



Department
for Environment
Food & Rural Affairs

Conditions of Contract Short Form Enhanced

October 2021

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Department
for Environment
Food & Rural Affairs

[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]

Attn: Ricardo

[Redacted]

Date: 31/10/2023
Our ref: C19907

[Redacted]

**Supply of Evidence Gathering on Pollutant Emissions from Combustion Plant
With Emphasis on Medium and Small Plant**

Following your tender/ proposal for the supply of evidence Gathering on Pollutant Emissions from Combustion Plant With Emphasis on Medium and Small Plant to DEFRA, we are pleased confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the **Annexes** set out the terms of the contract between DEFRA for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form to DEFRA within 7 days from the date received via Atamis, which will create a binding contract between us. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned so that you have a signed copy of the Order Form for your records.

Yours faithfully,

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Environmental Goods and Services Directorate | Defra group Commercial (DgC) | Department
for Environment, Food and Rural Affairs

Order Form

1. Contract Reference	C19907	
2. Date	31 st October 2023	
3. Authority	DEFRA [REDACTED] [REDACTED] [REDACTED]	
4. Supplier	Ricardo [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
4a. Supplier Account Details	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
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	

	<p>Services To be performed at the Supplier's premises and or a third party's premises: Ricardo [REDACTED] [REDACTED]</p>
7. Specification	The specification of the Deliverables is as set out in Annex 2.
8. Term	<p>The Term shall commence on 31st October 2023.</p> <p>and the Expiry Date shall be 31st March 2024, 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 3 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>
9. Charges	<p>The Charges for the Deliverables shall be as set out in Annex 3.</p> <p>The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to:</p>
10. Payment	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</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>

11. Authority Authorised Representative(s)	For general liaison your contact will continue to be <div style="background-color: black; height: 15px; width: 500px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 550px;"></div>	
12. Address for notices	Authority: DEFRA <div style="background-color: black; height: 15px; width: 100px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 120px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 140px;"></div> <div style="background-color: black; height: 15px; width: 240px; margin-top: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 200px;"></div>	Supplier: Ricardo <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 90px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 80px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-top: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 300px;"></div>
13. Key Personnel	Authority: DEFRA <div style="background-color: black; height: 15px; width: 100px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 120px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 140px;"></div> <div style="background-color: black; height: 15px; width: 240px; margin-top: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 250px;"></div>	Supplier: Ricardo <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 90px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 80px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-top: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 330px;"></div>
14. Procedures and Policies	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. The Authority may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. 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.	
15. Limitation of Liabilities	<div style="background-color: black; height: 15px; width: 150px;"></div>	

16. Insurance	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div> <div style="display: flex;"> <div style="border-left: 2px solid black; width: 10px; height: 15px; margin-right: 5px;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div> </div> <div style="display: flex;"> <div style="border-left: 2px solid black; width: 10px; height: 15px; margin-right: 5px;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> </div> <div style="display: flex;"> <div style="border-left: 2px solid black; width: 10px; height: 15px; margin-right: 5px;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> </div> <div style="display: flex;"> <div style="border-left: 2px solid black; width: 10px; height: 15px; margin-right: 5px;"></div> <div style="background-color: black; height: 15px; width: 70%;"></div> </div> <div style="display: flex;"> <div style="border-left: 2px solid black; width: 10px; height: 15px; margin-right: 5px;"></div> <div style="background-color: black; height: 15px; width: 60%;"></div> </div>	
Signed for and on behalf of the Supplier	Signed for and on behalf of the Authority	
Name: <div style="background-color: black; height: 15px; width: 100%;"></div>	Name: <div style="background-color: black; height: 15px; width: 100%;"></div>	
Date:	Date:	
Signature:	Signature:	

Annex 1 – Authorised Processing Template

Contract:	Evidence Gathering on Pollutant Emissions from Combustion Plant with Emphasis on Medium and Small Plant
Date:	
Description Of Authorised Processing	Details
Subject matter of the processing	
Duration of the processing	
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	

Annex 2 – Specification

Executive summary

1. The aim of this research project is to support policy development on pollutant emissions from combustion plant through a mixture of quantitative and qualitative research. The research project has two work packages, one covering combustion plant providing power (including combined heat and power) and the other covering combustion plant providing heat only.
2. Under each work package we require:
 - A. Quantitative analysis on small and medium combustion plant¹ to improve our ability to estimate emissions from the sector. This includes estimates on the number of plant and other key pieces of information such as operating hours.
 - B. Further qualitative analysis on the operational behaviour of these plant in the UK energy system, and drivers of key trends.
3. The project covers installations in England, Scotland, Wales and Northern Ireland, and relevant data should be presented separately for each nation as well as for UK wide.
4. The project will improve the evidence base as Defra fulfils the Clean Air Strategy commitments to consider options for strengthening emissions regulations on medium combustion plant and specified generators, and for exploring bringing more smaller, currently unregulated, combustion plant within the scope of regulation.

