

## **Schedule 4**

### **Fees and Payments**

#### **1. Fees**

- 1.1. The Authority shall pay the Contractor the Fees for the Services in accordance with the amounts set out in this Schedule 4, Section 6 (Fees & Payments).
- 1.2. For Unemployed New Business Start Ups the Fees shall comprise a Delivery Fee, Commencement of Trading Outcome Payment and Completion of 26 weeks Trading Outcome Payment.
- 1.3. For UC Claimants with Existing Businesses the Fees shall comprise a UC Programme Start Fee, BDGP Development Outcome Fee and an Earnings Increase Outcome Fee.
- 1.4. The payment rates set out in this Schedule 4 (Fees & Payments) will not be amended or adjusted if volumes change.

#### **2. Value Added Tax**

- 2.1. Payment from the Authority to the Contractor shall be by a Her Majesty's Revenue and Customs ("HMRC") approved self-billing process. The Contractor hereby agrees that for the duration of the Contract the Authority will be self-billing producing the invoices on the Contractors behalf. The Authority will issue VAT invoices and the Contractor shall confirm, on an annual basis, the rate of VAT that should be applied to self-billing invoices. It remains the responsibility of the Contractor to accurately account for and pay any VAT included in the payments received from the Authority to HMRC.
- 2.2. If the VAT status of the Contractor changes at any time during the delivery of the Provision the Contractor shall notify the Authority immediately and in any case within 24 hours. If the Contractor intends to outsource the self-billing process to any third party it shall not do so without first having obtained the Authority's prior approval, such approval not to be unreasonably withheld or delayed.
- 2.3. The Parties acknowledge and agree that an appropriate self-billing agreement is required to be in place and signed by the Parties throughout the Contract Period to reflect the required self-billing treatment.

#### **3. Additional Costs**

- 3.1. Subject to the provisions of this Contract (including without limitation this Schedule 4 (Fees & Payments)), the Fees are fixed and unless otherwise agreed between the Parties in accordance with Clause F3 (Variation) and F13 (Change Control) any additional or unforeseen costs incurred by the Contractor in delivering the Services shall be borne solely by the Contractor.

#### **Unemployed New Business Starts**

#### **4. Types of Payment**

##### **4.1. Commencement of Trading Outcome Payment**

4.1.1. A Commencement of Trading Outcome Payment will be paid on a unit price basis at the rate set out in the table below in paragraph 6 (Payment Rates) based on the price in force at the date of the Referral. It can be claimed at the point that:

4.1.1.1. the Participant meets the applicable eligibility criteria of a Commencement of Trading Outcome as defined in Clause A1; and

4.1.1.2. the Contractor can make evidence available that the Participant meets the eligibility criteria, for the complete and relevant period, of a Commencement of Trading Outcome Payment; and

4.1.1.3. the Contractor has made a valid claim via the Authority ICT System.

4.1.2 The Contractor shall only be eligible to claim one Commencement of Trading Outcome Payment for each Participant.

#### **4.2 Completion of 26 weeks Trading Outcome Payment**

4.2.1 A Completion of 26 weeks Trading Outcome Payment will be paid on a unit price basis at the rate set out in the table below in paragraph 6 (Payment Rates) based on the price in force at the date of the Referral. It can be claimed at the point that:

4.2.1.1 the Participant meets the applicable eligibility criteria of a Completion of 26 weeks Trading Outcome as defined in Clause A1; and

4.2.1.2 the Contractor can make evidence available that the Participant meets the eligibility criteria, for the complete and relevant period, of a Completion of 26 weeks Trading Outcome; and

4.2.1.3 the Contractor has made a valid claim via the Authority ICT System.

4.2.2 The Contractor shall only be eligible to claim one Completion of 26 weeks Trading Outcome Payment for each Participant.

