

Schedule 4 (Charges)

1. How Charges are calculated

1.1 The Charges:

1.1.1 shall be calculated in accordance with the terms of this Schedule;

1.2 Any variation to the Charges payable under a Contract must be agreed between the Supplier and the Buyer and implemented using the procedure set out in this Schedule.

2. The pricing mechanisms

2.1 The pricing mechanisms and prices set out in Annex 1 shall be available for use in calculation of Charges in the Contract.

2.2 The Buyer reserves the right to agree a Fixed Price for Item 2 of the Schedule of Requirements (Schedule 2) using the fixed rates stated in Table 2 of Annex 1 to this Schedule during the life of the Contract.

3. Are costs and expenses included in the Charges

3.1 Except as expressly set out in Paragraph 4 below, or otherwise stated in the Award Form 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:

3.1.1 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

3.1.2 costs incurred prior to the commencement of the Contract.

4. When the Supplier can ask to change the Charges

4.1 The Charges will be fixed for the first **2 (two)** years following the Contract Commencement Date (the date of expiry of such period is a "**Review Date**"). After this Charges can only be adjusted on each following yearly anniversary (the date of each such anniversary is also a "**Review Date**").

4.2 The Supplier shall give the Buyer at least three (3) Months' notice in writing prior to a Review Date where it wants to request an increase. If the Supplier does not give notice in time then it will only be able to request an increase prior to the next Review Date.

4.3 Any notice requesting an increase shall include:

4.3.1 a list of the Charges to be reviewed;

4.3.2 for each of the Charges under review, written evidence of the justification for the requested increase including:

- (a) a breakdown of the profit and cost components that comprise the relevant part of the Charges;
- (b) details of the movement in the different identified cost components of the relevant Charge;
- (c) reasons for the movement in the different identified cost components of the relevant Charge;
- (d) evidence that the Supplier has attempted to mitigate against the increase in the relevant cost components; and
- (e) evidence that the Supplier's profit component of the relevant Charge is no greater than that applying to Charges using the same pricing mechanism as at the Contract Commencement Date.

4.4 The Buyer shall consider each request for a price increase. The Buyer may grant Approval to an increase at its sole discretion.

4.5 Where the Buyer approves an increase then it will be implemented from the first (1st) Working Day following the relevant Review Date or such later date as the Buyer may determine at its sole discretion and Annex 1 shall be updated accordingly.

5. Other events that allow the Supplier to change the Charges

5.1 The Charges can also be varied (and Annex 1 will be updated accordingly) due to:

- 5.1.1 a Specific Change in Law in accordance with Clause 24;
- 5.1.2 a review in accordance with insurance requirements in Clause 13;
- 5.1.3 a request from the Supplier, which it can make at any time, to decrease the Charges; and

6. you will be reimbursed for travel and subsistence

6.1 Expenses shall only be recoverable where:

- 6.1.1 the Time and Materials pricing mechanism is used; and
- 6.1.2 the Award Form states that recovery is permitted; and
- 6.1.3 they are Reimbursable Expenses and are supported by Supporting Documentation.

6.2 The Buyer shall provide a copy of their current expenses policy to the Supplier upon request.

Annex 1: Rates and Prices

Table 1a: Fixed Price - Grant Assessment - Item No. 1 of the Schedule of Requirements (Schedule 2):

The rates below shall not be subject to variation by way of Indexation:

*Grade/level of staff	Daily rate (Ex VAT)	No. days offered over course of contract	Tasks to be undertaken on this project	Total Price offered per staff member
Partner/Managing Director	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Managing Consultant/Associate Director/Director	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Principal Consultant	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Senior Consultant/Manager	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Sub-Total				[REDACTED]

Table 1b: Fixed Price - Travel and Subsistence Costs associated with Item No. 1 of the Schedule of Requirements (Schedule 2):

Item	No. of items	Price per item (Ex VAT)	Total price per offered
Travel, Subsistence/Other	1.0	[REDACTED]	[REDACTED]
Sub-Total			[REDACTED]

**Total Fixed Price for Schedule of Requirements (Schedule 2) Item 1:
£863,750.00 (Ex VAT)**

Table 2a: Time and Materials Rate Card – applicable to Items 2 & 3 of the Schedule of Requirements (Schedule 2):

The Supplier (and its Sub-Contractor) shall not be entitled to include any uplift for risks or contingencies within its day rates.

The rates below shall not be subject to variation by way of Indexation:

*Grade/level of staff	Daily rate (Ex VAT)
Partner/Managing Director	[REDACTED]
Managing Consultant/Associate Director/Director	[REDACTED]
Principal Consultant	[REDACTED]
Senior Consultant/Manager	[REDACTED]
Consultant	[REDACTED]

Table 2b - The table below is the indicative Price for Item 2 of the Schedule of Requirements (Schedule 2). This shall be used as the reference point to compare actual outturn of costs/price against forecasted costs/price:

*Grade/level of staff	Daily rate (Ex VAT)	No. days offered over course of contract	Tasks to be undertaken on this project	Total Price offered per staff member
Partner/Managing Director	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Managing Consultant/Associate Director/Director	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Principal Consultant	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Senior Consultant/Manager	[REDACTED]	[REDACTED]	Programme Development Support, Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Consultant	[REDACTED]	[REDACTED]	Bid Review and Selection, Programme Management Support, Monitoring	[REDACTED]
Sub-Total				£642,750.00

For Items 2 and 3 of the Schedule of Requirements (Schedule 2), the Supplier will be required to keep timesheets detailing how many hours have been worked and by whom. These timesheets will be necessary to support payment for this work.

Table 2c - The table below is the indicative travel and subsistence costs/price associated with Item 2 of the Schedule of Requirements (Schedule 2). This shall be used as the reference point to compare actual outturn of costs/price against forecasted costs/price:

Item	No. of items	Price per item (Ex VAT)	Total price per offered
Travel, Subsistence/Other	1.0	[REDACTED]	[REDACTED]
Sub-Total			£43,500.00

Meetings between BEIS and the Contractor in connection with Items 2 & 3 of the Schedule of Requirements (Schedule 2) may be either virtual or in-person depending on circumstances. Travel and subsistence costs reasonably and properly incurred by Monitoring Officers outside of London may be claimed for and submitted to BEIS for reimbursement, in line with the BEIS Travel and Subsistence Policy. Travel inside of London will not be reimbursed. Monitoring Officers will be provided with claims forms and instructed how to submit them. BEIS will only reimburse costs incurred as part of the Monitoring Officers' work to support the IETF.