

## **Call-Off Schedule 1 (Transparency Reports)**

Call-Off Ref: Controls Audit for Income Contingent Repayment Loans

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- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>)). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) Working Days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

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# Annex A: List of Transparency Reports

Title	Content	Format	Frequency
<b>Performance</b>	To self-report on Call-off-Schedule-14 (service levels) KPIs and service levels. And at the buyer's request to provide any additional information to facilitate Call-off-Schedule-14, such as to evidence the implantation of the supplier's social value commitment.  Progress and/or updates on any additional services offered during the supplier's tender.	In excel of the contract manager's preferred format.	Monthly, during Keep In Touch meetings, as outlined within Call-Off-Schedule-15 (Call-Off Contract Management).
<b>Conflict of interest</b>	The supplier will need to actively monitor their conflicts of interests and report any perceptive or real conflicts to the buyer's contract manager.	In excel of the contract manager's preferred format.	Monthly, during Keep In Touch meetings.
<b>Call-Off Contract Charges</b>	A) A forecast of costs will be provided to the contract manager on a monthly basis (during KIT meetings) to ensure accurate invoicing. When require to ensure attract invoicing  B) Any content reasonably required by the supplier or buyer to facilitate special term 4, once per contract year.	In excel of the contract manager's preferred format.	A) A forecast of costs should be presented to the buyer in Excel format, during each Keep In Touch meetings, unless the contract manager deems this to be excessive.  B) Once per contract year, as outlined under Call-Off Schedule 15 (Call-Off Contract Management), Annual contract review.
<b>Key Subcontractors</b>	If relevant: the buyer may request for the supplier to outline key details regarding to sub-contractors relevant to this requirement.	A word report or the contract manager's preferred format.	If relevant: the buyer's contract manager may request, during a Keep in Touch meeting or beforehand a KIT, for the supplier to present this report during the next/following KIT meeting.
<b>Deliverables and Milestones</b>	A progress report on each upcoming and work-in-progress deliverable/Milestone, as outlined within Call-Off Schedule 20 (Call-Off Specification).	A word report or the contract manager's preferred format.	Monthly, during Keep In Touch meetings, as outlined within Call-Off-Schedule-15 (Call-Off Contract Management).