Confirmation of deliverables

5. The deliverables are:
 - a. A project plan, outlining key milestones, as agreed with Defra following the engagement meeting.
 - b. A risk register setting out the supplier's views on the main risks and obstacles to a successful completion of the project within the timelines stipulated and outlining the steps they will take to address these.
 - c. Presentation of provisional findings from Work Package Power (WP1) and/or Work Package Heat (WP2) in a virtual meeting with Defra.
 - d. Two reports which presents the findings from Work Packages 1 and 2.
 - e. All relevant documentation setting out the methodology, data gathered and key limitations, uncertainties and data gaps. This information will need to be provided in a useful format that Defra can utilise for modelling purposes. Details will be discussed at the engagement meeting.

Background

6. Under the National Emission Ceilings Regulations (NECR) 2018, the UK is obligated to meet emissions ceilings for 5 air pollutants (PM2.5, NOx, SOx, NMVOCs and ammonia) from 2020, and then new lower ceilings from 2030.
7. Analysis of data from the [National Atmospheric Emissions Inventory](#) (NAEI) suggests that combustion plant are a significant contributor to emissions of PM2.5 and nitrogen oxides (NOx), particularly medium and small plant which fall outside the scope of the Industrial Emissions Directive (IED). Additional data and analysis will help to

increase the robustness and detail of the evidence base in this sector which is used to review existing regulation and support the development of future policy proposals.

8. In 2018 the UK implemented the Medium Combustion Plant Directive, which introduced emissions requirements on this previously largely unregulated source. In England, Wales and Northern Ireland additional regulatory controls were also put in place at the same time on NO_x from [specified generators](#)². These requirements are, however, generally less stringent than those for plant covered by the IED (above 50MW) and leave a large group of plant with a thermal input of less than 1 megawatt (MW) outside the scope of regulation.

9. As a result, in the Clean Air Strategy the UK Government made the commitment to consider closing the regulatory gap between the current Ecodesign³ and medium combustion plant regulations to tackle emissions from plant in the 400/500kW to 1MW thermal input range (the eco-design gap). As legislation on medium combustion plant and generators comes into force, we also committed to consider the case for tighter emissions standards on sources of emissions. We are also committed to carrying out a post-implementation review of the Medium Combustion Plant Directive which was transposed into Schedule 25A (medium combustion plant) and Schedule 25B (specified generators) of the Environmental Permitting (England and Wales) (Amendment) Regulations⁴.

10. The Clean Air Plan for Wales makes a commitment to consider the evidence on emissions from small-scale combustion plant, including small-scale commercial biomass combustion plant. This includes combustion plant in the 500kW to 1MW⁵ thermal input range, where initial evidence suggests there is a regulatory gap.

11. The focus of this research project is to produce evidence and analysis on the numbers, types, and operational behaviour of small and medium combustion plant, from which can be derived evidence of the quantity and location of aggregate emissions. This research project will inform both the post-implementation review and future policy development on medium combustion plant and small combustion plant (below 1MW) which are not covered by regulation.

12. To better understand the impacts of these plant on air pollutant emissions, and the need for and impact of further policy action, we will require a mixture of qualitative and quantitative work for each work package. Firstly, we are seeking quantitative work to improve our estimates of cumulative emissions from these plant. There is currently a limited understanding of the number of small and medium combustion plant and other pieces of information that would be needed to estimate emissions, such as capacity, fuel type, plant age, operating hours, and abatement. As a result, there is also a limited understanding of which sectors and types of plant are the most significant contributors to emissions. To fill these gaps we need evidence work to provide best available data or estimates, and how these have changed over time

13. Secondly, drawing on this quantitative work we are seeking analysis on issues and trends that might present concerns from an air pollution perspective. This review should include an assessment of recent and predicted trends that emerge from the data and the drivers from regulatory frameworks and energy market schemes which have caused them. It should also cover the potential for switching to fuels and technologies such as hydrogen, biomass, and carbon capture which may need to be addressed through updated regulation on industrial emissions.

14. Given the range of areas covered and potential differences in expertise required, we have split this work into two work packages; one on power and one on heat. We would accept bids from consortia, or bids involving a supplier and sub-contractors.

