


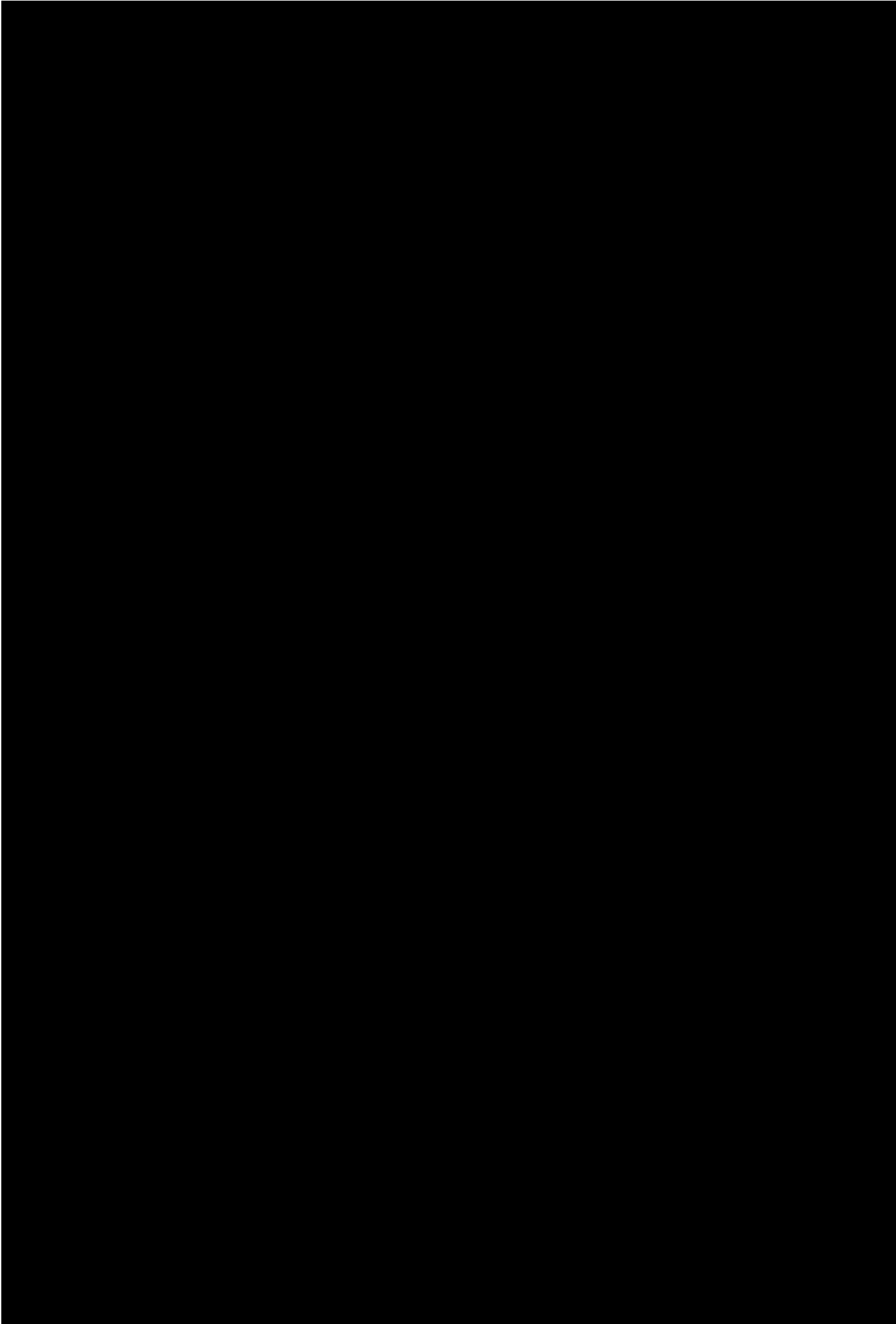


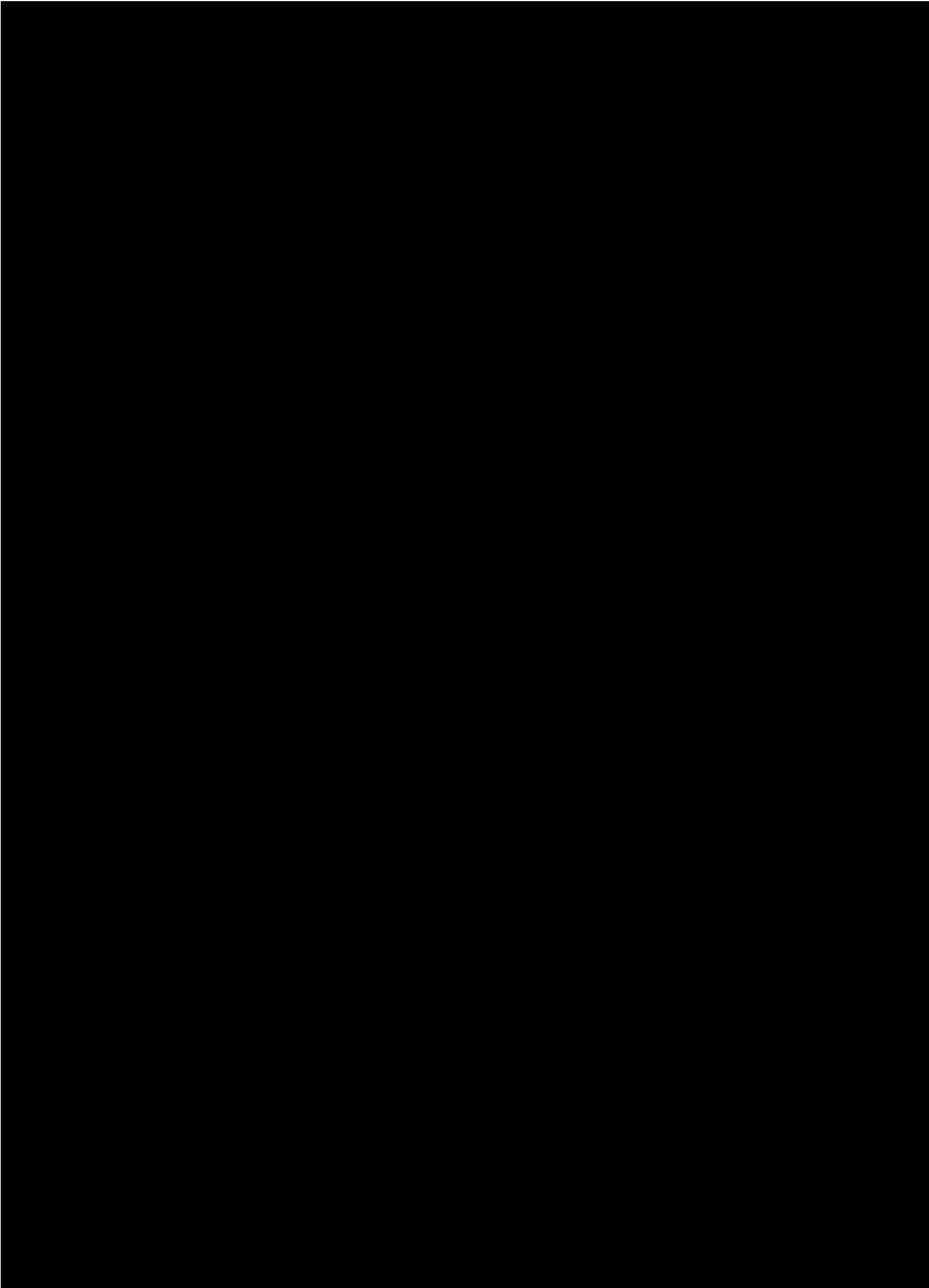
E04: Social Value: Equal Opportunity











Annex 5 – Sustainability

1. Sustainability

- 1.1. The Supplier must comply with the Authority's Sustainability Requirements set out in this Contract. The Supplier must ensure that all Supplier Staff and subcontractors who are involved in the performance of the Contract are aware of these requirements in accordance with clauses 8.1(c) and 13.2.
- 1.2. The Authority requires its suppliers and subcontractors to meet the standards set out in the Supplier Code of Conduct in accordance with clause 13.1(c).
- 1.3. The Supplier must comply with all legislation as per clause 13.1.

2. Human Rights

- 2.1. The Authority is committed to ensuring that workers employed within its supply chains are treated fairly, humanely, and equitably. The Authority requires the Supplier to share this commitment and to take reasonable and use reasonable and proportionate endeavours to identify any areas of risk associated with this Contract to ensure that it is meeting the International Labour Organisation International Labour Standards which can be found online - [Conventions and Recommendations \(ilo.org\)](http://www.ilo.org) and at a minimum comply with the Core Labour Standards, encompassing the right to freedom of association and collective bargaining, prohibition of forced labour, prohibition of discrimination and prohibition of child labour.
- 2.2. The Supplier must ensure that it and its sub-contractors and its [or their] supply chain:
 - 2.2.1. pay staff fair wages and
 - 2.2.2. implement fair shift arrangements, providing sufficient gaps between shifts, adequate rest breaks and reasonable shift length, and other best practices for staff welfare and performance.

3. Equality, Diversity and Inclusion (EDI)

- 3.1. The Supplier will support the Authority to achieve its Public Sector Equality Duty by complying with the Authority's policies (as amended from time to time) on EDI. This includes ensuring that the Supplier, Supplier Staff, and its subcontractors in the delivery of its obligations under this Contract:
 - 3.1.1. do not unlawfully discriminate either directly or indirectly because of race, colour, ethnic or national origin, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, marriage and civil partnership or age and without prejudice to the generality of the foregoing the Supplier shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010;
 - 3.1.2. will not discriminate because of socio-economic background, working pattern or having parental or other caring responsibilities;

- 3.1.3. eliminates discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010;
- 3.1.4. advances equality of opportunity between people who share a protected characteristic and those who do not;
- 3.1.5. foster good relations between people who share a protected characteristic and people who do not share it;
- 3.1.6. identifies and removes EDI barriers which are relevant and proportionate to the requirement; and
