

Call-Off Schedule 5 (Pricing Details and Expenses Policy)

1. Call-Off Contract Charges

1.1 The Supplier shall ensure:

- 1.1.1 as part of the Further Competition Procedure, its pricing for the Deliverables are in accordance with the Buyer's Statement of Requirements which shall be no greater than those based on the Framework Prices set out in Framework Schedule 3 (Framework Prices).
- 1.1.2 that all applicable Charges shall be calculated in accordance with the Pricing Mechanism detailed in the Order Form (and, if applicable, each SOW) using the following:
 - (a) the agreed Day Rates or other rates specified in this Schedule for Supplier Staff providing the Deliverables (which are exclusive of any applicable expenses and VAT);
 - (b) the number of Work Days, or pro rata portion of a Work Day, that Supplier Staff work solely to provide the Deliverables and meet the tasks sets out in the Order Form and, if applicable, each SOW (between the applicable SOW Start Date and SOW End Date).

1.2 Further to Paragraph 1.2 of Framework Schedule 3 (Framework Pricing), the Supplier will provide a detailed breakdown of its Charges for the Deliverables in sufficient detail to enable the Buyer to verify the accuracy of any invoice submitted.

This detailed breakdown will be incorporated into each SOW and include (but will not be limited to):

- a role description of each member of the Supplier Staff;
- a facilities description (if applicable);

- the agreed Day Rate for each Supplier Staff;
- any expenses charged for in relation to each Work Day for each Supplier Staff, which must be in accordance with the Buyer's Expenses Policy (if applicable);
- the number of Work Days, or pro rata for every part day, they will be actively be engaged in providing the Deliverables between the SOW Start Date and SOW End Date; and
- the total SOW cost for all Supplier Staff role and facilities in providing the Deliverables.

1.3 If a Capped Time and Materials or Fixed Price has been agreed for a particular SOW:

- the Supplier shall continue to work on the Deliverables until they are satisfactorily complete and accepted by the Buyer at its own cost and expense where the Capped or Fixed Price is exceeded; and
- the Buyer will have no obligation or liability to pay any additional Charges or cost of any part of the Deliverables yet to be completed and/or Delivered after the Capped or Fixed Price is exceeded by the Supplier.

1.4 All risks or contingencies will be included in the Charges. The Parties agree that the following assumptions, representations, risks and contingencies will apply in relation to the Charges:

Rates below are those submitted by the Supplier as part of their bid and will be utilised to determine charges of SOWs.

The Supplier will not claim T&S against travel to DVSA's Base Location, as detailed within Call-Off Schedule 20: Specification. T&S will not be claimed on SOWs with Fixed Price pricing mechanisms.

In line with section 6 of Framework Schedule 3: Framework Prices, T&S may only be claimed against time and material pricing mechanisms. This will not apply to travel to the base location. Where T&S will apply, this will be in line with the Buyer's T&S policy:

Travel and Subsistence (T&S) Policy principles – UK travel

Contractual material

This section contains employment terms and conditions. All of this section which applies to you, and which is apt for incorporation will be incorporated into your contract of employment.

The underlying principle behind T&S is reimbursement of necessary additional costs incurred in carrying out official duties (see guidance on what constitutes official travel).

Actual spend, supported by receipts will be reimbursed. Claims should not exceed the indicative levels unless there are valid reasons which will need to be noted and verified. All claims will need to be approved.

The travel rates and subsistence indicative levels that you are entitled to claim up to are aligned with HMRC rates, or FCO rates, where applicable (see guidance table for current rates and levels).

Wherever possible, you must book travel tickets and overnight accommodation through the Department's travel agent– see local guidance for booking arrangements. This will ensure that the Department receives the benefit of any special discounted rates that have been negotiated. If you use the travel arrangements, the cost of the travel tickets will be invoiced directly to the Department.

Rail Travel

When travelling by rail, all journeys will be standard class, (see guidance)

Air Travel

When travelling by Air, all journeys within the UK will be economy class, (see guidance)

Sea Travel

All journeys by sea within the UK will be economy or standard class (see guidance)

Coach/Bus Travel

Fares for official travel by coach, bus etc will be reimbursed.

Benefits accrued as a result of official travel (for instance 'Air Miles') must not be used for personal travel. They should be used to offset the cost of future official journeys.

Use of Taxis

You are entitled to be reimbursed for the use of a taxi:

- When no other method of public transport is available (e.g., when travelling late at night)
- When the other methods of public transport are inadequate (e.g., there is no direct transport link to the location you are travel to or from or it will mean missing a meeting)
- When carrying heavy official papers, baggage, or equipment
- For reasons of personal safety
- If you are unable to use public transport because of a temporary or permanent disability (please see guidance for further details)
- For pregnancy related reasons
- Where it is more cost effective when travelling in a group.

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Please note that in line with Efficiency Reform Group guidance, use of taxis in London should only be used when as a real necessity, e.g., not during normal working hours or where the underground is available

Use of privately owned motor vehicles for UK travel

You must not use a vehicle for official travel unless you satisfy the Department's ownership, insurance, and documentation requirements (see guidance for further details).

Mileage rates

You are entitled to claim motor mileage allowance either at the public transport rate (PTR) or the standard mileage rate (SMR). See guidance for details of the rates, the amount of mileage that can be claimed and when each rate should apply.

Hire Cars

If it is more cost effective to use a hire car for journeys you cannot claim motor mileage allowance, but you are entitled to be reimbursed for all the costs associated with the hire of the vehicle as long as you select the appropriate class of vehicle (please see local guidance on hiring cars).

Motorcycle and Pedal cycles

You are entitled to be paid a mileage allowance if you use a motorcycle or pedal cycle for official travel. Please see guidance for details of the rates and amount of mileage that can be claimed.

Passenger supplement

If you are paid PTR or SMR, you are entitled to be paid an additional allowance for carrying one or more passengers on your journey if the passengers would have otherwise been entitled to reimbursement of travel costs themselves under the conditions set out in this chapter. Please see guidance for details of rates. Such claims attract a tax liability which the department meets, (please see local guidance for details of how to submit a claim for taxable expenses).

Equipment supplement

If you are paid PTR or SMR you are entitled to be an additional allowance for necessarily carrying equipment or other loads which are likely to cause wear and tear to a private motor vehicle. Where practicable, you must agree with your countersigning officer prior to the journey if the equipment supplement should be paid. Please see guidance for details of rates. Such claims attract a tax liability which the department meets, (please see local guidance for details of how to submit a claim for taxable expenses).

Parking, tolls, and congestion charges

You are entitled to be reimbursed the costs of unavoidable expenses on parking, garaging and tolls; however, you are personally liable for any parking fines you incur.

You are entitled to be reimbursed the costs of any congestion charges unavoidably incurred whilst on official business. You are personally liable for any expenses incurred through congestion charges as a result of using your private vehicle for home to office travel.

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Rate Card Below details Supplier pricing submitted as part of their bid:

RM6263 DIGITAL SPECIALISTS AND PROGRAMMES (DSP) Call-Off RATE CARD

National Day Rate refers work carried out on official DVSA sites. National Home Day Rate refers to work carried out off official DVSA sites, such as working from home.

Redacted under FOIA Section 43, Commercially Sensitive Information