15. Early market engagement has taken place – information from this is provided in **Annex 2**.

Research objectives

16. We have outlined the following objectives and associated research questions to be answered by this project. We appreciate that it may not be possible to give precise answers covering all plants listed due to potential lack of data, therefore we are aiming to gather the optimum mixture of quantitative and qualitative evidence available.

A. Quantification of information and trends on small and medium combustion plant.

To inform the above goals, and in order to allow us to better quantify the impacts of the existing medium combustion plant and specified generator regulations and future policy options, we require quantitative work to be undertaken on small and medium combustion plant. Data availability is limited in this area, and will vary considerably between types of plant (e.g. 20MWth generator vs <1MWth boiler). We therefore require the supplier to use available data or best assumptions to provide estimates of numbers of plant and other key information needed to estimate emissions, as detailed in the work packages below.

This analysis should also assess whether there are any notable trends in the location of these plant. For example, this could include clustering of plant in certain locations, significant numbers of particular plant in high population areas, or proximity of plant to Air Quality Management Areas, Smoke Control Areas, Clean Air Zones and Low Emission Zones.

B. Assessing and analysing the proliferation of small and medium combustion plant providing flexible power to the grid.

Drawing on the above quantitative work, we require analysis on issues and trends that might present concerns from an air pollution perspective. This review should identify these trends and the drivers from regulatory frameworks and energy market schemes which have caused them.

One particular area we have already identified is the increase during the 2010s of the number of small and medium combustion plant used for electricity generation (specified generators). We are seeking more detailed analysis on the causes and impacts of this trend (e.g. trends in back-up generation, which could become prevalent in the event of increased electrification). In addition to the points covered in the first research objective, this should also cover the role of mechanisms used to support flexible generation (such as the capacity market) and the role of the regulatory frameworks for greenhouse gas and pollutant emissions.

Approach and methodology

17. Below we have outlined two work packages to cover the research questions and objectives of this project. Work Package 1 covers these two objectives for plant that generate power (e.g. engines and turbines, boilers that generate power through steam

turbines), and Work Package 2 for plant that generate heat (e.g. boilers and furnaces). This split is due to the difference in availability of data, and potentially in supplier expertise, in these two areas. There is no particular order set in achieving the quantitative and qualitative objectives above, and suppliers may suggest the best viable approach, detailing the pros and cons in their proposals.

18. The project will be procured as 2 work packages under one contract. The Authority will accept bids for both work packages from consortia, or bids involving a primary supplier and sub-contractors.

19. Suppliers must address combined heat and power (CHP) plant and have a clear proposed approach to capturing these plant - through whichever of the work packages is most appropriate (based on whether the operating patterns of CHP are more in line with heat or power plant).

20. Given the scope of our policy development, the primary focus is on plant that are not large combustion plant (LCP) covered by respective Best Available Technique Reference Document (LCP BREF). The primary focus is on small combustion plant (<1MWth), medium combustion plant (1-50MWth), and specified generators (<50MWth). However, in some areas of the below work packages information on large combustion plant (individual combustion plant >50MW) will also be relevant, for example when discussing wider market trends or how the UK manages current and future overall energy demand and decarbonisation.

21. The scope is limited to plant which operate at an industrial or commercial scale and therefore does not include domestic boilers. Both work packages will also need to cover England, Scotland, Wales, and Northern Ireland.

22. For both work packages we require suppliers to propose a mix of quantitative and qualitative approaches with a strong rationale for how the chosen approach will meet our overall aims. We envisage that the quantitative elements will be based on secondary data analysis and engagement with operators. Suppliers will need to bid based on the data they know they will be able to use. Suppliers should propose an approach to gathering data and reaching estimates and make clear any limitations or aspects that will not be feasible, as well as access to updated data in the future.

Work Package 1: Power plant

23. This work package will cover all types of plant that generate electricity (generators) including medium combustion plant that provide power to industrial processes, to the grid, and behind-the-meter, backup and standby generation. It will include both quantitative and qualitative work on generators under 50MWth.

Quantification of pollutant emissions from small/medium power plant

24. Quantitative work is required to determine key information on these plant. The data gathered will aid in the assessment of the impacts on pollutant emissions of the existing medium combustion plant and specified generator regulations, and of future policy options.

25. We have suggested a wide scope for this work (as set out above), however we have also indicated the priority of the different elements below, and an assessment will be required from the supplier of how much is feasible within the deadline. The Authority may engage the supplier for additional related work throughout the project to supplement the research.

26. Given that this analysis will feed into the policy process, which is assessing pollutant emissions from generators, information will be required where available on each of the areas set out below:

- a. Numbers of plant
- b. Types of plant (e.g., turbines, compression and spark engines, and any other more detailed categorisation available)
- c. Purposes for which they are used (e.g., providing power to the grid (flexible or baseload), backup/standby generation, combined heat and power)
- d. The size/capacity of plant and any variation by sector/purpose
- e. Fuels used by these plant (e.g., gas, biomass (animal or plant derived or 'other') diesel)
- f. Estimates of annual operating hours or annual amount of fuel used – potentially based on typical operating patterns for different categories of plant (e.g., baseload vs backup)
- g. Abatement systems installed
- h. Any other relevant factors that would be needed to estimate pollutant emissions. (e.g age of the plant).

27. Subject to the above data being obtained, The Authority wishes to know about estimated emissions. This will require data collection on the appropriate variable and total emissions per year, for relevant pollutants (PM2.5, NOx, SOx, NMVOCs and ammonia) to have a better understanding of the sector.

28. Where historical data is available this must also be presented and used to inform the analysis of trends in the qualitative element of this work package. All data must be presented separately for each nation of the UK, as well as a UK-wide version.

29. In addition to the categories above, the information gathered must also be presented according to the categories and implementation dates that feature in the current pollutant emissions regulatory framework so that we can estimate emissions from each of these categories. These are:

- a. **MCP Directive (EPR Schedule 25A, PPC (NI)⁶ Schedule 9A, PPC (Scotland)⁷ Schedule 1B) and Specified Generators regulation (EPR Schedule 25B, PPC (NI) Schedule 9B)** – presented according to whether they are already required to apply the emission limits set out in the MCP Directive and/or Specified Generator Regulations or whether they will come within scope in 2025 or 2030.
- b. **Part B combustion plant** – there are a number of categories of plant which are covered through environmental permits issued by local authorities in England and Wales. Part B in Scotland are regulated by the Scottish Environment Protection Agency (SEPA); and in Northern Ireland (NI), District Councils regulate Part C under the PPC (NI). This includes 20-50MWth engines/turbines. It should be noted that Part B plant in the 1-50MWth range are or will be covered by EPR Schedules 25A or 25B from the dates set out in the Schedules.
- c. **Other regulations and unregulated plant** – this covers industrial/commercial plant which fall below or outside of the thresholds for the regulations above, including many small combustion plant (<1MWth); and Ecodesign Regulation.

30. The supplier must identify and utilise existing data sources provided to them wherever possible and identify and use any additional data sources which can be used to provide these estimates. These will include but not be limited to energy market registers (such as the capacity market register), previously published studies and other registers

being assembled by the Environment Agency (see Annex 1 for further ideas). The Authority accepts that the availability of data (e.g., through energy market registers) will make this task easier for some plant (e.g. generators providing power to the grid) than others (e.g. behind the meter generators). The supplier should therefore provide their best available estimates which would allow The Authority to compare which categories of plant are the most significant contributors to emissions. The supplier should state their methodology for estimating data and how this will fulfil the requirements of this work package.

31. Notwithstanding the above, it would also be relevant to gather new quantitative data, since this is particularly limited in terms of medium combustion plant (Appendix 1).

32. To better understand the local air quality impacts of small and medium combustion plant, we would like the quantitative work outlined above to also assess whether there are any notable trends in the location of these plant. This could include clustering of plant in certain locations, significant numbers of particular plant in high population areas, or proximity of plant to Air Quality Management Areas, Smoke Control Areas, Clean Air Zones and Low Emission Zones. This could again include qualitative analysis if data is limited.

Qualitative analysis of key trends for power plant and impacts on air quality

33. Using the outputs from the quantitative work, The Authority requires qualitative analysis of any key trends which emerge from the data, and wider industry/market trends information which could present concern from a pollution emissions perspective. The Authority expects to work with the chosen supplier to ensure that the information presented aligns with the stated evidence requirements, but will also be guided by the supplier on what is achievable in each of the research priorities. We have identified one key area of interest below on specified generators and the energy market, however the supplier should also provide qualitative summary of major trends which emerge from the quantitative work.

34. Drawing on the quantitative analysis above, The Authority requires significantly more detailed qualitative analysis with a particular focus on specified generators, including drivers for their proliferation and their market behaviours.

35. As set out in the original impact assessment (IA) for the MCP Directive and specified generator regulations⁸, there is evidence that the numbers of medium combustion plant used for electricity generation (specified generators) increased significantly during the 2010s. As set out in the IA, these were initially largely diesel generators, however the implementation of the tightened NO_x limits in England, Wales, and Northern Ireland⁹ through the 2018 regulations on specified generators, have meant that most new applications for permits have been gas powered generators. The increase in number of specified generators is of concern from an air quality perspective as in comparison to equivalent larger plant, smaller plant generally produce more pollutants (e.g., NO_x, SO_x, PM_{2.5}) per unit of electricity generated, are generally more costly per MW to abate, and currently have less stringent emission limits in regulation. Their size means that they can also be located closer to areas of human population, creating issues around population exposure.