- 3.1.7. shall endeavour to use gender-neutral language when providing the Deliverables and in all communications in relation to the Contract.

4. Environment

- 4.1. The Supplier shall ensure that any Goods or Services are designed, sourced, and delivered in a manner which is environmentally responsible and in compliance with paragraph 1.3 of this Annex;
- 4.2. In performing its obligations under the Contract, the Supplier shall to the reasonable satisfaction of the Authority ensure the reduction of whole life cycle sustainability impacts including;
 - 4.2.1. resilience to climate change;
 - 4.2.2. eliminating and/or reducing embodied carbon;
 - 4.2.3. minimising resource consumption and ensuring resources are used efficiently;
 - 4.2.4. avoidance and reduction of waste following the waste management hierarchy as set out in Law and working towards a circular economy;
 - 4.2.5. reduction of single use consumable items (including packaging), and avoidance of single use plastic in line with Government commitments;
 - 4.2.6. environmental protection (including pollution prevention, biosecurity and reducing or eliminating hazardous substances; and
 - 4.2.7. compliance with [Government Buying Standards](#) applicable to Deliverables and using reasonable endeavours to support the Authority in meeting applicable [Greening Government Commitments](#).

5. Social Value

- 5.1. The Supplier will support the Authority in highlighting opportunities to provide wider social, economic, or environmental benefits to communities through the delivery of the Contract.
- 5.2. The Supplier will ensure that supply chain opportunities are inclusive and accessible to:
 - 5.2.1. new businesses and entrepreneurs;

- 5.2.2. small and medium enterprises (SMEs);
- 5.2.3. voluntary, community and social enterprise (VCSE) organisations;
- 5.2.4. mutuals; and
- 5.2.5. other underrepresented business groups.

Annex 6 – Cyber Essentials Scheme

1. Definitions

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

"Cyber Essentials Scheme" the Cyber Essentials Scheme developed by the Government which provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats (as may be amended from time to time).

3. Details of the Cyber Essentials Scheme can be found at:

<https://www.cyberessentials.ncsc.gov.uk/>

"Cyber Essentials Basic Certificate" the certificate awarded on the basis of self-assessment, verified by an independent certification body, under the Cyber Essentials Scheme and is the basic level of assurance;

"Cyber Essentials Certificate" Cyber Essentials Basic Certificate or the Cyber Essentials Plus Certificate to be provided by the Supplier as set out in the Framework Award Form

"Cyber Essential Scheme Data" sensitive and personal information and other relevant information as referred to in the Cyber Essentials Scheme; and

"Cyber Essentials Plus Certificate" the certification awarded on the basis of external testing by an independent certification body of the Supplier's cyber security approach under the Cyber Essentials Scheme and is a more advanced level of assurance.

4. What Certification do you need

5. Prior to commencement of the Contract, the Contractor shall provide a valid Cyber Essentials Certificate or Cyber Essentials Plus Certificate to the Authority. Where the Contractor fails to comply with this Paragraph it shall be prohibited from commencing the provision of Deliverables under the Contract until such time as the Contractor has evidenced to the Authority its compliance with this Paragraph 2.1.
6. Where the Contractor continues to process data during the Contract Period, the Contractor shall deliver to the Authority evidence of renewal of the Cyber

Essentials Certificate or Cyber Essentials Plus Certificate on each anniversary of the first applicable certificate obtained by the Contractor under paragraph 2.1.

7. Where the Contractor is due to process Cyber Essentials Scheme Data the Contractor shall deliver to the Authority evidence of:
8. a valid and current Cyber Essentials Certificate before the Supplier processes any such Cyber Essentials Scheme Data; and
9. renewal of the valid Cyber Essentials Certificate on each anniversary of the first Cyber Essentials Scheme certificate obtained by the Supplier under Paragraph 2.1.
10. In the event that the Contractor fails to comply with Paragraphs 2.2 or 2.3 (as applicable), the Authority reserves the right to terminate this Contract for Material Default.
11. The Contractor shall ensure that all Sub-Contracts with Subcontractors who process Cyber Essentials Scheme Data require the Subcontractor to provide a valid Cyber Essentials Certificate, at the equivalent level to that held by the Contractor. The Contractor cannot require the Subcontractor to commence the provision of Deliverables under the Sub-Contract until the Subcontractor has evidenced to the Contractor that it holds a valid Cyber Essentials Certificate.
12. This Schedule shall survive termination or expiry of this Contract.

Short Form Terms

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

"Authority"	means the authority identified in paragraph 3 of the Order Form;
"Authority Data"	a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Authority's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Authority; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or b) any Personal Data for which the Authority is the Data Controller;
"Authority Cause"	any breach of the obligations of the Authority or any other default, act, omission, negligence or statement of the Authority, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Authority is liable to the Supplier;
"Central Government Body"	for the purposes of this Contract this 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: <ul style="list-style-type: none"> • Government Department; • Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); • Non-Ministerial Department; or • Executive Agency;
"Charges"	means the charges for the Deliverables as specified in the Order Form and Annex 3;
"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is agreed by the Parties to be confidential;
"Contract"	means this contract between (i) the Authority and (ii) the Supplier which is created by the Supplier signing the Order Form and returning it to the Authority.
"Controller"	has the meaning given to it in the "UK GDPR";
"Crown Body"	means any department, office or agency of the Crown, including any and all Local Authority bodies;

"Data Loss Event"	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"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Legislation"	(i) the UK GDPR and any applicable national implementing Laws as amended from time to time; (ii) the Data Protection Act 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 Access Request"	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;
"Date of Delivery"	means that date by which the Deliverables must be delivered to the Authority, as specified in the Order Form;
"Days"	Means calendar days
"Deliver"	means handing over the Deliverables to the Authority at the address and on the date specified in the Order Form, which shall include unloading and any other specific arrangements agreed in accordance with Clause 4. Delivered and Delivery shall be construed accordingly;
"Deliverables"	Goods and/or Services that may be ordered under the Contract including the Documentation;
"Documentation"	descriptions of the Services, technical specifications, user manuals, training manuals, operating manuals, process definitions and procedures, system environment descriptions and all such other documentation (whether in hardcopy or electronic form) that is required to be supplied by the Supplier to the Authority under the Contract as: a) would reasonably be required by a competent third party capable of Good Industry Practice contracted by the Authority to develop, configure, build, deploy, run, maintain, upgrade and test the individual systems that provide the Deliverables b) is required by the Supplier in order to provide the Deliverables; and/or c) has been or shall be generated for the purpose of providing the Deliverables;
"Existing IPR"	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise);

"Expiry Date"	means the date for expiry of the Contract as set out in the Order Form;
"FOIA"	means the Freedom of Information Act 2000 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"	any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the subcontractor'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;
"Goods"	means the goods to be supplied by the Supplier to the Authority under the Contract;
"Good Industry Practice"	standards, practices, methods and procedures conforming to the law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;
"Information"	has the meaning given under section 84 of the FOIA;
"Information Commissioner"	the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;
"Insolvency Event"	occurs in respect of a legal person (for example an individual, company or organisation): i) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; or iv) if the person makes any arrangement with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction whether under the Insolvency Act 1986 or otherwise;
"IP Completion Day"	has the meaning given to it in the European Union (Withdrawal) Act 2018;
"Key Personnel"	means any persons specified as such in the Order Form or otherwise notified as such by the Authority to the Supplier in writing;

"Law"	means any law, statute, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, right within the meaning of Section 4(1) EU Withdrawal Act 2018 as amended by EU (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Parties are bound to comply;
"New IPR"	all and any intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR;
"Order Form"	means the letter from the Authority to the Supplier printed above these terms and conditions;
"Party"	the Supplier or the Authority (as appropriate) and "Parties" shall mean both of them;
"Personal Data"	has the meaning given to it in the UK GDPR;
"Personal Data Breach"	has the meaning given to it in the UK GDPR;
"Processing"	has the mean given to it in the UK GDPR;
"Processor"	has the meaning given to it in the UK GDPR;
"Purchase Order Number"	means the Authority's unique number relating to the order for Deliverables to be supplied by the Supplier to the Authority in accordance with the terms of the Contract;
"Regulations"	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);
"Services"	means the services to be supplied by the Supplier to the Authority under the Contract;
"Specification"	means the specification for the Deliverables to be supplied by the Supplier to the Authority (including as to quantity, description and quality) as specified in Annex 2;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where applicable, the Authority's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Start Date"	Means the start date of the Contract set out in the Order Form;
"Subprocessor"	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;

"Supplier Staff"	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any subcontractor engaged in the performance of the Supplier's obligations under the Contract;
"Supplier"	means the person named as Supplier in the Order Form;
"Sustainability Requirements"	means any relevant social or environmental strategies, policies, commitments, targets, plans or requirements that apply to and are set out in the Annex 5;
Tender Submission	means the Supplier's response to the invitation to the bidder pack (including, for the avoidance of doubt, any clarification provided by the Supplier).
"Term"	means the period from the Start Date to the Expiry Date as such period may be extended in accordance with the Order Form or terminated in accordance with Clause 11;
"UK GDPR"	means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) (United Kingdom General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (and see section 205(4));
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
"Workers"	any one of the Supplier Staff which the Authority, 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 Deliverables;
"Working Day"	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

2.1 references to numbered clauses are references to the relevant clause in these terms and conditions and references to numbered paragraphs are references to the paragraph in the relevant Annex;

2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;

2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;

2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;

2.5 the singular includes the plural and vice versa;

2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law;

2.7 any reference in this Contract which immediately before the IP Completion Day (or such later date when relevant EU law ceases to have effect pursuant to Section 1A of the European Union (Withdrawal) Act 2018) is a reference to (as it has effect from time to time):

- i. any EU regulation, EU decision, EU tertiary legislation or provision of the European Economic Area ("EEA") agreement ("EU References") which is to form part of domestic law by application of Section 3 of the European Union (Withdrawal) Act 2018 and which shall be read on and after IP Completion 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
- ii. any EU institution or EU authority or other such EU body shall be read on and after the date of exit from the EU as a reference to the UK institution, authority or body to which its functions were transferred.

2.8 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation";

2.9 a person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);

2.10 any Annexes form part of this Contract and shall have effect as if set out in full in the body of this Contract. Any reference to this Contract includes the Annexes; and

2.11 all undefined words and expressions are to be given their normal English meaning within the context of this Contract. Any dispute as to the interpretation of such undefined words and expressions shall be settled by reference to the definition in the Shorter Oxford English Dictionary.

3. How the Contract works

3.1 The Order Form is an offer by the Authority to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.

3.2 The Supplier is deemed to accept the offer in the Order Form when the Authority receives a copy of the Order Form signed by the Supplier.

3.3 The Supplier warrants and represents that its Tender Submission and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

4. What needs to be delivered

4.1 All Deliverables

(a) The Supplier must provide Deliverables: (i) in accordance with the Specification and Tender Submission; (ii) to a professional standard; (iii) using all reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) in accordance with such policies and procedures of the Authority (as amended from time to time) that may be specified in the Contract (vii) on the dates agreed; and (viii) in compliance with all applicable Law.

(b) Without prejudice to the Specification the Supplier must provide Deliverables with a warranty of at least 90 days (or longer where the Supplier offers a longer warranty period to the Authority) from Delivery against all obvious damage or defects.

4.2 Goods clauses

(a) All Goods Delivered must be capable of meeting the requirements set out in the Specification and be either (i) new and of recent origin, (ii) reused or (iii) recycled.

(b) All manufacturer warranties covering the Goods will be assigned to the Authority on request and for free.

(c) The Supplier transfers ownership of the Goods on completion of Delivery (including off-loading and stacking) or payment for those Goods, whichever is earlier.

(d) Risk in the Goods transfers to the Authority on Delivery but remains with the Supplier if the Authority notices any damage or defect following Delivery and lets the Supplier know within three Working Days of Delivery.

(e) The Supplier must have full and unrestricted ownership of the Goods at the time of transfer of ownership.

(f) The Supplier must Deliver the Goods on the date and to the specified location during the Authority's working hours.

(g) The Supplier, its subcontractor(s) and supply chain must minimise packaging used whilst providing sufficient packaging for the Goods to reach the point of Delivery safely and undamaged. The Supplier must take back any primary packaging where it is possible to do so. Packaging must be 100% re-usable, recyclable or compostable, use recycled content where reasonably practicable and support the Government's commitment to eliminate single use plastic.

(h) All Deliveries must have a delivery note attached that specifies the order number, type, quantity of Goods, contact and details of traceability through the supply chain.

(i) The Supplier must provide all tools, information and instructions the Authority needs to make use of the Goods. This will include, where appropriate, any operation manuals which, unless specified otherwise, will be written in English and provided in electronic form.

(j) The Supplier will notify the Authority of any request that Goods are returned to it or the manufacturer after the discovery of safety issues or defects that might endanger health or hinder performance and shall indemnify the Authority against the costs arising as a result of any such request. Goods must be disposed of in line with the waste management hierarchy as set out in Law. The Supplier will provide evidence and transparency of the items and routes used for disposal to the Authority on request.

(k) The Authority can cancel any order or part order of Goods which have not been Delivered. If the Authority gives less than 14 calendar days' notice then it will pay the Supplier's reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs.

(l) The Supplier must at its own cost repair, replace, refund or substitute (at the Authority's option and request) any Goods that the Authority rejects because they don't conform with clause 4.2. If the Supplier doesn't do this it will pay the Authority's costs including repair or re-supply by a third party.

(m) The Authority will not be liable for any actions, claims, costs and expenses incurred by the Supplier or any third party during Delivery of the Goods unless and to the extent that it is caused by negligence or other wrongful act of the Authority or its servant or agent. If the Authority suffers or incurs any damage or injury (whether fatal or otherwise) occurring in the course of Delivery or installation then the Supplier shall indemnify from all losses, damages, costs or expenses (including professional fees and fines) which arise as a result of or in connection with such damage or injury where it is attributable to any act or omission of the Supplier or, where related to the Contract, any of its subcontractors or suppliers.

4.3 Services clauses

(a) Late delivery of the Services will be a breach of the Contract.

(b) The Supplier must co-operate with the Authority and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.

(c) The Authority must provide the Supplier Staff with reasonable access to its premises at such reasonable times agreed with the Authority for the purpose of supplying the Services.

(d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Authority to the Supplier for supplying the Services remains the property of the Authority and is to be returned to the Authority on expiry or termination of the Contract.

(e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.

(f) The Supplier must take all reasonable care to ensure performance does not disrupt the Authority's operations, employees or other contractors.