#### **4.3 Delivery Fee**

4.3.1 A total Delivery Fee will be paid at the rate set out in the table below in paragraph 6 (Payment Rates), which is shown on the Contract Cost Register submitted with the Tender, and will be paid, in arrears, in 23 equal monthly instalments. The first Delivery Fee will commence one calendar month after the Call Off Commencement Date and assists Providers in delivering the service to Participants.

### **UC Claimants with Existing Business**

#### **4.4 UC Programme Start Outcome Fee**

4.4.1 A Completion of UC Programme Start Outcome Fee will be paid on a unit price basis at the rate set out in the table below in paragraph 6 (Payment Rates) based on the price in force at the date of the Referral. It can be claimed at the point that:

- 4.4.2 the Participant meets the applicable eligibility criteria of a completion of UC Programme Start [Outcome] as defined in Clause A1; and
- 4.4.3 the Contractor can make evidence available that the Participant meets the eligibility criteria, for the complete and relevant period, of a completion of UC Programme Start [Outcome]; and
- 4.4.4 the Contractor has made a valid claim via the Authority ICT System.
- 4.4.5 The Contractor shall only be eligible to claim one Completion of UC Programme Start Outcome Fee for each Participant.

#### **4.5 BDGP Development Outcome Fee**

4.5.1 A completion of BDGP Development Outcome Fee will be paid on a unit price basis at the rate set out in the table below in paragraph 6 (Payment Rates) based on the price in force at the date of the Referral. It can be claimed at the point that:

- 4.5.2 the Participant meets the applicable eligibility criteria of a BDGP Development Outcome Fee as defined in Clause A1; and
- 4.5.3 the Contractor can make evidence available that the Participant meets the eligibility criteria, for the complete and relevant period, of a BDGP Development Outcome Fee; and
- 4.5.4 the Contractor has made a valid claim via the Authority ICT System.

4.5.5 The Contractor shall only be eligible to claim one BDGP Development Outcome Fee for each Participant.

#### **4.6 Earnings Increase Outcome Fee**

4.6.1 A completion of Earnings Increase Outcome Fee will be paid on a unit price basis at the rate set out in the table below in paragraph 6 (Payment Rates) based on the price in force at the date of the Referral. It can be claimed at the point that:

- 4.6.2 the UC Claimants with Existing Businesses Participant meets the applicable eligibility criteria of a completion of Earnings Increase Outcome as defined in Clause A1; and
- 4.6.3 the Contractor can make evidence available that the UC Claimants with Existing Businesses Participant meets the eligibility criteria, for the complete and relevant period, of a Earnings Increase Outcome ; and
- 4.6.4 the Contractor has made a valid claim via the Authority ICT System.

4.6.5 The Contractor shall only be eligible to claim one Earnings Increase Outcome Fee for each UC Claimants with Existing Businesses Participant.

### **5. Methods of payment**

- 5.1 The Authority and the Contractor shall exchange payment using the Provider Referral and Payment (PRaP) system and/or other electronic methods.
- 5.2 The Authority may issue a Purchase Order to the Contractor prior to commencement of the Service.
- 5.3 All invoices payable outside of PRaP, must include the appropriate purchase order number sent to the following address;

SSCL Accounts Payable Team  
Room 6124  
Tomlinson House  
Norcross  
Blackpool FY5 3TA

Shared Services Helpline: 0845 602 8244

- 5.4 The Authority reserves the right to set and / or alter, at its absolute discretion, the method of payment.

## **6 Payment rates**

- 6.1 For the performance of the Services by the Contractor the Outcome Payments and Delivery Fees payments shall be paid at the prices and rates entered in this Schedule 4. These rates are fixed and not subject to amendment or alteration over the contract period except where a formal contract variation is agreed in line with Clause F3.
- 6.2 All payments will be subject to the provisions of Schedule 4 and Clause C Charges and Invoicing. The payment of Outcome Payment and Delivery Fees payments shall not constitute acceptance and the Authority reserves the right to validate claims at any time in accordance with Clause C4 Outcome Validation and Extrapolation.