36. We require research and analysis setting out how the numbers and types of plant have shifted over this period (using the quantitative outputs above). This assessment will cover the factors set out below for the broader summary including the types of plant, market behaviours driving installation and operational behaviours (e.g., use, installed

capacity, abatement and fuels used). It will set out any significant changes in these factors over time, and in different parts of the UK, and key drivers for these.

37. It will also cover drivers for the observed proliferation of small/medium combustion plant providing flexible power to the grid, or coming off grid to self-generate. This should cover:

- a. Technical characteristics of different plant types in terms of operational and commercial decisions and emissions. The role of mechanisms used to support flexible generation (such as the capacity market, balancing market and short-term operating reserve service), and how this influences the economic case for these plant.
- b. The role of regulation on greenhouse gases and air pollutants, and regulatory thresholds within these.
- c. The role of air pollutant emissions regulation, including the separate and comparatively less tight current emissions controls on medium combustion plant and specified generators in comparison to large combustion plant. This should include impacts of the 2018 amending regulations.

38. From this research The Authority wishes to get as complete a sense as possible of whether the proliferation is being driven primarily by the regulatory framework, or by advantages inherent to the technologies themselves.

39. Additionally, the supplier will provide an assessment of likely changes for these plant as the sector decarbonises. This should give an assessment of what is likely to replace small and medium combustion plant using fossil fuels, predicted timelines for these changes, and identify any developments that would have significant air quality impacts.

Work package 1a: optional requirement

40. The supplier may also be required, at the Authority's ultimate discretion but with the cooperation and input of the supplier regarding feasibility, to use this information to model emissions of key pollutants from these plant, as they have the technical and sectoral expertise to gather the right data and apply the correct assumptions, in case the former is not available. This could include the generation of emissions factors linked to fuel types and abatement techniques. Due to the limited understanding of the number and type of plant, more detailed data is needed and will require sign-off before the supplier progresses to emission estimates.

Work Package 2: Heat plant

41. This work package will cover all types of plant that generate heat for commercial or industrial use, including space and process heating. It will again include both quantitative and qualitative work on heat plant under 50MWth. Much of the description below duplicates the power plant work package above, however there are some key differences, so all the detail is again included.

Quantification of pollutant emissions from Small/Medium heat plant

42. Quantitative work is required to determine key information on these plant. The data gathered will aid in the assessment of the impacts on pollutant emissions of the existing MCP regulations, and of future policy options.

43. The Authority has provided a wide scope for this work (see introduction section), however we have also indicated the priority of the different elements below, and an assessment will be required from the supplier of how much is feasible within the specified budget and deadline.

44. Given that this analysis will feed into the policy process which is assessing pollutant emissions from combustion plant, information will be required where available on each of the areas set out below:

- a. Numbers of plant
- b. Numbers of plant breaking down into existing plants, and projected future plants where possible, to help gain a sense of actual stock and future trends
- c. Types of plant (e.g., boilers, furnaces, direct dryers and any other more detailed categorisation available)
- d. Purposes for which they are used (e.g., power/heat/cooling for industrial processes, heating/cooling for commercial premises, combined heat and power)
- e. The size/capacity of plant in MWth and any variation by sector/purpose
- f. Fuels used by these plant (e.g., gas, biomass (animal or plant derived or 'other'), diesel)
- g. Estimates of annual operating hours or annual amount of fuel used – potentially based on typical operating patterns for different categories of plant
- h. Abatement systems installed
- i. Any other relevant factors that would be needed to estimate pollutant emissions (e.g., age of the plant, location, and wherever possible data collection on the proximity of habitats)

45. Subject to the data being obtained, The Authority wishes to know about estimated emissions. This will require data collection on the appropriate variable and total emissions per year, for relevant pollutants (PM2.5, NOx, SOx, NMVOCs and ammonia) to have a better understanding of the sector.

46. Where historical data is available this must be presented and used to inform the analysis of trends in the qualitative element of the work package below. All data must be presented separately for each nation of the UK as well as a UK-wide version. Data suppliers will ensure that data used will follow procedures around confidentiality and data sensitivity.

47. In addition to the categories above, the information gathered must be presented according to the categories and implementation dates that feature in the current pollutant emissions regulatory framework so that we can estimate emissions from each of these categories. These are:

- a. **MCP Directive (see legislative references in work package 1)** – presented according to whether they are already required to apply the emission limits set out in the MCP Directive or whether they will come within scope in 2025 or 2030.
- b. **Part B combustion plant** – there are a number of categories of plant which are covered through environmental permits issued by local authorities in England and Wales. Part B in Scotland are regulated by the Scottish Environment Protection Agency (SEPA); and in Northern Ireland (NI), District Councils regulate Part C under the PPC (NI). This includes 20-50MWth boilers/furnaces and 50 Kg/hr plant combusting waste wood. It should be noted that Part B plant in the 1-50MWth range are or will be covered by EPR Schedules 25A or 25B from the dates set out in the Schedules.
- c. **Other regulations and unregulated plant** – this covers industrial/commercial plant which fall below or outside of the thresholds for the regulations above. This includes many small combustion plant (<1MWth) and certain larger plant such as 1-20MWth furnaces, which are excluded from the MCP Directive and only covered as

Part B's from 20-50MWth (please also see reference to Part C above for NI). Where possible these estimates should make clear which plant have regulatory emissions controls in place (e.g., through eco-design regulations, the Renewable Heat Incentive conditions, or other sources) and which are unregulated.

48. The supplier must utilise existing data sources provided to them wherever possible and identify and use any additional data sources which can be used to provide these estimates. These will likely include previously published studies (such as estimate of boiler numbers in [this Hy4Heat study](#):

<https://static1.squarespace.com/static/5b8eae345cfd799896a803f4/t/5e287d78dc5c561cf1609b3d/1579711903964/WP6+Industrial+Heating+Equipment.pdf>) and other registers being assembled by the Environment Agency (see Annex 1 for further ideas). We appreciate that data availability may be limited for certain categories of plant. The supplier must therefore provide the best available estimates which would allow us to compare which categories of plant are the most significant contributors to emissions. The supplier must state their methodology for estimating data and how this will fulfil the requirements of this work package.

49. Notwithstanding the above, it would also be relevant to gather new quantitative data, since this is particularly limited in terms of medium combustion plant (Appendix 1).

50. To better understand the local air quality impacts of small and medium combustion plant, we would like the quantitative work outlined above to also assess whether there are any notable trends in the location of these plant. This could include clustering of plant in certain locations), significant numbers of particular plant in high population areas, or proximity of plant to Air Quality Management Areas, Smoke Control Areas, Clean Air Zones and Low Emission Zones. This could again include qualitative analysis if data is limited.

Qualitative analysis of key trends for heat plant and impacts on air quality

51. Using the outputs from the quantitative work, The Authority requires qualitative analysis of any key trends which emerge from the data, and wider industry/market trends information which could present concern from a pollution emissions perspective. The Authority expects to work with the chosen supplier to ensure that the information presented aligns with our evidence needs, but will also be guided by the supplier on what is achievable in each of the research priorities. We have not identified up front any major areas for analysis, with the potential exception of biomass used in commercial/industrial heat (if the data gathered bears this out). The supplier must therefore focus on providing qualitative analysis of key trends which emerge from the data.

Analysis and reporting

52. Given the range of areas covered, and potential differences in expertise required for the two work packages, The Authority would accept bids from consortia, or bids involving a supplier and sub-contractors to maximise available expertise.

53. As part of this work, the supplier will be required to work with the current National Atmospheric Emissions Inventory (NAEI) compilation agency to determine whether the data gathered could be used to improve emissions estimates for small and medium combustion plant in the NAEI.

54. This will involve an initial engagement meeting with the NAEI compilation agency to discuss the data that will be gathered and how this can feed into the NAEI. The supplier will liaise with the NAEI compilation agency to ensure that the data is gathered and presented in a format which is suitable for the NAEI. The supplier will also be required to present findings, and Defra will then have responsibility for planning work to integrate this data into the NAEI. We will ensure that the NAEI compilation agency has the funding and capacity to engage with this work.
55. For both work packages with regards to the quantification of the proposed metrics from combustion plant, we require details of inputs and calculations, so we can build an evidence base.
56. We also require a clear analytical rationale, details of any assumptions made, and confidence in the calculations and conclusions. It is important that the approach is clearly explained and attention is drawn to appropriate caveats in estimating numbers and other information.
57. For the qualitative work we require thoughtful analysis that goes beyond a description of the collected data to deliver clear and considered insights (e.g., on key changes in the combustion sector and drivers for these). We expect to receive insight into and summary of the trends and operating behaviours of plant in the energy system. The insights should also address the overarching aim with respect to reviewing available options for achieving emission reductions within the sector.
58. The analysis should clearly state whether any differences have been observed between participants in England, Scotland, Wales, and Northern Ireland. The results should be reported separately for each country including any differences observed.
59. We suggest that the output should be:
- a. A report for each work package setting out the findings from the quantitative work, and the qualitative analysis requested
 - b. All relevant documentation setting out the methodology, data gathered and key limitations, uncertainties, and data gaps.
 - c. Both outputs must be suitable for both a technical and policy audience.
60. Given the need for urgency, the reports should be shared with Defra at draft stage to allow for early quality assurance. Findings from draft reports may be used in internal decision-making. The reports should fully address any feedback from Defra before they are finalised. Suppliers should outline their quality assurance of the reports in their bid process.

Project management

61. Suppliers should provide an experienced project manager to manage the research proposed. This person should be the main point of contact with the Defra project manager. Throughout the duration of the contract, the supplier will provide progress updates in weekly Teams meetings with the Defra project manager.
62. Defra will also chair a project steering group for ongoing monitoring of the project, which will include the supplier and key stakeholders such as Defra evidence leads, EA and DESNZ. Terms of Reference will be shared with the winning bidder and a steering group will meet at key points in the development of the research, including:
- a. A virtual engagement meeting with Defra in the first week of contract commencement to agree the details of the study design, methodology and analysis, timelines and ways of working.

- b. Interim meeting(s) to present provisional findings from Work Packages 1 and 2.
 - c. Final meeting(s) to present results from the research and ensure all objectives have been met.
63. In addition, appropriate written and/or other updates may be needed as the project progresses. The supplier will notify Defra without delay if there is a risk that the project timeline may extend. Risk and timeline management is included in the evaluation.
64. All dependencies should be identified in the tender.
65. If the supplier has the intention to employ subcontractors for the delivery of their work packages, these will need to be identified within their bid (E02); and details of their expected involvement from the Defra project manager should be agreed prior to any commencement of work.
66. Defra will inform the supplier without delay if there is any deficiency in the quality of the services provided under the contract. The supplier will take steps to ensure any problems are resolved as a matter of urgency.

Payment milestones and timetable

67. A suggested timetable of project milestones is presented below – timings will be confirmed with the supplier in the engagement meeting.
68. The supplier will be paid by invoice following satisfactory completion of engagement meeting, interim reports and delivery of final report.

Payment milestones	Milestone description	Timing
Research Phase: a. Engagement Meeting b. Engagement Meeting with the current NAEI compilation agency c. Research Phase completed – (35% of work)	Engagement with Defra to finalise project objectives/scope/approach through virtual presentation and Q&A. Receipt of meeting minutes, project plan and risk register. Engagement Meeting with the current NAEI compilation agency to establish how this work can feed into NAEI improvements. Engagement with Defra to present provisional findings for Work Package 1 and Work Package 2. Discussion on evidence gaps and shaping of final report.	10 weeks after project start
Draft reports for Work Package Power (WP1) – (15% of work)	Finalisation Draft reports.	4 months from project start
Draft reports for Work Package Heat (WP2) – (15% of work)	Finalisation Draft reports.	4 months from project start
Final Report - (35% of work)	Final report, incorporating final comments from the Defra Project Team and external peer review feedback. To be provided by e-mail to the Defra Project Officer.	Final version to be delivered end month 5 from project start, or within two weeks of receiving Defra's comments,

		whichever is the later.
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Annex 1: list of known data sources to be considered by supplier

- Data collated in the register of permitted MCP and specified generators being assembled by the Environment Agency. This includes information on location, type of plant, fuel type, permitted hours, emission limit values and various other categories.
- Capacity market register (and other energy market registers)
- Distribution Network Operator data
- Emissions Trading Scheme data
- Renewable Heat Incentive data
- The [impact assessment](https://consult.defra.gov.uk/airquality/medium-combustion-plant-and-controls-on-generators/supporting_documents/Impact_Assessment.pdf) (https://consult.defra.gov.uk/airquality/medium-combustion-plant-and-controls-on-generators/supporting_documents/Impact_Assessment.pdf) for the 2018 amendments to the EPR (which implemented the MCP Directive and Specified Generator regulations) includes estimates of number of plant and various other categories
- The National Atmospheric Emissions Inventory captures emissions from combustion plant including MCP. However, this will likely be of limited value for this research, as for plant under 50MWth it is not based on operator-reported data but rather on applying emissions factors to overall fuel use.
- Hy4Heat study



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 Project Design and Methodology

This document sets out the methodology for delivering both WP1 (power plant) and WP2 (heating plant). Where relevant, we have highlighted aspects specific to each WP.

Context There is increasing use of Small and Medium combustion plant (S/MCP) for power generation in the UK. Our analysis of data in the National Atmospheric Emissions Inventory (NAEI) indicates that all types of S/MCPs make up an increasingly large proportion of industrial and other stationary non-residential fuel use. In contrast, in the commercial, public and agricultural sectors, almost all fuel use has always been in S/MCPs.

Both generating plant and heating plant contribute to UK emissions of NO_x and particulate matter (PM). While controls on this sector are improving significantly as more MCP comes into the MCP regulatory framework, there remains a regulatory gap between MCP controls and Ecodesign product controls for small combustion plant (this gap depends on appliance type and fuel but covers plant about 0.5 – 1 MW thermal input). As the UK is implementing more demanding air quality standards for PM_{2.5}, and in the context of the recently updated WHO air quality guideline for NO₂, it is important for Defra to gain updated and expanded information on current activity and emissions from the S/MCP sector. Equally, it is important to understand future trends in this sector which may be driven by factors such as planning/permitting restrictions, decarbonisation, and energy security, markets and prices.

Prior to introducing amendments to the Environmental Permitting Regulations to implement controls on MCP and specified generators in England and Wales, Defra carried out a detailed analysis of the medium combustion plant sector to assist with planning for implementation of the Medium Combustion Plant regulations. This work will form a useful input to the new project, but will require updating and expanding to cover plant in the < 1 MWth range.

Aims, objectives and outputs

Objective 1: Quantification of information and trends on S/MCP, including calculated emissions to air from these sectors. If appropriate, this will be extended to include dispersion modelling of emissions from these sectors resulting in modelled contributions to ground-level concentrations of key pollutants NO_x and PM_{2.5}.

Objective 2: Qualitative information on proliferation of S/MCP with a focus on specified generators (the latter are relevant to WP1)

Outputs: Alongside project management documents, we will provide reports on WP1 and WP2. The reports will set out the methods used to carry out the study, and provide a summary of the findings. This will be supplemented with a database of power and heat generating installations in the UK. This database will contain all validated information identified in the study. The exact format of the database will depend on the range of information identified. For example, there may be a mix of geographically referenced data on individual plant, combined with higher level data on plant numbers, capacity and outputs. Some information can be provided as GIS shapefiles, while other data may be more readily provided as Excel spreadsheets or webpages. We will also provide a Powerpoint summary of the key outputs of the study. We will also provide a report on WP1a if commissioned. This will include a method statement and key outputs, with data provided in the database outputs.

Project design and methodology [redacted]
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Rationale for recommended approach: [REDACTED]

Qualitative Analysis of Trends: [REDACTED]

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Value for policy development [REDACTED]

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Real-life context

Organisation experience

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E03 – Project management, project duration, quality assurance, risk management and mitigation

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1. Project management techniques and processes

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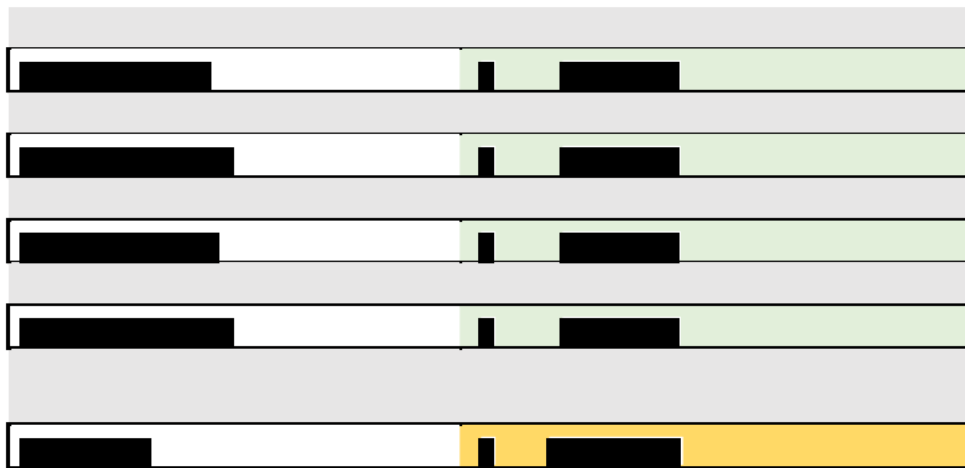
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Commercial





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 \(ilo.org\)](https://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 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
- 3.1.6 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.

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;
"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"	<p>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:</p> <p>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</p> <p>b) is required by the Supplier in order to provide the Deliverables; and/or</p> <p>c) has been or shall be generated for the purpose of providing the Deliverables;</p>
"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.

4.3 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 [REDACTED]"

(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.