(g) On completion of the Services, the Supplier is responsible for leaving the Authority's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Authority's premises or property, other than fair wear and tear and any pre-existing cleanliness, safety or tidiness issue at the Authority's premises that existed before the commencement of the Term.

(h) The Supplier must ensure all Services, and anything used to deliver the Services, are of the required quality and free from damage or defects.

(i) The Authority is entitled to withhold payment for partially or undelivered Services or for Services which are not delivered in accordance with the Contract but doing so does not stop it from using its other rights under the Contract.

5. Pricing and payments

5.1 In exchange for the Deliverables delivered, the Supplier shall be entitled to invoice the Authority for the charges in Annex 3. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.

5.2 All Charges:

(a) exclude VAT, which is payable on provision of a valid VAT invoice and charged at the prevailing rate;

(b) include all costs connected with the supply of Deliverables.

5.3 The Authority must pay the Supplier the charges within 30 days of receipt by the Authority of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.

5.4 A Supplier invoice is only valid if it:

(a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Authority as set out in Annex 3; and

(b) includes a detailed breakdown of Deliverables which have been delivered (if any).

Details of the Authority's requirements for a valid invoice at the Start Date are set out in Annex 3.

5.5 If there is a dispute between the Parties as to the amount invoiced, the Authority shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 35.

5.6 If any sum of money is recoverable from or payable by the Supplier under the Contract (including any sum which the Supplier is liable to pay to the Authority in respect of any breach of the Contract), that sum may be deducted unilaterally by the Authority from any sum then due, or which may become due, to the Supplier under the Contract or under any other agreement or contract with the Authority. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Authority in order to justify withholding payment of any such amount in whole or in part.

5.7 The Supplier must ensure that its subcontractors and supply chain are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this doesn't happen, the Authority can publish the details of the late payment or non-payment.

6. The Authority's obligations to the Supplier

6.1 If the Supplier fails to comply with the Contract as a result of an Authority Cause:

(a) the Authority cannot terminate the Contract under clause 11 on account of the failure to comply, provided this will not prejudice the Authority's right to terminate for another cause that may exist at the same time;

(b) the Supplier will be relieved from liability for the performance of its obligations under the Contract to the extent that it is prevented from performing them by the Authority Cause and will be entitled to such reasonable and proven additional expenses that arise as a direct result of the Authority Cause;

(c) the Supplier is entitled to any additional time needed to deliver the Deliverables as a direct result of the Authority's Cause;

(d) the Supplier cannot suspend the ongoing supply of Deliverables.

6.2 Clause 6.1 only applies if the Supplier:

(a) gives notice to the Authority within 10 Working Days of becoming aware of an Authority Cause, such notice setting out in detail with supporting evidence the known reasons for the Authority Cause;

(b) demonstrates that the failure only happened because of the Authority Cause;

(c) has used all reasonable endeavours to mitigate the impact of the Authority Cause.

7. Record keeping and reporting

7.1 The Supplier must ensure that suitably qualified (and authorised) representatives attend progress meetings with the Authority and provide progress reports when specified in Annex 2.

7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.

7.3 The Supplier must allow any auditor appointed by the Authority access to their premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the audit.

7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.

7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:

- (a) tell the Authority and give reasons;
- (b) propose corrective action;
- (c) agree a deadline with the Authority for completing the corrective action.

7.6 If the Authority, acting reasonably, is concerned either:

- (a) as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract; or
- (b) as to the sustainability or health and safety conduct of the Supplier, subcontractors and supply chain in the performance of the Contract;

then the Authority may:

(i) require that the Supplier provide to the Authority (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract (in the case of (a)) or improve its sustainability conduct or performance (in the case of (b)) and the Supplier will make changes to such plan as reasonably required by the Authority and once it is agreed then the Supplier shall act in accordance with such plan and report to the Authority on demand

(ii) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Authority or materially fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Authority notifies).

8. Supplier staff

8.1 The Supplier Staff involved in the performance of the Contract must:

- a) be appropriately trained and qualified;
- b) be vetted using Good Industry Practice and in accordance with the instructions issued by the Authority in the Order Form;
- c) comply with the Authority's conduct requirements when on the Authority's premises including, without limitation, those Sustainability Requirements relating to Equality, Diversity & Inclusion (EDI) contained in Annex 5; and
- d) be informed about those specific requirements referred to in Clause 13.2.

8.2 Where an Authority decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.

8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.

8.4 The Supplier must provide a list of Supplier Staff needing to access the Authority's premises and say why access is required.

8.5 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) arising from claims brought against it by any Supplier Staff caused by an act or omission of the Supplier or any other Supplier Staff.

8.6 The Supplier shall use those persons nominated in the Order Form (if any) to provide the Deliverables and shall not remove or replace any of them unless:

- (a) requested to do so by the Authority;
- (b) the person concerned resigns, retires or dies or is on maternity, adoption, shared parental leave or long-term sick leave; or
- (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated.

9. Rights and protection

9.1 The Supplier warrants and represents that:

- (a) it has full capacity and authority to enter into and to perform the Contract;
- (b) the Contract is executed by its authorised representative;
- (c) it is a legally valid and existing organisation incorporated in the place it was formed;
- (d) 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 the Contract;
- (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
- (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
- (g) it is not impacted by an Insolvency Event.

9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.

9.3 The Supplier indemnifies the Authority against each of the following:

(a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;

(b) non-payment by the Supplier of any tax or National Insurance.

9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Authority.

9.5 All third party warranties and indemnities covering the Deliverables must be assigned for the Authority's benefit by the Supplier.

10. Intellectual Property Rights (IPRs)

10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Authority a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it and its sub-licensees to both:

(a) receive and use the Deliverables;

(b) use the New IPR.

10.2 Any New IPR created under the Contract is owned by the Authority. The Authority gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.

10.3 Where a Party acquires ownership of intellectual property rights 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.

10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.

10.5 If any claim is made against the Authority for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "**IPR Claim**"), then the Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.

10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Authority's sole option, either:

(a) obtain for the Authority the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;

(b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.

11. Ending the contract

11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.

11.2 The Authority can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

Ending the Contract without a reason

11.3 The Authority has the right to terminate the Contract at any time without reason or liability by giving the Supplier not less than 90 days' written notice and if the Contract is terminated, clause 11.5(b) to 11.5(g) applies.

When the Authority can end the Contract

11.4 (a) If any of the following events happen, the Authority has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:

(i) there is a Supplier Insolvency Event;

(ii) if the Supplier repeatedly breaches the Contract in a way to reasonably justify in the Authority's opinion that the Supplier's conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;

(iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied. Where a material breach is not capable of remedy, the Authority has the right to immediately terminate the Contract;

(iv) there is a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Authority in writing;

(v) if the Authority discovers that the Supplier was in one of the situations in 57 (1) or 57(2) of the Regulations at the time the Contract was awarded;

(vi) the Supplier or its affiliates embarrass or bring the Authority into disrepute or diminish the public trust in them;

(vii) where a right to terminate described in clause 27 occurs;

(viii) the Supplier is in breach of any of its health, safety and well-being obligations under clause 28.1(a); and

(ix) where, in accordance with clause 33.3, there is or may be an actual or potential conflict of interest.

(b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Authority has the right to immediately terminate the Contract and clause 11.5(a) to 11.5(g) applies.

11.5 What happens if the Contract ends

Where the Authority terminates the Contract under clause 11.4 all of the following apply:

(a) the Supplier is responsible for the Authority's reasonable costs of procuring replacement deliverables for the rest of the Term ;

(b) the Authority's payment obligations under the terminated Contract stop immediately;

(c) accumulated rights of the Parties are not affected;

(d) the Supplier must promptly delete or return the Authority Data except where required to retain copies by law;

(e) the Supplier must promptly return any of the Authority's property provided under the Contract;

(f) the Supplier must, at no cost to the Authority, give all reasonable assistance to the Authority and any incoming supplier and co-operate fully in the handover and re-procurement;

(g) the following clauses survive the termination of the Contract: 3.3, 7.2, 7.3, 7.4, 9, 10, 12, 13.3, 14, 15, 16, 17, 18, 19, 20, 32, 35, 36 and any clauses or provisions within the Order Form or the Annexes which are expressly or by implication intended to continue.

11.6 When the Supplier can end the Contract

(a) The Supplier can issue a reminder notice if the Authority does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Authority fails to pay an undisputed invoiced sum due and worth over 10% of the total Contract value or £1,000, whichever is the lower, within 30 days of the date of the reminder notice.

(b) If a Supplier terminates the Contract under clause 11.6(a):

(i) the Authority must promptly pay all outstanding charges incurred to the Supplier;

(ii) the Authority must pay the Supplier reasonable committed and unavoidable losses as long as the Supplier provides a fully itemised and costed schedule with satisfactory evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated;

(iii) clauses 11.5(d) to 11.5(g) apply.

11.7 Partially ending and suspending the Contract

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

(b) The Authority can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.

(c) The Parties must agree (in accordance with clause 25) any necessary variation required by clause 11.7, but the Supplier may neither:

(i) reject the variation; nor

(ii) increase the Charges, except where the right to partial termination is under clause 11.3.

(d) The Authority can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.7.

12. How much you can be held responsible for

12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than the value of the Charges or £5,000,000 (five million pounds) [whichever is higher] unless specified in the Order Form.

12.2 No Party is liable to the other for:

(a) any indirect losses;

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

12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:

(a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;

(b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;

(c) any liability that cannot be excluded or limited by law.

12.4 In spite of clause 12.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 4.2(j), 4.2(m), 8.5, 9.3, 10.5, 13.3, 15.28(e) or 31.2(b).

12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including where the loss or damage is covered by any indemnity.

12.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

13. Obeying the law

13.1 The Supplier must, in connection with provision of the Deliverables:

- (a) comply with all applicable Law;
- (b) comply with the Sustainability Requirements
- (c) use reasonable endeavours to comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf

13.2 The Sustainability Requirements and the requirements set out in Clause 27, 28 and 30 must be explained to the Supplier's Staff, subcontractors and suppliers who are involved in the performance of the Supplier's obligations under the Contract and where it is relevant to their role and equivalent obligations must be included in any contract with any suppliers or subcontractor that is connected to the Contract.

13.3 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) resulting from any default by the Supplier relating to any applicable Law to do with the Contract.

13.4 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with the Law and its obligations under the Contract.

13.5 "Compliance Officer" the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal and other obligations under the Contract.

13.6 The Supplier will provide such evidence of compliance with its obligations under this Clause 13 as the Authority reasonably requests.

14. Insurance

14.1 The Supplier must, at its own cost, obtain and maintain the required insurances as set out in the Order Form.

14.2 The Supplier will provide evidence of the required insurances on request from the Authority.

15. Data protection

15.1 The Authority is the Controller and the Supplier is the Processor for the purposes of the Data Protection Legislation.

15.2 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with this Contract.

15.3 The Supplier shall take all reasonable measures relating to the security of processing which are required pursuant to Article 32 of the UK GDPR including, without limitation, those security measures specified in this clause 15.

15.4 The Supplier must not remove any ownership or security notices in or relating to the Authority Data.

15.5 The Supplier must make accessible back-ups of all Authority Data, stored in an agreed off-site location and send the Authority copies every six Months.

15.6 The Supplier must ensure that any Supplier system holding any Authority Data, including back-up data, is a secure system that complies with the security requirements specified in writing by the Authority.

15.7 If at any time the Supplier suspects or has reason to believe that the Authority Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Authority and immediately suggest remedial action.

15.8 If the Authority Data is corrupted, lost or sufficiently degraded so as to be unusable the Authority may either or both:

(a) tell the Supplier to restore or get restored Authority Data as soon as practical but no later than five Working Days from the date that the Authority receives notice, or the Supplier finds out about the issue, whichever is earlier;

(b) restore the Authority Data itself or using a third party.

15.9 The Supplier must pay each Party's reasonable costs of complying with clause 15.8 unless the Authority is at fault.

15.10 Only the Authority can decide what processing of Personal Data a Supplier can do under the Contract and must specify it for the Contract using the template in Annex 1 of the Order Form (*Authorised Processing*).

15.11 The Supplier must only process Personal Data if authorised to do so in the Annex to the Order Form (*Authorised Processing*) by the Authority. Any further written instructions relating to the processing of Personal Data are incorporated into Annex 1 of the Order Form.

15.12 The Supplier must give all reasonable assistance to the Authority in the preparation of any Data Protection Impact Assessment before starting any processing, including:

(a) a systematic description of the expected processing and its purpose;

(b) the necessity and proportionality of the processing operations;

(c) the risks to the rights and freedoms of Data Subjects;

(d) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.

15.13 The Supplier must notify the Authority immediately if it thinks the Authority's instructions breach the Data Protection Legislation.

15.14 The Supplier must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Authority.

15.15 If lawful to notify the Authority, the Supplier must notify it if the Supplier is required to process Personal Data by Law promptly and before processing it.

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

(a) are aware of and comply with the Supplier's duties under this clause 15;

(b) are subject to appropriate confidentiality undertakings with the Supplier or any Subprocessor;

(c) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third party unless directed in writing to do so by the Authority or as otherwise allowed by the Contract;

(d) have undergone adequate training in the use, care, protection and handling of Personal Data.

15.17 The Supplier must not transfer Personal Data outside of the EU unless all of the following are true:

(a) it has obtained prior written consent of the Authority;

(b) the Authority has decided that there are appropriate safeguards (in accordance with Article 46 of the UK GDPR);

(c) the Data Subject has enforceable rights and effective legal remedies when transferred;

(d) the Supplier meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;

(e) where the Supplier is not bound by Data Protection Legislation it must use its best endeavours to help the Authority meet its own obligations under Data Protection Legislation; and

(f) the Supplier complies with the Authority's reasonable prior instructions about the processing of the Personal Data.

15.18 The Supplier must notify the Authority immediately if it:

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

(b) receives a request to rectify, block or erase any Personal Data;

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

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

(e) receives a request from any third party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law;

(f) becomes aware of a Data Loss Event.

15.19 Any requirement to notify under clause 15.17 includes the provision of further information to the Authority in stages as details become available.

15.20 The Supplier must promptly provide the Authority with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 15.17. This includes giving the Authority:

(a) full details and copies of the complaint, communication or request;

(b) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;

(c) any Personal Data it holds in relation to a Data Subject on request;

(d) assistance that it requests following any Data Loss Event;

(e) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office.

15.21 The Supplier must maintain full, accurate records and information to show it complies with this clause 15. This requirement does not apply where the Supplier employs fewer than 250 staff, unless either the Authority determines that the processing:

(a) is not occasional;

(b) includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR;

(c) is likely to result in a risk to the rights and freedoms of Data Subjects.

15.22 The Supplier will make available to the Authority all information necessary to demonstrate compliance with clause 15 and allow for and contribute to audits, including inspections, conducted by the Authority or another auditor appointed by the Authority.

15.23 The Supplier must appoint a Data Protection Officer responsible for observing its obligations in this Contract and give the Authority their contact details.

15.24 Before allowing any Subprocessor to process any Personal Data, the Supplier must:

- (a) notify the Authority in writing of the intended Subprocessor and processing;
- (b) obtain the written consent of the Authority;
- (c) enter into a written contract with the Subprocessor so that this clause 15 applies to the Subprocessor;
- (d) provide the Authority with any information about the Subprocessor that the Authority reasonably requires.

15.25 The Supplier remains fully liable for all acts or omissions of any Subprocessor.

15.26 At any time the Authority can, with 30 Working Days' notice to the Supplier, change this clause 15 to:

- (a) replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme under UK GDPR Article 42;
- (b) ensure it complies with guidance issued by the Information Commissioner's Office.

15.27 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office.

15.28 The Supplier:

- (a) must provide the Authority with all Authority Data in an agreed open format within 10 Working Days of a written request;
- (b) must have documented processes to guarantee prompt availability of Authority Data if the Supplier stops trading;
- (c) must securely destroy all storage media that has held Authority Data at the end of life of that media using Good Industry Practice;
- (d) must securely erase or return all Authority Data and any copies it holds when asked to do so by the Authority unless required by Law to retain it;
- (e) indemnifies the Authority against any and all losses, damages, costs or expenses (including professional fees and fines) incurred if the Supplier breaches clause 15 and any Data Protection Legislation.

16. What you must keep confidential

16.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;

(b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;

(c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

16.2 In spite of clause 16.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

(a) where disclosure is required by applicable law, permitted in respect of an audit pursuant to clause 7.3, or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;

(b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;

(c) if the information was given to it by a third party without obligation of confidentiality;

(d) if the information was in the public domain at the time of the disclosure;

(e) if the information was independently developed without access to the disclosing Party's Confidential Information;

(f) to its auditors or for the purposes of regulatory requirements;

(g) on a confidential basis, to its professional advisers on a need-to-know basis;

(h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

16.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Authority at its request.

16.4 The Authority may disclose Confidential Information in any of the following cases:

(a) on a confidential basis to the employees, agents, consultants and contractors of the Authority;

(b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any organisation that the Authority transfers or proposes to transfer all or any part of its business to;

(c) if the Authority (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;

(d) where requested by Parliament; and/or

(e) under clauses 5.7 and 17.

16.5 For the purposes of clauses 16.2 to 16.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 16.

16.6 Information which is exempt from disclosure by clause 17 is not Confidential Information.

16.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Authority and must take all reasonable steps to ensure that Supplier Staff do not either.

16.8 Where essential to comply with or carry out their statutory functions the Authority may disclose Confidential Information.

17. When you can share information

17.1 The Supplier must tell the Authority within 48 hours if it receives a Request For Information.

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

- (a) comply with any Freedom of Information Act (FOIA) request;
- (b) comply with any Environmental Information Regulations (EIR) request.

17.3 The Authority may talk to the Supplier to help it decide whether to publish information under clause 17. However, the extent, content and format of the disclosure is the Authority's decision, which does not need to be reasonable.

18. Invalid parts of the contract

If any part of the 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 that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

19. No other terms apply

The provisions expressly incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

20. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act 1999 (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

21. Circumstances beyond your control

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

- (a) provides written notice to the other Party;
- (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

21.2 Either party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event and the impact of such event lasts for 90 days continuously.

21.3 Where a Party terminates under clause 21.2:

- (a) each party must cover its own losses;
- (b) clause 11.5(b) to 11.5(g) applies.

22. Relationships created by the contract

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

23. Giving up contract rights

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

24. Transferring responsibilities

24.1 The Supplier cannot assign the Contract, or any rights under it, without the Authority's written consent.

24.2 The Authority can assign, novate or transfer its Contract or any part of it to any Crown Body, any contracting authority within the meaning of the Regulations or any private sector body which performs the functions of the Authority.

24.3 When the Authority uses its rights under clause 24.2 the Supplier must enter into a novation agreement in the form that the Authority specifies.

24.4 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

24.5 If the Authority asks the Supplier for details about its subcontractors and/or supply chain, the Supplier must provide such details as the Authority reasonably requests including, without limitation:

- (a) their name;
- (b) the scope of their appointment; and
- (c) the duration of their appointment.

25. Changing the contract

25.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. No oral modifications to the Contract shall be effective. The Authority is not required to accept a variation request made by the Supplier.

26. How to communicate about the contract

26.1 All notices under the 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.

26.2 Notices to the Authority or Supplier must be sent to their address in the Order Form.

26.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

27. Preventing fraud, bribery and corruption

27.1 The Supplier shall not:

(a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);

(b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Authority or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.

27.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 27.1 and any fraud by the Supplier, Supplier Staff (including its shareholders, members and directors), any subcontractor and the Supplier's supply chain in connection with the Contract. The Supplier shall notify the Authority immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.

27.3 If the Supplier or the Supplier Staff engages in conduct prohibited by clause 27.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Authority) the Authority may:

(a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Authority resulting from the termination, including the cost reasonably incurred by the Authority of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Authority throughout the remainder of the Contract; or

(b) recover in full from the Supplier any other loss sustained by the Authority in consequence of any breach of this clause.

28. Health, safety and wellbeing

28.1 The Supplier must perform its obligations meeting the requirements of:

- (a) all applicable Law regarding health and safety;
- (b) the Authority's current health and safety policy and procedures while at the Authority's premises, as provided to the Supplier.
- (c) the Authority's current wellbeing policy or requirements while at the Authority's premises as provided to the Supplier.

28.2 The Supplier and the Authority must as soon as possible notify the other of any health and safety incidents, near misses or material hazards they're aware of at the Authority premises that relate to the performance of the Contract.

28.3 Where the Services are to be performed on the Authority's premises, the Authority and Supplier will undertake a joint risk assessment with any actions being appropriate, recorded and monitored.

28.4 The Supplier must ensure their health and safety policy statement and management arrangements are kept up to date and made available to the Authority on request.

28.5 The Supplier shall not assign any role to the Authority under the Construction (Design and Management) Regulations 2015 (as amended) (the 'CDM Regulations') without the Authority's prior express written consent (which may be granted or withheld at the Authority's absolute discretion). For the avoidance of doubt so far as the Authority may fall within the role of client as defined by the CDM Regulations in accordance with CDM Regulation 4(8) the parties agree that the Supplier will be the client.

29. Business Continuity

29.1 The Supplier will have a current business continuity plan, which has assessed the risks to its business site/s and activities both directly and with regards to reliance on the supply chain and will set out the contingency measures in place to mitigate them and adapt. As part of this assessment, the Supplier will take into account the business continuity plans of the supply chain. The Supplier's business continuity plan must include (where relevant), an assessment of impacts relating to extreme weather, a changing average climate and/or resource scarcity.

29.2 The Supplier's business continuity plan will be reviewed by the Supplier at regular intervals and after any disruption. The Supplier will make the plan available to the Authority on request and comply with reasonable requests by the Authority for information.

30. Whistleblowing

30.1 The Authority's whistleblowing helpline must be made available to the Supplier and Supplier Staff, subcontractors and key suppliers in the supply chain in order to report any concerns.

30.2. The Supplier agrees:

(a) to insert the following wording into their whistleblowing policy and communicate to all staff:

“If you feel unable to raise your concern internally and it relates to work being carried out for which the ultimate beneficiary (through a contractual chain or otherwise) is Defra group, please email Whistleblowing@Defra.gov.uk.”

(b) to ensure that their Sub-contractors have free access to the Authority’s whistleblowing policy.

31. Tax

31.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Authority cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.

31.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under this Contract, the Supplier must both:

(a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;

(b) indemnify the Authority against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Term in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.

31.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:

(a) the Authority may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 31.2, or why those requirements do not apply, the Authority can specify the information the Worker must provide and the deadline for responding;

(b) the Worker's contract may be terminated at the Authority's request if the Worker fails to provide the information requested by the Authority within the time specified by the Authority;

(c) the Worker's contract may be terminated at the Authority's request if the Worker provides information which the Authority considers isn't good enough to demonstrate how it complies with clause 31.2 or confirms that the Worker is not complying with those requirements;

(d) the Authority may supply any information they receive from the Worker to HMRC for revenue collection and management.

32. Publicity

32.1 The Supplier and any subcontractor shall not make any press announcements or publicise this Contract or its contents in any way; without the prior written consent of the Authority.

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

33. Conflict of interest

33.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Authority under the Contract, in the reasonable opinion of the Authority.

33.2 The Supplier must promptly notify and provide details to the Authority if a conflict of interest happens or is expected to happen.

33.3 The Authority can terminate its 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.

34. Reporting a breach of the contract

34.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Authority any actual or suspected breach of Law or breach of its obligations under the Contract.

34.2 Where an actual or suspected breach is notified to the Authority under clause 34.1, the Supplier will take such action to remedy any breach as the Authority may reasonably require. Where the breach is material, the Authority has the right to terminate under clause 11.4.

34.3 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 34.1.

35. Resolving disputes

35.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.

35.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (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 using clauses 35.3 to 35.5.

35.3 Unless the Authority refers the dispute to arbitration using clause 35.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:

- (a) determine the dispute;
- (b) grant interim remedies;
- (c) grant any other provisional or protective relief.

35.4 The Supplier agrees that the Authority has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.

35.5 The Authority has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 35.3, unless the Authority has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 35.4.

35.6 The Supplier cannot suspend the performance of the Contract during any dispute.

35.7 The provisions of this clause 35 are without prejudice to the Authority's right to terminate or suspend the Contract under clause 11.

36. Which law applies

36.1 This Contract and any issues arising out of, or connected to it, are governed by English law.

36.2 The courts of England and Wales shall have jurisdiction to settle any dispute or claim (whether contractual or non-contractual) that arises out of or in connection with the Contract or its subject matter or formation.