<b>PROVIDER NAME:</b>	People Plus Group
<b>CPA NUMBER:</b>	12a
<b>CPA REGION:</b>	Southern England 1

<b>Unemployed New Business Start Up</b>	<b>% of total contract value</b>	<b>Amount per Outcome exc. VAT</b>
<b>Commencement of Trading Outcome Payment</b>	REDACTED	£REDACTED
<b>Completion of 26 weeks Trading Outcome Payment</b>	REDACTED	£REDACTED
		<b>Total Delivery Fee exc. VAT</b>
<b>Monthly Delivery fee</b>	REDACTED	£REDACTED

<b>UC Claimants with Existing Businesses</b>	<b>% of total contract value</b>	<b>Amount per Outcome exc. VAT</b>
<b>UC Programme Start Outcome Fee</b>	REDACTED	£REDACTED
<b>BDGP Development Outcome Fees</b>	REDACTED	£REDACTED
<b>Earnings Increase Outcome Fee</b>	REDACTED	£REDACTED

## Delivery Fee

Monthly Delivery Fee	Amount per Month(£)
Month 1	£REDACTED
Month 2	£REDACTED
Month 3	£REDACTED
Month 4	£REDACTED
Month 5	£REDACTED
Month 6	£REDACTED
Month 7	£REDACTED
Month 8	£REDACTED
Month 9	£REDACTED
Month 10	£REDACTED
Month 11	£REDACTED
Month 12	£REDACTED
Month 13	£REDACTED
Month 14	£REDACTED
Month 15	£REDACTED
Month 16	£REDACTED
Month 17	£REDACTED
Month 18	£REDACTED
Month 19	£REDACTED
Month 20	£REDACTED
Month 21	£REDACTED
Month 22	£REDACTED

## VAT Confirmation

Company Name:

VAT Registration Number:

Registered Office Address:

Company Registration Number:

Please mark an X in the box that identifies the VAT rate to be applied to **each** Payment Type:

Supply <i>Supplier to complete for each fee type</i>	Zero	Reduced	Standard	Exempt Supply	Outside the Scope of VAT
<b>New Business Starts</b>					
Delivery Fee					
Commencement of Trading					
Trading at 6 months					
<b>Existing Self Employed</b>					
Initial Assessment/Programme Starts					
Complete Mentoring and Business Growth Plan					
Meet or Exceed Minimum Income Floor					

The Contractor hereby confirms that the VAT rates indicated in the above table are the correct VAT rates in respect of the supply of Services New Enterprise Allowance Phase 2 2017 – 2019 Contract for Contracted Package Area 12

**For and on behalf of the Contractor:**

**Signature of Director:**

**Name:**

**Date:**

## Self-Billing Agreement

**Customer Name:** The Secretary of State for the Department  
of Work and Pensions

**VAT Number:**

and

**Contractor Name:**

**VAT Number:**

The self-biller, The Secretary of State for the Department of Work and Pensions, agrees:

1. To issue self-billed invoices for all supplies made to them by the self-billee, [People Plus Group] until 7 May 2023;
2. To complete self-billed invoices showing the supplier's name, address and VAT registration number, together with all the other details which constitute a full VAT Invoice;
3. To make a new self-billing agreement in the event that their VAT registration number changes; and
4. To inform the supplier if the issue of self-billed invoices will be outsourced to a third party.

The self-billee, [ People Plus Group] agrees:

1. To accept invoices raised by the self-biller The Secretary of State for the Department of Work and Pensions, until 7 May 2023;
2. Not to raise sales invoices for the transactions covered by this agreement;
3. To notify the customer immediately if they
  - change their VAT registration number,
  - cease to be VAT registered; or
  - sell their business, or part of their business.

**Customer Signature:**

On behalf of: The Secretary of State  
for the Department of Work and Pensions

Date:

**Contractor Signature:**

On behalf of:

Date: