

Additional Conditions

1. Endorsement of Deliverables

1.1 The acceptance conditions applicable to deliverables 1 to 6 are subject to the terms of section "Endorsement of Deliverables" in the Statement of Work at Annex A.

2. Payment of Travel and Subsistence

2.1 Payment for Line Item 3 of the Schedule of Requirements shall be made in arrears at the same time as milestones under the Milestone Payment Plan. The Contractor shall provide a breakdown, including all actual costs of the travel undertaken and subsistence costs incurred in the milestone period, before submitting their invoice.

3. Key Personnel

- 3.1 For the purpose of this Contract, the term, Key Personnel, shall include all employees of the Contractor, and Sub-Contractors to the Contractor who are assigned to the Contract. The Contractor shall bear full responsibility for the actions of its personnel throughout the duration of the Contract. The Contractor warrants that it will provide suitably qualified and competent personnel for the purpose of completing the Contract and shall provide the Authority, when requested, a copy of the skills criteria defined for each identified personnel grade and Key Personnel's CVs.
- 3.2 Where temporary staff are required or are necessary to maintain the normal standard of service for any period, the Contractor shall employ temporary staff of a similar standard, as far as the market availability of such staff allow and provide relevant details to the Authority as specified in paragraph 1. The Contractor must inform the Authority of how long temporary staff are anticipated to be in place for and the reasons which they are needed.
- 3.3 The Contractor shall not terminate the appointment of any of the Key Personnel or appoint any new member, or replacement for any, of the Key Personnel without prior notification to the Authority. As soon as the Contractor becomes aware of a possible change to the Key Personnel, however arising, the Contractor shall notify the Authority's Commercial Branch in writing and shall use all reasonable endeavours as soon as reasonably practicable to find a suitable person to perform the role of the member of Key Personnel who is being replaced and to avoid any vacancy in such role.
- 3.4 Within five Business Days of identifying any proposed replacement of Key Personnel, the Contractor shall provide evidence to the Authority's Commercial Branch that the proposed replacement holds qualifications and experience relevant for the role.
- 3.5 Where it is a statutory requirement that an employee be of a required clearance level before undertaking particular work, the Contractor will need to ensure the validity of the clearance throughout the term of employment.