

**FRAMEWORK SCHEDULE 4**

**ORDER FORM AND CALL OFF TERMS**

## PART 1 – ORDER FORM

### A. ORDER FORM

#### MULTIDISCIPLINARY FRAMEWORK AGREEMENT: RM3711

FROM:

<b>CONTRACTING AUTHORITY</b>	United Lincolnshire Hospitals NHS Trust
<b>SERVICE ADDRESS</b>	County Hospital Greetwell Road Lincoln LN2 5QY
<b>INVOICE ADDRESS(if different)</b>	REDACTION
<b>CONTACT REFERENCE</b>	REDACTION
<b>ORDER NUMBER</b>	Contracting Authority to confirm post award
<b>ORDER DATE</b>	2 September 2020

TO:

<b>SERVICE PROVIDER</b>	Holt Doctors Ltd
<b>SERVICE PROVIDER'S ADDRESS</b>	4 <sup>th</sup> Floor 1 Belle Vue Square Broughton Road Skipton BD23 1FJ
<b>ACCOUNT MANAGER</b>	REDACTION

**PART 1.1: SERVICE AND DELIVERABLES REQUIRED:** Temporary Worker  
Requirements: As Detailed in Call-Off Schedule 2 Annex 1.

<b>NUMBER OF ROLES REQUIRED:</b>	Roles described in Call-Off Schedule 2 Annex 1
<b>JOB ROLE/TITLE:</b>	To be confirmed at specific booking stage
<b>GRADE:</b>	To be confirmed at specific booking stage
<b>SPECIALTY:</b>	To be confirmed at specific booking stage
<b>AGENDA FOR CHANGE PAY BAND (IF APPROPRIATE):</b>	To be confirmed at specific booking stage
<b>HOURS/DAYS REQUIRED:</b>	To be confirmed at specific booking stage
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]</b>	To be confirmed at specific booking stage
<b>FEE TYPE:</b>	To be confirmed at specific booking stage
<b>IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)</b>	As required subject to the specific role confirmed at booking stage
<b>DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)</b>	1. Standard 2. Enhanced As required subject to the specific role confirmed at booking stage
<b>HIGH COST AREA SUPPLEMENT?</b>	1. None

<b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>	To be confirmed at specific booking stage
<b>SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>	To be confirmed at specific booking stage
<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>	To be confirmed at specific booking stage
<b>POST CODE OF LOCATION WITH REQUIREMENT:</b>	To be confirmed at specific booking stage
<b>NUMBER OF ROLES REQUIRED:</b>	To be confirmed at specific booking stage
<b>ADDITIONAL REQUIREMENTS:</b>	
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>	
<b>COMMENCEMENT DATE:</b>	1 <sup>st</sup> November 2020
<b>ANTICIPATED END DATE:</b>	Initial Term 31st October 2022 with the option to extend for a further 2 years in yearly increments (2+1+1).
<b>TEMPORARY / FIXED TERM ASSIGNMENT:</b>	Any Transfer Fees applicable, as specified in the framework, will be equal or lower than the Agency Fees payable if the worker was employed for the Extended Hire Period (8 weeks) for the normal hours worked prior to the appointment.
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
Call-Off Schedule 2 Annex 1 – Section 3 - Key Milestones and Deliverables and Call-Off Schedule 4 and Call-Off Schedule 16 for Implementation Plan	
<b>PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>	
As detailed in Schedule 3 – Call-Off Contract Charges, Payment and Invoicing  The total contract value, including any extensions, shall not exceed £97,952,298.00 ex VAT	
<b>DISCOUNTS APPLICABLE:</b>	n/a
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
As specified in the framework	
<b>PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS</b>	
As described in this Call-Off Contract and Schedule 2 Annex 1 – The Services  Service Levels and Service Credits table as set out in Call Off Schedule 6.	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>	

<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	Alternative/Additional Clauses set out in Schedule 14 (Alternative and/or Additional Clauses) <ul style="list-style-type: none"> <li>• Non Crown Bodies (see paragraph 4.3 of Call Off Schedule 14</li> <li>• NHS Additional Clauses (see paragraph 6.1 of Call Off Schedule 14</li> </ul>
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	REDACTION
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	See Call Off Schedule 11 – Annex 1 List of Sub-contractors
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIAL SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Contracting Authority Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Authority .

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	REDACTION
<b>TITLE:</b>	REDACTION
<b>SIGNATURE:</b>	REDACTION
<b>DATE:</b>	REDACTION

**FOR AND ON BEHALF OF THE CONTRACTING AUTHORITY:**

<b>NAME:</b>	REDACTION
<b>TITLE:</b>	REDACTION
<b>SIGNATURE:</b>	REDACTION
<b>DATE:</b>	REDACTION

**1. FORMATION OF CALL OFF CONTRACT**

- 1.1 BY SIGNING AND RETURNING THIS ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Contracting Authority to provide the Services.
- 1.2 The Parties hereby acknowledge and agree that they have read the Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.
- 1.3 In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Contracting Authority acknowledges (which may be done by electronic means) the receipt of the signed copy of the Order Form from the Supplier within two (2) Working Days from receipt.

## TABLE OF CONTENT

<b>A.</b>	2
<b>B.</b>	9
1.	9
2.	10
3.	10
4.	12
<b>C.</b>	12
5.	12
<b>D.</b>	12
6.	12
7.	14
8.	16
9.	17
10.	17
11.	17
12.	18
13.	18
14.	19
15.	20
16.	20
17.	20
18.	21
<b>E.</b>	21
19.	21
20.	22
21.	22
22.	24
<b>F.</b>	26
23.	26
24.	28
25.	28
<b>G.</b>	29
26.	29
27.	30
28.	32

	<b>29.</b>	32
<b>H.</b>	36	
	<b>30.</b>	36
	<b>31.</b>	37
	<b>32.</b>	38
<b>I.</b>	39	
	<b>33.</b>	39
	<b>34.</b>	43
	<b>35.</b>	52
<b>J.</b>	52	
	<b>36.</b>	52
	<b>37.</b>	55
<b>K.</b>	55	
	<b>38.</b>	55
	<b>39.</b>	57
	<b>40.</b>	59
<b>L.</b>	60	
	<b>41.</b>	60
	<b>42.</b>	63
	<b>43.</b>	63
	<b>44.</b>	63
	<b>45.</b>	64
<b>M.</b>	66	
	<b>46.</b>	66
	<b>47.</b>	67
	<b>48.</b>	67
	<b>49.</b>	67
	<b>50.</b>	68
	<b>51.</b>	69
	<b>52.</b>	69
	<b>53.</b>	69
	<b>54.</b>	70
	<b>55.</b>	70
	<b>56.</b>	71
	<b>57.</b>	71

**CALL OFF SCHEDULE 1: DEFINITIONS**

**75**

**CALL OFF SCHEDULE 2: SERVICES**

**100**

ANNEX 1: THE SERVICES	101
SCHEDULE 3: CALL OFF CONTRACT CHARGES, PAYMENT AND INVOICING	116
ANNEX 1: CALL OFF CONTRACT CHARGES	121
ANNEX 2: PAYMENT TERMS/PROFILE	122
CALL OFF SCHEDULE 4: IMPLEMENTATION PLAN, CONTRACTING AUTHORITY RESPONSIBILITIES AND KEY PERSONNEL	123
CALL OFF SCHEDULE 5: TESTING	127
ANNEX 1: SATISFACTION CERTIFICATE	130
CALL OFF SCHEDULE 6: SERVICE LEVELS, SERVICE CREDITS AND PERFORMANCE MONITORING	131
ANNEX 1 TO PART A: SERVICE LEVELS AND SERVICE CREDITS TABLE	135
ANNEX 2 TO PART A: CRITICAL SERVICE LEVEL FAILURE	144
ANNEX 1 TO PART B: ADDITIONAL PERFORMANCE MONITORING REQUIREMENTS	147
CALL OFF SCHEDULE 7: STANDARDS	148
CALL OFF SCHEDULE 8: SECURITY	149
ANNEX 1: SECURITY POLICY	154
ANNEX 2: SECURITY MANAGEMENT PLAN	155
CALL OFF SCHEDULE 9: BUSINESS CONTINUITY AND DISASTER RECOVERY	156
CALL OFF SCHEDULE 10: EXIT MANAGEMENT	163
CALL OFF SCHEDULE 11: STAFF TRANSFER	174
ANNEX TO PART A	183
ANNEX TO PART B	192
ANNEX : LIST OF NOTIFIED SUB-CONTRACTORS	205
CALL OFF SCHEDULE 12: DISPUTE RESOLUTION PROCEDURE	207
CALL OFF SCHEDULE 13: VARIATION FORM	212
CALL OFF SCHEDULE 14: ALTERNATIVE AND/OR ADDITIONAL CLAUSES	213
CALL OFF SCHEDULE 15: AUTHORISED PROCESSING TEMPLATE.....	225
CALL Off SCHEDULE 16: SUPPLIER TENDER RESPONSE.....	228



## PART 2 – CALL OFF TERMS

### TERMS AND CONDITIONS

#### **B. PRELIMINARIES**

##### **1. DEFINITIONS AND INTERPRETATION**

1.1 In this Call Off Contract, unless the context otherwise requires, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions) or the relevant Call Off Schedule in which that capitalised expression appears.

1.2 If a capitalised expression does not have an interpretation in Call Off Schedule 1 (Definitions) or relevant Call Off Schedule, it shall have the meaning given to it in the Framework Agreement. If no meaning is given to it in the Framework Agreement, it shall, in the first instance, be interpreted in accordance with the common interpretation within the relevant market sector/industry where appropriate. Otherwise, it shall be interpreted in accordance with the dictionary meaning.

1.3 In this Call Off Contract, unless the context otherwise requires:

- 1.1.1 the singular includes the plural and vice versa;
- 1.1.2 reference to a gender includes the other gender and the neuter;
- 1.1.3 references to a person include an individual, company, Authority corporate, corporation, unincorporated association, firm, partnership or other legal entity or Crown Authority;
- 1.1.4 a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
- 1.1.5 the words "**including**", "**other**", "**in particular**", "**for example**" and similar words shall not limit the generality of the preceding words and shall be construed as if they were immediately followed by the words "**without limitation**";
- 1.1.6 references to "**writing**" include typing, printing, lithography, photography, display on a screen, electronic and facsimile transmission and other modes of representing or reproducing words in a visible form, and expressions referring to writing shall be construed accordingly;
- 1.1.7 references to "**representations**" shall be construed as references to present facts, to "**warranties**" as references to present and future facts and to "**undertakings**" as references to obligations under this Call Off Contract;
- 1.1.8 references to "**Clauses**" and "**Call Off Schedules**" are, unless otherwise provided, references to the clauses and schedules of this Call Off Contract and references in any Call Off Schedule to parts, paragraphs, annexes and tables are, unless otherwise provided, references to the parts, paragraphs, annexes and tables of the Call Off Schedule in which these references appear; and
- 1.1.9 the headings in this Call Off Contract are for ease of reference only and shall not affect the interpretation or construction of this Call Off Contract.

1.4 Subject to Clauses 1.4.4 and 1.6 (Definitions and Interpretation), in the event of and only to the extent of any conflict between the Order Form, the Call Off Terms and the provisions of the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

- 1.1.10 the Framework Agreement, except Framework Schedule 20 (Tender);
- 1.1.11 the Order Form;

1.1.12 the Call Off Terms;

1.1.13 Framework Schedule 20 (Tender).

1.5 Any permitted changes by the Contracting Authority to the Template Call Off Terms and the Template Call Off Form under Clause 4 (Call Off Procedure) of the Framework Agreement and Framework Schedule 5 (Call Off Procedure) prior to them becoming the Call Off Terms and the Call Off Form and the Parties entering this Call Off Contract shall prevail over the Framework Agreement.

1.6 Where Framework Schedule 20 (Tender) contains provisions which are more favourable to the Contracting Authority in relation to this Call Off Contract, such provisions of the Tender shall prevail. The Contracting Authority shall in its absolute and sole discretion determine whether any provision in the Tender is more favourable to it in this context.

## **2. DUE DILIGENCE**

1.7 The Supplier acknowledges that:

- 2.1.1 the Contracting Authority has delivered or made available to the Supplier all of the information and documents that the Supplier considers necessary or relevant for the performance of its obligations under this Call Off Contract;
- 2.1.2 it has made its own enquiries to satisfy itself as to the accuracy and adequacy of the Due Diligence Information;
- 2.1.3 it has satisfied itself (whether by inspection or having raised all relevant due diligence questions with the Contracting Authority before the Call Off Commencement Date) and has entered into this Call Off Contract in reliance on its own due diligence alone; and
- 2.1.4 it shall not be excused from the performance of any of its obligations under this Call Off Contract on the grounds of, nor shall the Supplier be entitled to recover any additional costs or charges, arising as a result of any:
  - (a) misinterpretation of the requirements of the Contracting Authority in the Order Form or elsewhere in this Call Off Contract; and/or
  - (b) failure by the Supplier to satisfy itself as to the accuracy and/or adequacy of the Due Diligence Information.

## **3. REPRESENTATIONS AND WARRANTIES**

1.8 Each Party represents and warrants that:

- 3.1.1 it has full capacity and authority to enter into and to perform this Call Off Contract;
- 3.1.2 this Call Off Contract is executed by its duly authorised representative;
- 3.1.3 there are no actions, suits or proceedings or regulatory investigations before any court or administrative Authority or arbitration tribunal pending or, to its knowledge, threatened against it (or, in the case of the Supplier, any of its Affiliates) that might affect its ability to perform its obligations under this Call Off Contract; and
- 3.1.4 its obligations under this Call Off Contract constitute its legal, valid and binding obligations, enforceable in accordance with their respective terms subject to applicable (as the case may be for each Party) bankruptcy, reorganisation, insolvency, moratorium or similar Laws affecting creditors' rights generally and subject, as to enforceability, to equitable principles of general application (regardless of whether enforcement is sought in a proceeding in equity or Law).

1.9 The Supplier represents and warrants that:

- 3.1.5 it is validly incorporated, organised and subsisting in accordance with the Laws of its place of incorporation;
  - 3.1.6 it has all necessary consents (including, where its procedures so require, the consent of its Parent Company) and regulatory approvals to enter into this Call Off Contract;
  - 3.1.7 its execution, delivery and performance of its obligations under this Call Off Contract does not and will not constitute a breach of any Law or obligation applicable to it and does not and will not cause or result in a Default under any agreement by which it is bound;
  - 3.1.8 as at the Call Off Commencement Date, all written statements and representations in any written submissions made by the Supplier as part of the procurement process, including without limitation to the PQQ (if applicable), its Tender and any other documents submitted remain true and accurate except to the extent that such statements and representations have been superseded or varied by this Call Off Contract;
  - 3.1.9 as at the Call Off Commencement Date, it has notified the Contracting Authority in writing of any Occasions of Tax Non-Compliance or any litigation that it is involved in connection with any Occasions of Tax Non Compliance;
  - 3.1.10 it has and shall continue to have all necessary rights in and to the Third Party IPR, the Supplier Background IPRs and any other materials made available by the Supplier (and/or any Sub-Contractor) to the Contracting Authority which are necessary for the performance of the Supplier's obligations under this Call Off Contract including the receipt of the Services by the Customer;
  - 3.1.11 it shall take all steps, in accordance with Good Industry Practice, to prevent the introduction, creation or propagation of any disruptive elements (including any virus, worms and/or Trojans, spyware or other malware) into systems, data, software or the Contracting Authority Confidential Information (held in electronic form) owned by or under the control of, or used by, the Customer;
  - 3.1.12 it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under this Call Off Contract;
  - 3.1.13 it is not affected by an Insolvency Event and no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Supplier or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Supplier's assets or revenue; and
  - 3.1.14 for the Call Off Contract Period and for a period of twelve (12) months after the termination or expiry of this Call Off Contract, the Supplier shall not employ or offer employment to any staff of the Contracting Authority which have been associated with the provision of the Services without approval or the prior written consent of the Contracting Authority which shall not be unreasonably withheld.
- 1.10 Each of the representations and warranties set out in Clauses 3.1 and 3.2 shall be construed as a separate representation and warranty and shall not be limited or restricted by reference to, or inference from, the terms of any other representation, warranty or any undertaking in this Call Off Contract.
- 1.11 If at any time a Party becomes aware that a representation or warranty given by it under Clauses 3.1 and 3.2 has been breached, is untrue or is misleading, it shall

immediately notify the other Party of the relevant occurrence in sufficient detail to enable the other Party to make an accurate assessment of the situation.

- 1.12 For the avoidance of doubt, the fact that any provision within this Call Off Contract is expressed as a warranty shall not preclude any right of termination the Contracting Authority may have in respect of breach of that provision by the Supplier which constitutes a material Default.

#### **4. CALL OFF GUARANTEE**

- 1.13 Where the Contracting Authority has stipulated in the Order Form or elsewhere in this Call Off Contract that the Call Off Contract shall be conditional upon receipt of a Call Off Guarantee, then, on or prior to the Call Off Commencement Date or on any other date specified by the Contracting Authority, the Supplier shall deliver to the Contracting Authority

- 4.1.1 an executed Call Off Guarantee from a Call Off Guarantor; and
- 4.1.2 a certified copy extract of the board minutes and/or resolution of the Call Off Guarantor approving the execution of the Call Off Guarantee.

- 1.14 The Contracting Authority may in its sole discretion at any time agree to waive compliance with the requirement in Clause 4.1 by giving the Supplier notice in writing.

#### **C. DURATION OF CALL OFF CONTRACT**

#### **5. CALL OFF CONTRACT PERIOD**

- 1.15 This Call Off Contract shall commence on the Call Off Commencement Date and the term of this Call Off Contract shall be the Call Off Contract Period.

#### **D. CALL OFF CONTRACT PERFORMANCE**

#### **6. IMPLEMENTATION PLAN**

- 1.16 Formation of Implementation Plan

- 6.1.1 Where the Parties agreed in the Order Form (or elsewhere in this Call Off Contract) that an Implementation Plan (or parts thereof) shall be provided in draft by the Supplier prior to the commencement of the provision of the Services, the Supplier's draft must contain information at the level of detail necessary to manage the implementation stage effectively and as the Contracting Authority may require. The draft Implementation Plan shall take account of all dependencies known to, or which should reasonably be known to, the Supplier.
- 6.1.2 The Supplier shall submit the draft Implementation Plan to the Contracting Authority for Approval (such decision of the Contracting Authority to Approve or not shall not be unreasonably delayed or withheld) within such period as specified by the Contracting Authority in the Order Form (or elsewhere in this Call Off Contract).
- 6.1.3 The Supplier shall perform each of the Deliverables identified in the Implementation Plan by the applicable date assigned to that Deliverable in the Implementation Plan so as to ensure that each Milestone identified in the Implementation Plan is achieved on or before its Milestone Date.
- 6.1.4 The Supplier shall monitor its performance against the Implementation Plan and Milestones (if any) and any other requirements of the Contracting Authority as set out in this Call Off Contract and report to the Contracting Authority on such performance.

### **1.17 Control of Implementation Plan**

- 6.1.5 Subject to Clause 6.2.2, the Supplier shall keep the Implementation Plan under review in accordance with the Contracting Authority instructions and ensure that it is maintained and updated on a regular basis as may be necessary to reflect the then current state of the provision of the Services. The Contracting Authority shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Implementation Plan.
- 6.1.6 Changes to the Milestones (if any), Milestone Payments (if any) and Delay Payments (if any) shall only be made in accordance with the Variation Procedure and provided that the Supplier shall not attempt to postpone any of the Milestones using the Variation Procedure or otherwise (except in the event of a Contracting Authority Cause which affects the Supplier's ability to achieve a Milestone by the relevant Milestone Date).
- 6.1.7 Where so specified by the Contracting Authority in the Implementation Plan or elsewhere in this Call Off Contract, time in relation to compliance with a date, Milestone Date or period shall be of the essence and failure of the Supplier to comply with such date, Milestone Date or period shall be a material Default unless the Parties expressly agree otherwise.

### **1.18 Rectification of Delay in Implementation**

- 6.1.8 If the Supplier becomes aware that there is, or there is reasonably likely to be, a Delay under this Call Off Contract:
- (a) it shall:
    - (i) notify the Contracting Authority as soon as practically possible and no later than within two (2) Working Days from becoming aware of the Delay or anticipated Delay; and
    - (ii) include in its notification an explanation of the actual or anticipated impact of the Delay; and
    - (iii) comply with the Contracting Authority instructions in order to address the impact of the Delay or anticipated Delay; and
    - (iv) use all reasonable endeavours to eliminate or mitigate the consequences of any Delay or anticipated Delay; and
  - (b) if the Delay or anticipated Delay relates to a Milestone in respect which a Delay Payment has been specified in the Implementation Plan, Clause 6.4 (Delay Payments) shall apply.

### **1.19 Delay Payments**

- 6.1.9 If Delay Payments have been included in the Implementation Plan and a Milestone has not been achieved by the relevant Milestone Date, the Supplier shall pay to the Contracting Authority such Delay Payments (calculated as set out by the Contracting Authority in the Implementation Plan) and the following provisions shall apply:
- (a) the Supplier acknowledges and agrees that any Delay Payment is a price adjustment and not an estimate of the Loss that may be suffered by the Contracting Authority as a result of the Supplier's failure to Achieve the corresponding Milestone;
  - (b) Delay Payments shall be the Contracting Authority exclusive financial remedy for the Supplier's failure to Achieve a

corresponding Milestone by its Milestone Date except where:

- (i) the Contracting Authority is otherwise entitled to or does terminate this Call Off Contract pursuant to Clause 41 (Contracting Authority Termination Rights) except Clause 41.6 (Termination Without Cause); or
- (ii) the delay exceeds the number of days (the “**Delay Period Limit**”) specified in Part A of Call Off Schedule 4: (Implementation Plan, Contracting Authority Responsibilities and Key Personnel) for the purposes of this sub-Clause, commencing on the relevant Milestone Date;
- (c) the Delay Payments will accrue on a daily basis from the relevant Milestone Date and shall continue to accrue until the date when the Milestone is Achieved (unless otherwise specified by the Contracting Authority in the Implementation Plan);
- (d) no payment or concession to the Supplier by the Contracting Authority or other act or omission of the Contracting Authority shall in any way affect the rights of the Contracting Authority to recover the Delay Payments or be deemed to be a waiver of the right of the Contracting Authority to recover any such damages unless such waiver complies with Clause (Waiver and Cumulative Remedies) and refers specifically to a waiver of the Contracting Authority rights to claim Delay Payments; and
- (e) the Supplier waives absolutely any entitlement to challenge the enforceability in whole or in part of this Clause 6.4.1 and Delay Payments shall not be subject to or count towards any limitation on liability set out in Clause (Liability).

## **7. PROVISION OF THE SERVICES**

### **1.20 Provision of the Services**

- 7.1.1 The Supplier acknowledges and agrees that the Contracting Authority relies on the skill and judgment of the Supplier in the provision of the Services and the performance of its obligations under this Call Off Contract.
- 7.1.2 The Supplier shall ensure that the Services:
  - (a) comply in all respects with any description of the Services in Call Off Schedule 2 (Services) or elsewhere in this Call Off Contract; and
  - (b) are supplied in accordance with the provisions of this Call Off Contract or the Tender.
- 7.1.3 The Supplier shall perform its obligations under this Call Off Contract in accordance with:
  - (a) all applicable Law;
  - (b) Good Industry Practice;
  - (c) the Standards;

- (d) the Security Policy;
- (e) the ICT Policy (if so required by the Contracting Authority );  
and
- (f) the Supplier's own established procedures and practices to the extent the same do not conflict with the requirements of Clauses 7.1.3(a) to 7.1.3(e).
- (g) the provisions of;  
<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>, or equivalent.

7.1.4 The Supplier shall:

- (a) at all times allocate sufficient resources with the appropriate technical expertise to supply the Deliverables and to provide the Services in accordance with this Call Off Contract;
- (b) subject to Clause 22.1 (Variation Procedure), obtain, and maintain throughout the duration of this Call Off Contract, all the consents, approvals, licences and permissions (statutory, regulatory contractual or otherwise) it may require and which are necessary for the provision of the Services;
- (c) ensure that any products or services recommended or otherwise specified by the Supplier for use by the Contracting Authority in conjunction with the Deliverables and/or the Services shall enable the Deliverables and/or the Services to meet the requirements of the Customer;
- (d) ensure that the Supplier Assets will be free of all encumbrances (except as agreed in writing with the Customer); and
- (e) ensure that the Services are fully compatible with any Contracting Authority Property or Contracting Authority Assets described in Part B of Call Off Schedule 4 (Implementation Plan, Contracting Authority Responsibilities and Key Personnel) (or elsewhere in this Call Off Contract) or otherwise used by the Supplier in connection with this Call Off Contract;
- (f) minimise any disruption to the Sites and/or the Contracting Authority operations when providing the Services;
- (g) ensure that any Documentation and training provided by the Supplier to the Contracting Authority are comprehensive, accurate and prepared in accordance with Good Industry Practice;
- (h) co-operate with the Other Suppliers and provide reasonable information (including any Documentation), advice and assistance in connection with the Services to any Other Supplier and, on the Call Off Expiry Date for any reason, to enable the timely transition of the supply of the Services (or any of them) to the Contracting Authority and/or to any Replacement Supplier;

- (i) assign to the Customer, or if it is unable to do so, shall (to the extent it is legally able to do so) hold on trust for the sole benefit of the Customer, all warranties and indemnities provided by third parties or any Sub-Contractor in respect of any Deliverables and/or the Services. Where any such warranties are held on trust, the Supplier shall enforce such warranties in accordance with any reasonable directions that the Contracting Authority may notify from time to time to the Supplier;
- (j) provide the Contracting Authority with such assistance as the Contracting Authority may reasonably require during the Call Off Contract Period in respect of the supply of the Services;
- (k) deliver the Services in a proportionate and efficient manner;
- (l) ensure that neither it, nor any of its Affiliates, embarrasses the Contracting Authority or otherwise brings the Contracting Authority into disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in the Customer, regardless of whether or not such act or omission is related to the Supplier's obligations under this Call Off Contract; and
- (m) gather, collate and provide such information and co-operation as the Contracting Authority may reasonably request for the purposes of ascertaining the Supplier's compliance with its obligations under this Call Off Contract.

7.1.5 An obligation on the Supplier to do, or to refrain from doing, any act or thing shall include an obligation upon the Supplier to procure that all Sub-Contractors and Supplier Personnel also do, or refrain from doing, such act or thing.

## **8. TIME OF DELIVERY OF THE SERVICES**

### **1.21 Time of Delivery of the Services**

8.1.1 The Supplier shall provide the Services on the date(s) specified in the Order Form (or elsewhere in this Call Off Contract) and the Milestone Dates (if any). Such provision shall include compliance with the obligation on the Supplier set out in Clause 6 (Implementation Plan).

### **1.22 Location and Manner of Delivery of the Services**

8.1.2 Except where otherwise provided in this Call Off Contract, the Supplier shall provide the Services to the Contracting Authority through the Supplier Personnel at the Sites.

8.1.3 The Contracting Authority may inspect and examine the manner in which the Supplier provides the Services at the Sites and, if the Sites are not the Contracting Authority Premises, the Contracting Authority may carry out such inspection and examination during normal business hours and on reasonable notice.

### **1.23 Undelivered Services**

8.1.4 In the event that any of the Services are not Delivered in accordance with Clauses 7.1 (Provision of the Services), 8.1 (Time of Delivery of the Services) and 8.2 (Location and Manner of Delivery of the Services) ("**Undelivered Services**"), the Customer, without prejudice to any other rights and remedies of the Contracting Authority howsoever arising, shall be entitled to withhold payment of the applicable Call Off



Contract Charges for the Services that were not so Delivered until such time as the Undelivered Services are Delivered.

- 8.1.5 The Contracting Authority may, at its discretion and without prejudice to any other rights and remedies of the Contracting Authority howsoever arising, deem the failure to comply with Clauses 7.1, (Provision of the Services), 8.1 (Time of Delivery of the Services) and 8.2 (Location and Manner of Delivery of the Services) and meet the relevant Milestone Date (if any) to be a material Default.

#### **1.24 Obligation to Remedy of Default in the Supply of the Services**

- 8.1.6 Subject to Clauses (IPR Indemnity) and without prejudice to any other rights and remedies of the Contracting Authority howsoever arising (including under Clauses 8.3.2 (Undelivered Services) and 38 (Contracting Authority Remedies for Default)), the Supplier shall, where practicable, within three (3) Working Days of becoming aware of the relevant Default or being notified of the Default by the Contracting Authority or within such other time period as may be agreed with the Contracting Authority (taking into account the nature of the breach that has occurred):

- (a) meet all the costs of, and incidental to, the performance of such remedial work.

#### **1.25 Continuing Obligation to Provide the Services**

- 8.1.7 The Supplier shall continue to perform all of its obligations under this Call Off Contract and shall not suspend the provision of the Services, notwithstanding:

- (a) any withholding or deduction by the Contracting Authority of any sum due to the Supplier pursuant to the exercise of a right of the Contracting Authority to such withholding or deduction under this Call Off Contract;
- (b) the existence of an unresolved Dispute; and/or
- (c) any failure by the Contracting Authority to pay any Call Off Contract Charges,
- (d) unless the Supplier is entitled to terminate this Call Off Contract under Clause 42.1 (Termination on Contracting Authority Cause for Failure to Pay) for failure by the Contracting Authority to pay undisputed Call Off Contract Charges.

### **9. NOT USED**

### **10. NOT USED**

### **11. STANDARDS AND QUALITY**

- 1.26 The Supplier shall at all times during the Call Off Contract Period comply with the Standards and maintain, where applicable, accreditation with the relevant Standards' authorisation Authority.

- 1.27 Throughout the Call Off Contract Period, the Parties shall notify each other of any new or emergent standards which could affect the Supplier's provision, or the receipt by the, of the Services. The adoption of any such new or emergent standard, or changes to existing Standards, shall be agreed in accordance with the Variation Procedure. Any change to an existing Standard which is included in Framework Schedule 2 (Services and Key Performance Indicators) shall, in addition, require the written consent of the Authority.

- 1.28 Where a new or emergent standard is to be developed or introduced by the, the Supplier shall be responsible for ensuring that the potential impact on the Supplier's provision, or the Contracting Authority receipt of the Services is explained to the Contracting Authority (within a reasonable timeframe), prior to the implementation of the new or emergent Standard.
- 1.29 Where Standards referenced conflict with each other or with best professional or industry practice adopted after the Call Off Commencement Date, then the later Standard or best practice shall be adopted by the Supplier. Any such alteration to any Standard or Standards shall require Approval (and the written consent of the Authority where the relevant Standard or Standards is/are included in Framework Schedule 2 (Services and Key Performance Indicators) and shall be implemented within an agreed timescale.
- 1.30 The Supplier shall ensure that the Supplier Personnel shall at all times during the Call Off Contract Period:
- 11.1.1 be appropriately experienced, qualified and trained to supply the Services in accordance with this Call Off Contract;
- 11.1.2 apply all due skill, care, diligence in faithfully performing those duties and exercising such powers as necessary in connection with the provision of the Services; and
- 1.31 obey all lawful instructions and reasonable directions of the Contracting Authority (including, if so required by the, the ICT Policy) and provide the Services to the reasonable satisfaction of the Customer.
- 1.32 Where a standard, policy or document is referred to in Call Off Schedule 7, (Standards) by reference to a hyperlink, then if the hyperlink is changed or no longer provides access to the relevant standard, policy or document, the Supplier shall notify the Contracting Authority and the Parties shall agree the impact of such change.

## **12. TESTING**

- 1.33 This Clause shall apply if so specified by the Contracting Authority in the Order Form or elsewhere in this Call Off Contract.
- 1.34 The Parties shall comply with any provisions set out in Call Off Schedule 5 (Testing).

## **13. SERVICE LEVELS AND SERVICE CREDITS**

- 1.35 The Parties shall comply with the provisions of Part A (Service Levels and Service Credits) of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring).
- 1.36 The Supplier shall at all times during the Call Off Contract Period provide the Services to meet or exceed the Service Level Performance Measure for each Service Level Performance Criterion.
- 1.37 The Supplier acknowledges that any Service Level Failure may have a material adverse impact on the business and operations of the Contracting Authority and that it shall entitle the Contracting Authority to the rights set out in the provisions of Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring) including the right to any Service Credits.
- 1.38 The Supplier acknowledges and agrees that any Service Credit is a price adjustment and not an estimate of the Loss that may be suffered by the Contracting

Authority as a result of the Supplier's failure to meet any Service Level Performance Measure.

1.39 A Service Credit shall be the Contracting Authority exclusive financial remedy for a Service Level Failure except where:

13.1.1 the Supplier has over the previous (twelve) 12 Month period accrued Service Credits in excess of the Service Credit Cap;

13.1.2 the Service Level Failure:

- (a) exceeds the relevant Service Level Threshold;
- (b) has arisen due to a Prohibited Act or wilful Default by the Supplier or any Supplier Personnel; and
- (c) results in:
  - (i) the corruption or loss of any Contracting Authority Data (in which case the remedies under Clause 34.2.8 (Protection of Contracting Authority Data) shall also be available); and/or
  - (ii) the Contracting Authority being required to make a compensation payment to one or more third parties; and/or

13.1.3 the Contracting Authority is otherwise entitled to or does terminate this Call Off Contract pursuant to Clause 41 (Contracting Authority Termination Rights) except Clause 41.6 (Termination Without Cause).

1.40 Not more than once in each Contract Year the Contracting Authority may, on giving the Supplier at least three (3) Months' notice, change the weighting of Service Level Performance Measure in respect of one or more Service Level Performance Criteria and the Supplier shall not be entitled to object to, or increase the Call Off Contract Charges as a result of such changes, provided that:

13.1.4 the total number of Service Level Performance Criteria for which the weighting is to be changed does not exceed the number set out, for the purposes of this clause, in Annex 2 to Part A of Call Off Schedule 6: Service Levels, Service Credits and Performance Monitoring;

13.1.5 the principal purpose of the change is to reflect changes in the Contracting Authority business requirements and/or priorities or to reflect changing industry standards; and

13.1.6 there is no change to the Service Credit Cap.

#### 14. CRITICAL SERVICE LEVEL FAILURE

1.41 On the occurrence of a Critical Service Level Failure:

14.1.1 any Service Credits that would otherwise have accrued during the relevant Service Period shall not accrue; and

14.1.2 the Contracting Authority shall (subject to the Service Credit Cap set out in Clause (Financial Limits)) be entitled to withhold and retain as compensation for the Critical Service Level Failure a sum equal to any Call Off Contract Charges which would otherwise have been due to the Supplier in respect of that Service Period ("**Compensation for Critical Service Level Failure**"),

provided that the operation of this Clause shall be without prejudice to the right of the Contracting Authority to terminate this Call Off Contract and/or to claim damages from the Supplier for material Default as a result of such Critical Service Level Failure.

1.42 The Supplier:

14.1.3 agrees that the application of Clause is commercially justifiable where a Critical Service Level Failure occurs; and

14.1.4 acknowledges that it has taken legal advice on the application of Clause 14.1 and has had the opportunity to price for that risk when calculating the Call Off Contract Charges.

**15. BUSINESS CONTINUITY AND DISASTER RECOVERY**

1.43 Where specified in the Order Form, or elsewhere this Call Off Contract the Parties shall comply with the provisions of Call Off Schedule 9 (Business Continuity and Disaster Recovery).

**16. DISRUPTION**

1.44 The Supplier shall take reasonable care to ensure that in the performance of its obligations under this Call Off Contract it does not disrupt the operations of the Contracting Authority, its employees or any other contractor employed by the Contracting Authority

1.45 The Supplier shall immediately inform the Contracting Authority of any actual or potential industrial action, whether such action be by the Supplier Personnel or others, which affects or might affect the Supplier's ability at any time to perform its obligations under this Call Off Contract.

1.46 In the event of industrial action by the Supplier Personnel, the Supplier shall seek Approval to its proposals for the continuance of the supply of the Services in accordance with its obligations under this Call Off Contract.

1.47 If the Supplier's proposals referred to in Clause are considered insufficient or unacceptable by the Contracting Authority acting reasonably then the Contracting Authority may terminate this Call Off Contract for material Default.

1.48 If the Supplier is temporarily unable to fulfil the requirements of this Call Off Contract owing to disruption of normal business solely caused by the Customer, an appropriate allowance by way of an extension of time will be Approved by the Customer. In addition, the Contracting Authority will reimburse any additional expense reasonably incurred by the Supplier as a direct result of such disruption.

**17. SUPPLIER NOTIFICATION OF CONTRACTING AUTHORITY CAUSE**

1.49 Without prejudice to any other obligations of the Supplier in this Call Off Contract to notify the Contracting Authority in respect of a specific Contracting Authority Cause (including the notice requirements under Clause 42.1.1 (Termination on Contracting Authority Cause for Failure to Pay)), the Supplier shall:

17.1.1 notify the Contracting Authority as soon as reasonably practicable ((and in any event within two (2) Working Days of the Supplier becoming aware)) that a Contracting Authority Cause has occurred or is reasonably likely to occur, giving details of:

- (a) the Contracting Authority Cause and its effect, or likely effect, on the Supplier's ability to meet its obligations under this Call Off Contract; and
- (b) any steps which the Contracting Authority can take to eliminate or mitigate the consequences and impact of such Contracting Authority Cause; and

- (c) use all reasonable endeavours to eliminate or mitigate the consequences and impact of a Contracting Authority Cause, including any Losses that the Supplier may incur and the duration and consequences of any Delay or anticipated Delay.

## **18. CONTINUOUS IMPROVEMENT**

- 1.50 The Supplier shall have an ongoing obligation throughout the Call Off Contract Period to identify new or potential improvements to the provision of the Services in accordance with this Clause 18 with a view to reducing the Contracting Authority costs (including the Call Off Contract Charges) and/or improving the quality and efficiency of the Services and their supply to the Customer. As part of this obligation the Supplier shall identify and report to the Contracting Authority once every twelve (12) months:
- 18.1.1 the emergence of new and evolving relevant technologies which could improve the Sites and/or the provision of the Services, and those technological advances potentially available to the Supplier and the Contracting Authority which the Parties may wish to adopt;
  - 18.1.2 new or potential improvements to the provision of the Services including the quality, responsiveness, procedures, benchmarking methods, likely performance mechanisms and Contracting Authority support services in relation to the Services;
  - 18.1.3 changes in business processes and ways of working that would enable the Services to be provided at lower costs and/or at greater benefits to the; and/or
  - 18.1.4 changes to the Sites business processes and ways of working that would enable reductions in the total energy consumed annually in the provision of the Services.
- 1.51 The Supplier shall ensure that the information that it provides to the Contracting Authority shall be sufficient for the Contracting Authority to decide whether any improvement should be implemented. The Supplier shall provide any further information that the Contracting Authority requests.
- 1.52 If the Contracting Authority wishes to incorporate any improvement identified by the Supplier, the Contracting Authority shall request a Variation in accordance with the Variation Procedure and the Supplier shall implement such Variation at no additional cost to the.

## **E. CALL OFF CONTRACT GOVERNANCE**

## **19. PERFORMANCE MONITORING**

- 1.53 Unless otherwise Approved or notified by the, the Supplier shall comply with the monitoring requirements set out in Annex 1 Part B of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring).
- 1.54 The Supplier shall implement all measurement and monitoring tools and procedures necessary to measure, monitor and report on the Supplier's performance of the provision of the Services against the applicable Service Levels at a level of detail sufficient to verify compliance with the Service Levels. Unless the Contracting Authority specifies otherwise, the Supplier shall obtain Approval of the relevant measuring and monitoring tools and procedures prior to using the same.
- 1.55 In the case of any additional or alternative monitoring requirements of the Customer, the provisions relating to performance monitoring of this Call Off Contract

shall apply as set out in (Service Levels, Service Credits and Annex 1 to Part B of Call Off Schedule 6 Performance Monitoring).

## **20. REPRESENTATIVES**

1.56 Each Party shall have a representative for the duration of this Call Off Contract who shall have the authority to act on behalf of their respective Party on the matters set out in, or in connection with, this Call Off Contract.

1.57 The initial Supplier Representative shall be the person named as such in the Order Form. Any change to the Supplier Representative shall be agreed in accordance with Clause 27 (Supplier Personnel).

1.58 The Contracting Authority shall notify the Supplier of the identity of the initial Contracting Authority Representative within five (5) Working Days of the Call Off Commencement Date. The Contracting Authority may, by written notice to the Supplier, revoke or amend the authority of the Contracting Authority Representative or appoint a new Contracting Authority Representative.

## **21. RECORDS, AUDIT ACCESS AND OPEN BOOK DATA**

1.59 The Supplier shall keep and maintain for seven (7) years after the Call Off Expiry Date (or as long a period as may be agreed between the Parties), full and accurate records and accounts of the operation of this Call Off Contract including the Services provided under it, any Sub-Contracts and the amounts paid by the Customer.

1.60 The Supplier shall:

21.1.1 keep the records and accounts referred to in Clause 21.1 in accordance with Good Industry Practice and Law; and

21.1.2 afford any Auditor access to the records and accounts referred to in Clause 21.1 at the Supplier's premises and/or provide records and accounts (including copies of the Supplier's published accounts) or copies of the same, as may be required by any of the Auditors from time to time during the Call Off Contract Period and the period specified in Clause 21.1, in order that the Auditor(s) may carry out an inspection to assess compliance by the Supplier and/or its Sub-Contractors of any of the Supplier's obligations under this Call Off Contract Agreement including for the following purposes to:

- (a) verify the accuracy of the Call Off Contract Charges and any other amounts payable by the Contracting Authority under this Call Off Contract (and proposed or actual variations to them in accordance with this Call Off Contract);
- (b) verify the costs of the Supplier (including the costs of all Sub-Contractors and any third party suppliers) in connection with the provision of the Services;
- (c) verify the Open Book Data;
- (d) verify the Supplier's and each Sub-Contractor's compliance with the applicable Law;
- (e) identify or investigate an actual or suspected Prohibited Act, impropriety or accounting mistakes or any breach or threatened breach of security and in these circumstances the Contracting Authority shall have no obligation to inform the Supplier of the purpose or objective of its investigations;

- (f) identify or investigate any circumstances which may impact upon the financial stability of the Supplier, the Framework Guarantor and/or the Call Off Guarantor and/or any Sub-Contractors or their ability to perform the Services;
- (g) obtain such information as is necessary to fulfil the Contracting Authority obligations to supply information for parliamentary, ministerial, judicial or administrative purposes including the supply of information to the Comptroller and Auditor General;
- (h) review any books of account and the internal contract management accounts kept by the Supplier in connection with this Call Off Contract;
- (i) carry out the Contracting Authority internal and statutory audits and to prepare, examine and/or certify the Contracting Authority annual and interim reports and accounts;
- (j) enable the National Audit Office to carry out an examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Contracting Authority has used its resources;
- (k) review any Performance Monitoring Reports provided under Annex 1 Part B of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring) and/or other records relating to the Supplier's performance of the provision of the Services and to verify that these reflect the Supplier's own internal reports and records;
- (l) verify the accuracy and completeness of any information delivered or required by this Call Off Contract;
- (m) review the Supplier's quality management systems (including any quality manuals and procedures);
- (n) review the Supplier's compliance with the Standards;
- (o) inspect the Contracting Authority Assets, including the Contracting Authority IPRs, equipment and facilities, for the purposes of ensuring that the Contracting Authority Assets are secure and that any register of assets is up to date; and/or
- (p) review the integrity, confidentiality and security of the Contracting Authority Data.

1.61 The Contracting Authority shall use reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Supplier or delay the provision of the Services save insofar as the Supplier accepts and acknowledges that control over the conduct of audits carried out by the Auditor(s) is outside of the control of the Customer.

1.62 Subject to the Supplier's rights in respect of Confidential Information, the Supplier shall on demand provide the Auditor(s) with all reasonable co-operation and assistance in:

21.1.3 all reasonable information requested by the Contracting Authority within the scope of the audit;

21.1.4 reasonable access to sites controlled by the Supplier and to any Supplier Equipment used in the provision of the Services; and

21.1.5 access to the Supplier Personnel.

1.63 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Clause 21, unless the audit reveals a Default by the Supplier in which case the Supplier shall reimburse the Contracting Authority for the Contracting Authority reasonable costs incurred in relation to the audit.

## 22. CHANGE

### 1.64 Variation Procedure

22.1.1 Subject to the provisions of this Clause 22 and of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing), either Party may request a variation to this Call Off Contract provided that such variation does not amount to a material change of this Call Off Contract within the meaning of the Regulations and the Law. Such a change once implemented is hereinafter called a "**Variation**".

22.1.2 A Party may request a Variation by completing and sending the Variation Form to the other Party giving sufficient information for the receiving Party to assess the extent of the proposed Variation and any additional cost that may be incurred.

22.1.3 The Contracting Authority may require the Supplier to carry out an impact assessment of the Variation on the Services (the "**Impact Assessment**"). The Impact Assessment shall be completed in good faith and shall include:

- (a) details of the impact of the proposed Variation on the Services and the Supplier's ability to meet its other obligations under this Call Off Contract;
- (b) details of the cost of implementing the proposed Variation;
- (c) details of the ongoing costs required by the proposed Variation when implemented, including any increase or decrease in the Call Off Contract Charges, any alteration in the resources and/or expenditure required by either Party and any alteration to the working practices of either Party;
- (d) a timetable for the implementation, together with any proposals for the testing of the Variation; and
- (e) such other information as the Contracting Authority may reasonably request in (or in response to) the Variation request.

22.1.4 The Parties may agree to adjust the time limits specified in the Variation request to allow for the preparation of the Impact Assessment.

22.1.5 Subject to 22.1.4, the receiving Party shall respond to the request within the time limits specified in the Variation Form. Such time limits shall be reasonable and ultimately at the discretion of the Contracting Authority having regard to the nature of the Order and the proposed Variation.

22.1.6 In the event that:

- (a) the Supplier is unable to agree to or provide the Variation; and/or



- (b) the Parties are unable to agree a change to the Call Off Contract Charges that may be included in a request of a Variation or response to it as a consequence thereof,

the Contracting Authority may:

- (i) agree to continue to perform its obligations under this Call Off Contract without the Variation; or
- (ii) terminate this Call Off Contract with immediate effect, except where the Supplier has already fulfilled part or all of the Order in accordance with this Call Off Contract or where the Supplier can show evidence of substantial work being carried out to fulfil the Order, and in such a case the Parties shall attempt to agree upon a resolution to the matter. Where a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution Procedure.

22.1.7 If the Parties agree the Variation, the Supplier shall implement such Variation and be bound by the same provisions so far as is applicable, as though such Variation was stated in this Call Off Contract.

#### **1.65 Legislative Change**

22.1.8 The Supplier shall neither be relieved of its obligations under this Call Off Contract nor be entitled to an increase in the Call Off Contract Charges as the result of a:

- (a) General Change in Law;
- (b) Specific Change in Law where the effect of that Specific Change in Law on the Services is reasonably foreseeable at the Call Off Commencement Date.

22.1.9 If a Specific Change in Law occurs or will occur during the Call Off Contract Period (other than as referred to in Clause 22.2.1(b)), the Supplier shall:

- (a) notify the Contracting Authority as soon as reasonably practicable of the likely effects of that change including:
  - (i) whether any Variation is required to the provision of the Services, the Call Off Contract Charges or this Call Off Contract; and
  - (ii) whether any relief from compliance with the Supplier's obligations is required, including any obligation to Achieve a Milestone and/or to meet the Service Level Performance Measures; and
- (b) provide to the Contracting Authority with evidence:
  - (i) that the Supplier has minimised any increase in costs or maximised any reduction in costs, including in respect of the costs of its Sub-Contractors;
  - (ii) as to how the Specific Change in Law has affected the cost of providing the Services; and
  - (iii) demonstrating that any expenditure that has been avoided, for example which would have been required under the provisions of Clause 18 (Continuous Improvement), has been taken into account in amending the Call Off Contract Charges.

- 22.1.10 Any change in the Call Off Contract Charges or relief from the Supplier's obligations resulting from a Specific Change in Law (other than as referred to in Clause 22.2.1(b)) shall be implemented in accordance with the Variation Procedure.

## **F. PAYMENT, TAXATION AND VALUE FOR MONEY PROVISIONS**

### **23. CALL OFF CONTRACT CHARGES AND PAYMENT**

#### **1.66 Call Off Contract Charges**

- 23.1.1 In consideration of the Supplier carrying out its obligations under this Call Off Contract, including the provision of the Services, the Contracting Authority shall pay the undisputed Call Off Contract Charges in accordance with the pricing and payment profile and the invoicing procedure in Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing).
- 23.1.2 Except as otherwise provided, each Party shall each bear its own costs and expenses incurred in respect of compliance with its obligations under Clauses 12 (Testing), 21 (Records, Audit Access and Open Book Data), 34.5 (Freedom of Information), 34.6 (Protection of Personal Data).
- 23.1.3 If the Contracting Authority fails to pay any undisputed Call Off Contract Charges properly invoiced under this Call Off Contract, the Supplier shall have the right to charge interest on the overdue amount at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis from the due date up to the date of actual payment, whether before or after judgment.
- 23.1.4 If at any time during this Call Off Contract Period the Supplier reduces its Framework Prices for any Services which are provided under the Framework Agreement (whether or not such Services are offered in a catalogue, if any, which is provided under the Framework Agreement) in accordance with the terms of the Framework Agreement, the Supplier shall immediately reduce the Call Off Contract Charges for such Services under this Call Off Contract by the same amount.

#### **1.67 VAT**

- 23.1.5 The Call Off Contract Charges are stated exclusive of VAT, which shall be added at the prevailing rate as applicable and paid by the Contracting Authority following delivery of a Valid Invoice.
- 23.1.6 The Supplier shall indemnify the Contracting Authority on a continuing basis against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on the Contracting Authority at any time (whether before or after the making of a demand pursuant to the indemnity hereunder) in respect of the Supplier's failure to account for or to pay any VAT relating to payments made to the Supplier under this Call Off Contract. Any amounts due under this Clause (VAT) shall be paid in cleared funds by the Supplier to the Contracting Authority not less than five (5) Working Days before the date upon which the tax or other liability is payable by the Retention and Set Off
- 23.1.7 The Contracting Authority may retain or set off any amount owed to it by the Supplier against any amount due to the Supplier under this Call Off Contract or under any other agreement between the Supplier and the
- 23.1.8 If the Contracting Authority wishes to exercise its right pursuant to Clause 23.2.3 it shall give notice to the Supplier within thirty (30) days of receipt of the relevant invoice, setting out the Contracting Authority reasons for retaining or setting off the relevant Call Off Contract Charges.

23.1.9 The Supplier shall make any payments due to the Contracting Authority without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Supplier has obtained a sealed court order requiring an amount equal to such deduction to be paid by the Contracting Authority to the Supplier.

#### **1.68 Foreign Currency**

23.1.10 Any requirement of Law to account for the Services in any currency other than Sterling, (or to prepare for such accounting) instead of and/or in addition to Sterling, shall be implemented by the Supplier free of charge to the

23.1.11 The Contracting Authority shall provide all reasonable assistance to facilitate compliance with Clause 23.3.1 by the Supplier.

#### **1.69 Income Tax and National Insurance Contributions**

23.1.12 Where the Supplier or any Supplier Personnel are liable to be taxed in the UK or to pay national insurance contributions in respect of consideration received under this Call Off Contract, the Supplier shall:

- (a) at all times comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, and the Social Security Contributions and Benefits Act 1992 and all other statutes and regulations relating to national insurance contributions, in respect of that consideration; and
- (b) indemnify the Contracting Authority against any income tax, national insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made (whether before or after the making of a demand pursuant to the indemnity hereunder) in connection with the provision of the Services by the Supplier or any Supplier Personnel.

23.1.13 In the event that any one of the Supplier Personnel is a Worker as defined in Call Off Schedule 1 (Definitions), and that particular Worker is liable to be taxed in the UK in respect of any consideration it receives relating to the Services, then the Supplier shall ensure that its contract with the Worker includes the following requirements:

- (a) that the Worker must comply with the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) and all other statutes and regulations relating to income tax in respect of that consideration;
- (b) that the Worker must comply with the Social Security Contributions and Benefits Act 1992 (SSCBA) and all other statutes and regulations relating to national insurance contributions in respect of that consideration;
- (c) that the Contracting Authority may, at any time during the Call Off Contract Period, request that the Worker provide information which demonstrates how the Worker complies with the above requirements (a) and (b), or why those requirements do not apply to it. In such case, the Contracting Authority may specify the information which the Worker must provide and the period within which that information must be provided;

- (d) that the Worker's contract may be terminated at the Contracting Authority request if:
  - (i) the Worker fails to provide information requested by the Contracting Authority within the time specified by the Customer; and/or
  - (ii) the Worker provides information which the Contracting Authority considers is inadequate to demonstrate how the Worker complies with requirements (a) or (b) or confirms that the Worker is not complying with those requirements; and.
- (e) that the Contracting Authority may supply any information it receives from the Worker to HMRC for the purpose of the collection and management of revenue for which they are responsible.

## **24. PROMOTING TAX COMPLIANCE**

1.70 If, at any point during the Call Off Contract Period, an Occasion of Tax Non-Compliance occurs, the Supplier shall:

24.1.1 notify the Contracting Authority in writing of such fact within five (5) Working Days of its occurrence; and

24.1.2 promptly provide to the

- (a) details of the steps that the Supplier is taking to address the Occasion of Tax Non-Compliance and to prevent the same from recurring, together with any mitigating factors that it considers relevant; and
- (b) such other information in relation to the Occasion of Tax Non-Compliance as the Contracting Authority may reasonably require.

1.71 In the event that the Supplier fails to comply with this Clause 24 and/or does not provide details of proposed mitigating factors which in the reasonable opinion of the Contracting Authority are acceptable, then the Contracting Authority reserves the right to terminate this Call Off Contract for material Default.

## **25. BENCHMARKING**

1.72 Notwithstanding the Supplier's obligations under Clause 18 (Continuous Improvement), the Contracting Authority shall be entitled to regularly benchmark the Call Off Contract Charges and level of performance by the Supplier of the supply of the Services, against other suppliers providing Services substantially the same as the Services during the Call Off Contract Period.

1.73 The acting reasonably, shall be entitled to use any model to determine the achievement of value for money and to carry out the benchmarking evaluation referred to in Clause above.

1.74 The Contracting Authority shall be entitled to disclose the results of any benchmarking of the Call Off Contract Charges and provision of the Services to the Authority and any Contracting Authority (subject to the Contracting Authority entering into reasonable confidentiality undertakings).

- 1.75 The Supplier shall use all reasonable endeavours and act in good faith to supply information required by the Contracting Authority in order to undertake the benchmarking and such information requirements shall be at the discretion of the Customer.
- 1.76 Where, as a consequence of any benchmarking carried out by the Customer, the Contracting Authority decides improvements to the Services should be implemented such improvements shall be implemented by way of the Variation Procedure at no additional cost to the Customer.
- 1.77 The benefit of any work carried out by the Supplier at any time during the Call Off Contract Period to update, improve or provide the Services, facilitate their delivery to any other Contracting Authority and/or any alterations or variations to the Charges or the provision of the Services, which are identified in the Continuous Improvement Plan produced by the Supplier and/or as a consequence of any benchmarking carried out by the Authority pursuant to Framework Schedule 12 (Continuous Improvement and Benchmarking), shall be implemented by the Supplier in accordance with the Variation Procedure and at no additional cost to the

## **G. SUPPLIER PERSONNEL AND SUPPLY CHAIN MATTERS**

### **26. KEY PERSONNEL**

- 1.78 This Clause shall apply if so specified in the Order Form, or elsewhere in this Call Off Contract. Part C of Call Off Schedule 4 (Implementation Plan), Contracting Authority Responsibilities and Key Personnel) lists the key roles (“**Key Roles**”) and names of the persons who the Supplier shall appoint to fill those Key Roles at the Call Off Commencement Date.
- 1.79 The Supplier shall ensure that the Key Personnel fulfil the Key Roles at all times during the Call Off Contract Period.
- 1.80 The Contracting Authority may identify any further roles as being Key Roles and, following agreement to the same by the Supplier, the relevant person selected to fill those Key Roles shall be included on the list of Key Personnel.
- 1.81 The Supplier shall not remove or replace any Key Personnel (including when carrying out its obligations under Call Off Schedule 10 (Exit Management)) unless:
- 26.1.1 requested to do so by the Customer;
  - 26.1.2 the person concerned resigns, retires or dies or is on maternity or long-term sick leave;
  - 26.1.3 the person’s employment or contractual arrangement with the Supplier or a Sub-Contractor is terminated for material breach of contract by the employee; or
  - 26.1.4 the Supplier obtains the Contracting Authority prior written consent (such consent not to be unreasonably withheld or delayed).
- 1.82 The Supplier shall:
- 26.1.5 notify the Contracting Authority promptly of the absence of any Key Personnel (other than for short-term sickness or holidays of two (2) weeks or less, in which case the Supplier shall ensure appropriate temporary cover for that Key Role);
  - 26.1.6 ensure that any Key Role is not vacant for any longer than ten (10) Working Days;
  - 26.1.7 give as much notice as is reasonably practicable of its intention to remove or replace any member of Key Personnel and, except in the cases of death, unexpected ill health or a material breach of the Key Personnel’s employment contract, this will mean at least three (3) Months’ notice;

26.1.8 ensure that all arrangements for planned changes in Key Personnel provide adequate periods during which incoming and outgoing personnel work together to transfer responsibilities and ensure that such change does not have an adverse impact on the provision of the Services; and

26.1.9 ensure that any replacement for a Key Role:

- (a) has a level of qualifications and experience appropriate to the relevant Key Role; and
- (b) is fully competent to carry out the tasks assigned to the Key Personnel whom he or she has replaced.

26.1.10 shall and shall procure that any Sub-Contractor shall not remove or replace any Key Personnel during the Call Off Contract Period without Approval.

1.83 The Contracting Authority may require the Supplier to remove any Key Personnel that the Contracting Authority considers in any respect unsatisfactory. The Contracting Authority shall not be liable for the cost of replacing any Key Personnel.

## **27. SUPPLIER PERSONNEL**

### **1.84 Supplier Personnel**

27.1.1 The Supplier shall:

- (a) provide a list of the names of all Supplier Personnel requiring admission to Contracting Authority Premises, specifying the capacity in which they require admission and giving such other particulars as the Contracting Authority may reasonably require;
- (b) ensure that all Supplier Personnel:
  - (i) are appropriately qualified, trained and experienced to provide the Services with all reasonable skill, care and diligence;
  - (ii) are vetted in accordance with Good Industry Practice and, where applicable, the Security Policy and the Standards; and
  - (iii) comply with all reasonable requirements of the Contracting Authority concerning conduct at the Contracting Authority Premises, including the security requirements set out in Call Off Schedule 8 (Security);
- (c) the Supplier agrees that the Principles of Good Employment Practice issued by the Cabinet Office in December 2010 apply to the treatment by the Supplier of employees whose employment begins after the Relevant Transfer Date, and the Supplier undertakes to treat such employees in accordance with the provisions of the Principles of Good Employment Practice.

Note: The Authority is currently considering whether it requires any additional obligations to be flowed down the supply chain to ensure that end user customers are protected and will revert with its views in the next iteration.

- (d) subject to Call Off Schedule 11 (Staff Transfer), retain overall control of the Supplier Personnel at all times so that the Supplier Personnel shall not be deemed to be employees, agents or contractors of the Contracting Authority
- (e) be liable at all times for all acts or omissions of Supplier Personnel, so that any act or omission of a member of any Supplier Personnel which results in a Default under this Call Off Contract shall be a Default by the Supplier;
- (f) use all reasonable endeavours to minimise the number of changes in Supplier Personnel;
- (g) replace (temporarily or permanently, as appropriate) any Supplier Personnel as soon as practicable if any Supplier Personnel have been removed or are unavailable for any reason whatsoever;
- (h) bear the programme familiarisation and other costs associated with any replacement of any Supplier Personnel; and
- (i) procure that the Supplier Personnel shall vacate the Contracting Authority Premises immediately upon the Call Off Expiry Date.

27.1.2 If the Contracting Authority reasonably believes that any of the Supplier Personnel are unsuitable to undertake work in respect of this Call Off Contract, it may:

- (a) refuse admission to the relevant person(s) to the Contracting Authority Premises; and/or
- (b) direct the Supplier to end the involvement in the provision of the Services of the relevant person(s).

27.1.3 The decision of the Contracting Authority as to whether any person is to be refused access to the Contracting Authority Premises shall be final and conclusive.

#### **1.85 Relevant Convictions**

27.1.4 Where specified in the Order Form or elsewhere in this Call Off Contract, the Supplier shall ensure that no person who discloses that he has a Relevant Conviction, or who is found to have any Relevant Convictions (whether as a result of a police check or through the procedure of the Disclosure and Barring Service (DBS) or otherwise), is employed or engaged in any part of the provision of the Services without Approval.

27.1.5 Notwithstanding clause for each member of Supplier Personnel who, in providing the Services, has, will have or is likely to have access to children, vulnerable persons or other members of the public to whom the Contracting Authority owes a special duty of care, the Supplier shall (and shall procure that the relevant Sub-Contractor shall):

- (a) carry out a check with the records held by the Department for Education (DfE);
- (b) conduct thorough questioning regarding any Relevant Convictions; and
- (c) ensure a police check is completed and such other checks as may be carried out through the Disclosure and Barring Service (DBS),

and the Supplier shall not (and shall ensure that any Sub-Contractor shall not) engage or continue to employ in the provision of the Services any person who has a Relevant Conviction or an inappropriate record.

## **28. STAFF TRANSFER**

1.86 The Parties agree that:

28.1.1 where the commencement of the provision of the Services or any part of the Services results in one or more Relevant Transfers, Call Off Schedule 11 (Staff Transfer) shall apply as follows:

- (a) where the Relevant Transfer involves the transfer of Transferring Authority Employees, Part A of Call Off Schedule 11 (Staff Transfer) shall apply;
- (b) where the Relevant Transfer involves the transfer of Transferring Former Supplier Employees, Part B of Call Off Schedule 11 (Staff Transfer) shall apply;
- (c) where the Relevant Transfer involves the transfer of Transferring Authority Employees and Transferring Former Supplier Employees, Parts A and B of Call Off Schedule 11 (Staff Transfer) shall apply; and
- (d) Part C of Call Off Schedule 11 (Staff Transfer) shall not apply;

28.1.2 where commencement of the provision of the Services or a part of the Services does not result in a Relevant Transfer, Part C of Call Off Schedule 11 (Staff Transfer) shall apply and Parts A and B of Call Off Schedule 11 (Staff Transfer) shall not apply; and

28.1.3 Part D of Call Off Schedule 11 (Staff Transfer) shall apply on the expiry or termination of the Services or any part of the Services;

1.87 The Supplier shall both during and after the Call Off Contract Period indemnify the Contracting Authority against all Employee Liabilities that may arise as a result of any claims brought against the Contracting Authority by any person where such claim arises from any act or omission of the Supplier or any Supplier Personnel.

## **29. SUPPLY CHAIN RIGHTS AND PROTECTION**

### **1.88 Appointment of Sub-Contractors**

29.1.1 The Supplier shall exercise due skill and care in the selection of any Sub-Contractors to ensure that the Supplier is able to:

- (a) manage any Sub-Contractors in accordance with Good Industry Practice;
- (b) comply with its obligations under this Call Off Contract in the delivery of the Services; and
- (c) assign, novate or otherwise transfer to the Contracting Authority or any Replacement Supplier any of its rights and/or obligations under each Sub-Contract that relates exclusively to this Call Off Contract.

29.1.2 Prior to sub-contacting any of its obligations under this Call Off Contract, the Supplier shall provide the Contracting Authority with:



- (a) the proposed Sub-Contractor's name, registered office and company registration number;
- (b) the scope of any Services to be provided by the proposed Sub-Contractor; and
- (c) where the proposed Sub-Contractor is an Affiliate of the Supplier, evidence that demonstrates to the reasonable satisfaction of the Contracting Authority that the proposed Sub-Contract has been agreed on "arm's-length" terms.

29.1.3 If requested by the Contracting Authority within ten (10) Working Days of receipt of the Supplier's notice issued pursuant to Clause the Supplier shall also provide:

- (a) a copy of the proposed Sub-Contract; and
- (b) any further information reasonably requested by the Customer.

29.1.4 The Contracting Authority may, within ten (10) Working Days of receipt of the Supplier's notice issued pursuant to Clause (or, if later, receipt of any further information requested pursuant to Clause object to the appointment of the relevant Sub-Contractor they consider that:

- (a) the appointment of a proposed Sub-Contractor may prejudice the provision of the Services or may be contrary to the interests respectively of the Contracting Authority under this Call Off Contract;
- (b) the proposed Sub-Contractor is unreliable and/or has not provided reasonable services to its other customers; and/or
- (c) the proposed Sub-Contractor employs unfit persons,

in which case, the Supplier shall not proceed with the proposed appointment.

29.1.5 If:

- (a) the Contracting Authority has not notified the Supplier that it objects to the proposed Sub-Contractor's appointment by the later of ten (10) Working Days of receipt of:
  - (i) the Supplier's notice issued pursuant to Clause and
  - (ii) any further information requested by the Contracting Authority pursuant to Clause; and
- (b) the proposed Sub-Contract is not a Key Sub-Contract which shall require the written consent of the Authority and the Contracting Authority in accordance with Clause (Appointment of Key Sub-Contractors).

the Supplier may proceed with the proposed appointment.

#### **1.89 Appointment of Key Sub-Contractors**

29.1.6 The Authority and the Contracting Authority have consented to the engagement of the Key Sub-Contractors listed in Framework Schedule 7 (Key Sub-Contractors).

29.1.7 Where the Supplier wishes to enter into a new Key Sub-Contract or replace a Key Sub-Contractor, it must obtain the prior written consent of the Authority and the Contracting Authority (the decision to consent or not will to be unreasonably withheld or delayed).

The Authority and/or the Contracting Authority may reasonably withhold its consent to the appointment of a Key Sub-Contractor if any of them considers that:

- (a) the appointment of a proposed Key Sub-Contractor may prejudice the provision of the Services or may be contrary to its interests;
- (b) the proposed Key Sub-Contractor is unreliable and/or has not provided reasonable services to its other customers; and/or
- (c) the proposed Key Sub-Contractor employs unfit persons.

29.1.8 Except where the Authority and the Contracting Authority have given their prior written consent under Clause, the Supplier shall ensure that each Key Sub-Contract shall include:

- (a) provisions which will enable the Supplier to discharge its obligations under this Call Off Contract;
- (b) a right under CRTPA for the Contracting Authority to enforce any provisions under the Key Sub-Contract which confer a benefit upon the Customer;
- (c) a provision enabling the Contracting Authority to enforce the Key Sub-Contract as if it were the Supplier;
- (d) a provision enabling the Supplier to assign, novate or otherwise transfer any of its rights and/or obligations under the Key Sub-Contract to the Contracting Authority or any Replacement Supplier;
- (e) obligations no less onerous on the Key Sub-Contractor than those imposed on the Supplier under this Call Off Contract in respect of:
  - (i) data protection requirements set out in Clauses (Security Requirements), (Protection of Contracting Authority Data) and (Protection of Personal Data);
  - (ii) FOIA requirements set out in Clause (Freedom of Information);
  - (iii) the obligation not to embarrass the Contracting Authority or otherwise bring the Contracting Authority into disrepute set out in Clause 7.1.4(l) (Provision of Services);
  - (iv) the keeping of records in respect of the Services being provided under the Key Sub-Contract, including the maintenance of Open Book Data; and
  - (v) the conduct of audits set out in Clause (Records, Audit Access & Open Book Data);
- (f) provisions enabling the Supplier to terminate the Key Sub-Contract on notice on terms no more onerous on the Supplier than those imposed on the Contracting Authority under Clauses (Contracting Authority Termination Rights), 43 (Termination by Either Party) and (Consequences of Expiry or Termination) of this Call Off Contract;

- (g) a provision restricting the ability of the Key Sub-Contractor to Sub-Contract all or any part of the provision of the Services provided to the Supplier under the Sub-Contract without first seeking the written consent of the Customer;
- (h) a provision, where a provision in Call Off Schedule 11 (Staff Transfer) imposes an obligation on the Supplier to provide an indemnity, undertaking or warranty, requiring the Key Sub-Contractor to provide such indemnity, undertaking or warranty to the Customer, Former Supplier or the Replacement Supplier as the case may be.

#### **1.90 Supply Chain Protection**

29.1.9 The Supplier shall ensure that all Sub-Contracts contain a provision:

- (a) requiring the Supplier to pay any undisputed sums which are due from it to the Sub-Contractor within a specified period not exceeding thirty (30) days from the receipt of a Valid Invoice; and
- (b) a right for the Contracting Authority to publish the Supplier's compliance with its obligation to pay undisputed invoices within the specified payment period.

29.1.10 The Supplier shall:

- (a) pay any undisputed sums which are due from it to a Sub-Contractor within thirty (30) days from the receipt of a Valid Invoice;
- (b) include within the Performance Monitoring Reports required under Part B of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring) a summary of its compliance with this Clause 29.3.2, such data to be certified each quarter by a director of the Supplier as being accurate and not misleading.

29.1.11 Notwithstanding any provision of Clauses 34.3 (Confidentiality) and 35 (Publicity and Branding) if the Supplier notifies the Contracting Authority that the Supplier has failed to pay an undisputed Sub-Contractor's invoice within thirty (30) days of receipt, or the Contracting Authority otherwise discovers the same, the Contracting Authority shall be entitled to publish the details of the late or non-payment (including on government websites and in the press).

#### **1.91 Termination of Sub-Contracts**

29.1.12 The Contracting Authority may require the Supplier to terminate:

- (a) a Sub-Contract where:
  - (i) the acts or omissions of the relevant Sub-Contractor have caused or materially contributed to the Contracting Authority right of termination pursuant any of the termination events in Clause 41 (Contracting Authority Termination Rights) except Clause 41.6 (Termination Without Cause); and/or
  - (ii) the relevant Sub-Contractor or its Affiliates embarrassed the Contracting Authority or otherwise brought the Contracting Authority into disrepute by engaging in any act

or omission which is reasonably likely to diminish the trust that the public places in the Customer, regardless of whether or not such act or omission is related to the Sub-Contractor's obligations in relation to the Services or otherwise; and/or

- (b) a Key Sub-Contract where there is a Change of Control of the relevant Key Sub-Contractor, unless:
  - (i) the Contracting Authority has given its prior written consent to the particular Change of Control, which subsequently takes place as proposed; or
  - (ii) the Contracting Authority has not served its notice of objection within six (6) months of the later of the date the Change of Control took place or the date on which the Contracting Authority was given notice of the Change of Control.

### **1.92 Competitive Terms**

29.1.13 If the Contracting Authority is able to obtain from any Sub-Contractor or any other third party more favourable commercial terms with respect to the supply of any materials, equipment, software, goods or services used by the Supplier or the Supplier Personnel in the supply of the Services, then the Contracting Authority may:

- (a) require the Supplier to replace its existing commercial terms with its Sub-Contractor with the more favourable commercial terms obtained by the Contracting Authority in respect of the relevant item; or
- (b) subject to Clause 29.4 (Termination of Sub-Contracts), enter into a direct agreement with that Sub-Contractor or third party in respect of the relevant item.

29.1.14 If the Contracting Authority exercises the option pursuant to Clause 29.5.1, then the Call Off Contract Charges shall be reduced by an amount that is agreed in accordance with the Variation Procedure.

29.1.15 The Contracting Authority right to enter into a direct agreement for the supply of the relevant items is subject to:

- (a) the Contracting Authority shall make the relevant item available to the Supplier where this is necessary for the Supplier to provide the Services; and
- (b) any reduction in the Call Off Contract Charges taking into account any unavoidable costs payable by the Supplier in respect of the substituted item, including in respect of any licence fees or early termination charges.

### **1.93 Retention of Legal Obligations**

29.1.16 Notwithstanding the Supplier's right to sub-contract pursuant to this Clause 29 (Supply Chain Rights and Protection), the Supplier shall remain responsible for all acts and omissions of its Sub-Contractors and the acts and omissions of those employed or engaged by the Sub-Contractors as if they were its own.

## **H. PROPERTY MATTERS**

### **30. CONTRACTING AUTHORITY PREMISES**

#### **1.94 Licence to occupy Contracting Authority Premises**

- 30.1.1 Any Contracting Authority Premises shall be made available to the Supplier on a non-exclusive licence basis free of charge and shall be used by the Supplier solely for the purpose of performing its obligations under this Call Off Contract. The Supplier shall have the use of such Contracting Authority Premises as licensee and shall vacate the same immediately upon completion, termination, expiry or abandonment of this Call Off Contract and in accordance with Call Off Schedule 10 (Exit Management).
- 30.1.2 The Supplier shall limit access to the Contracting Authority Premises to such Supplier Personnel as is necessary to enable it to perform its obligations under this Call Off Contract and the Supplier shall co-operate (and ensure that the Supplier Personnel co-operate) with such other persons working concurrently on such Contracting Authority Premises as the Contracting Authority may reasonably request.
- 30.1.3 Save in relation to such actions identified by the Supplier in accordance with Clause Due Diligence) and set out in the Order Form (or elsewhere in this Call Off Contract), should the Supplier require modifications to the Contracting Authority Premises, such modifications shall be subject to Approval and shall be carried out by the Contracting Authority at the Supplier's expense. The Contracting Authority shall undertake any modification work which it approves pursuant to this Clause 30.1.3 without undue delay. Ownership of such modifications shall rest with the Customer.
- 30.1.4 The Supplier shall observe and comply with such rules and regulations as may be in force at any time for the use of such Contracting Authority Premises and conduct of personnel at the Contracting Authority Premises as determined by the Customer, and the Supplier shall pay for the full cost of making good any damage caused by the Supplier Personnel other than fair wear and tear. For the avoidance of doubt, damage includes without limitation damage to the fabric of the buildings, plant, fixed equipment or fittings therein.
- 30.1.5 The Parties agree that there is no intention on the part of the Contracting Authority to create a tenancy of any nature whatsoever in favour of the Supplier or the Supplier Personnel and that no such tenancy has or shall come into being and, notwithstanding any rights granted pursuant to this Call Off Contract, the Contracting Authority retains the right at any time to use any Contracting Authority Premises in any manner it sees fit.

#### **1.95 Security of Contracting Authority Contracting Authority Premises**

- 30.1.6 The Contracting Authority shall be responsible for maintaining the security of the Contracting Authority Premises in accordance with the Security Policy. The Supplier shall comply with the Security Policy and any other reasonable security requirements of the Contracting Authority while on the Contracting Authority Premises.
- 30.1.7 The Contracting Authority shall afford the Supplier upon Approval (the decision to Approve or not will not be unreasonably withheld or delayed) an opportunity to inspect its physical security arrangements.

### **31. CONTRACTING AUTHORITY PROPERTY**

- 1.96 Where the Contracting Authority issues Contracting Authority Property free of charge to the Supplier such Contracting Authority Property shall be and remain the property of the Contracting Authority and the Supplier irrevocably licences the Contracting Authority and its agents to enter upon any premises of the Supplier during normal business hours on reasonable notice to recover any such Contracting Authority Property.

- 1.97 The Supplier shall not in any circumstances have a lien or any other interest on the Contracting Authority Property and at all times the Supplier shall possess the Contracting Authority Property as fiduciary agent and bailee of the Customer.
- 1.98 The Supplier shall take all reasonable steps to ensure that the title of the Contracting Authority to the Contracting Authority Property and the exclusion of any such lien or other interest are brought to the notice of all Sub-Contractors and other appropriate persons and shall, at the Contracting Authority request, store the Contracting Authority Property separately and securely and ensure that it is clearly identifiable as belonging to the Customer.
- 1.99 The Contracting Authority Property shall be deemed to be in good condition when received by or on behalf of the Supplier unless the Supplier notifies the Contracting Authority otherwise within five (5) Working Days of receipt.
- 1.100 The Supplier shall maintain the Contracting Authority Property in good order and condition (excluding fair wear and tear) and shall use the Contracting Authority Property solely in connection with this Call Off Contract and for no other purpose without Approval.
- 1.101 The Supplier shall ensure the security of all the Contracting Authority Property whilst in its possession, either on the Sites or elsewhere during the supply of the Services, in accordance with the Security Policy and the Contracting Authority reasonable security requirements from time to time.
- 1.102 The Supplier shall be liable for all loss of, or damage to the Contracting Authority Property, (excluding fair wear and tear), unless such loss or damage was solely caused by a Contracting Authority Cause. The Supplier shall inform the Contracting Authority immediately of becoming aware of any defects appearing in or losses or damage occurring to the Contracting Authority Property.

## **32. SUPPLIER EQUIPMENT**

- 1.103 Unless otherwise stated in the Order Form (or elsewhere in this Call Off Contract), the Supplier shall provide all the Supplier Equipment necessary for the provision of the Services.
- 1.104 The Supplier shall not deliver any Supplier Equipment nor begin any work on the Contracting Authority Premises without obtaining Approval.
- 1.105 The Supplier shall be solely responsible for the cost of carriage of the Supplier Equipment to the Sites and/or any Contracting Authority Premises, including its off-loading, removal of all packaging and all other associated costs. Likewise on the Call Off Expiry Date the Supplier shall be responsible for the removal of all relevant Supplier Equipment from the Sites and/or any Contracting Authority Premises, including the cost of packing, carriage and making good the Sites and/or the Contracting Authority Premises following removal.
- 1.106 All the Supplier's property, including Supplier Equipment, shall remain at the sole risk and responsibility of the Supplier, except that the Contracting Authority shall be liable for loss of or damage to any of the Supplier's property located on Contracting Authority Premises which is due to the negligent act or omission of the Customer.
- 1.107 Subject to any express provision of the BCDR Plan to the contrary, the loss or destruction for any reason of any Supplier Equipment shall not relieve the Supplier of its obligation to supply the Services in accordance with this Call Off Contract, including the Service Level Performance Measures.

- 1.108 The Supplier shall maintain all Supplier Equipment within the Sites and/or the Contracting Authority Premises in a safe, serviceable and clean condition.
- 1.109 The Supplier shall, at the Contracting Authority written request, at its own expense and as soon as reasonably practicable:
- 32.1.1 remove from the Contracting Authority Premises any Supplier Equipment or any component part of Supplier Equipment which in the reasonable opinion of the Contracting Authority is either hazardous, noxious or not in accordance with this Call Off Contract; and
- 32.1.2 replace such Supplier Equipment or component part of Supplier Equipment with a suitable substitute item of Supplier Equipment.
- 1.110 For the purposes of this Clause 32.8, 'X' shall be the number of Service Failures, and 'Y' shall be the period in months, as respectively specified for 'X' and 'Y' in the Order Form or elsewhere in this Call Off Contract. If this Clause is specified to apply, and there are no values specified for 'X' and/or 'Y', in default, 'X' shall be two (2) and 'Y' shall be twelve (12). Where a failure of Supplier Equipment or any component part of Supplier Equipment causes X or more Service Failures in any Y Month period, the Supplier shall notify the Contracting Authority in writing and shall, at the Contracting Authority request (acting reasonably), replace such Supplier Equipment or component part thereof at its own cost with a new item of Supplier Equipment or component part thereof (of the same specification or having the same capability as the Supplier Equipment being replaced).

## **I. INTELLECTUAL PROPERTY AND INFORMATION**

### **33. INTELLECTUAL PROPERTY RIGHTS**

#### **1.111 Allocation of title to IPR**

- 33.1.1 Save as expressly granted elsewhere under this Call Off Contract:
- (a) the Contracting Authority shall not acquire any right, title or interest in or to the Intellectual Property Rights of the Supplier or its licensors, including:
    - (i) the Supplier Background IPR;
    - (ii) the Third Party IPR;
    - (iii) the Project Specific IPR.
  - (b) the Supplier shall not acquire any right, title or interest in or to the Intellectual Property Rights of the Contracting Authority or its licensors, including the:
    - (i) Contracting Authority Background IPR; and
    - (ii) Contracting Authority Data.
- 33.1.2 Where either Party acquires, by operation of Law, title to Intellectual Property Rights that is inconsistent with the allocation of title set out in Clause it shall assign in writing such Intellectual Property Rights as it has acquired to the other Party on the request of the other Party (whenever made).
- 33.1.3 Neither Party shall have any right to use any of the other Party's names, logos or trade marks on any of its products or services without the other Party's prior written consent.

#### **1.112 Licence granted by the Supplier: Project Specific IPR**

33.1.4 The Supplier hereby grants to the Customer, or shall procure the direct grant to the Contracting Authority of, a perpetual, royalty-free, irrevocable, non-exclusive licence to use the Project Specific IPR including but not limited to the right to copy, adapt, publish and distribute such Project Specific IPR.

**1.113Licence granted by the Supplier: Supplier Background IPR**

33.1.5 The Supplier hereby grants to the Contracting Authority a perpetual, royalty-free and non-exclusive licence to use the Supplier Background IPR for any purpose relating to the Services (or substantially equivalent Services) or for any purpose relating to the exercise of the Contracting Authority (or, if the Contracting Authority is a Central Government Authority, any other Central Government Authority's) business or function.

33.1.6 At any time during the Call Off Contract Period or following the Call Off Expiry Date, the Supplier may terminate a licence granted in respect of the Supplier Background IPR under Clause by giving thirty (30) days' notice in writing (or such other period as agreed by the Parties) if there is a Contracting Authority Cause which constitutes a material breach of the terms of which, if the breach is capable of remedy, is not remedied within twenty (20) Working Days after the Supplier gives the Contracting Authority written notice specifying the breach and requiring its remedy.

33.1.7 In the event the licence of the Supplier Background IPR is terminated pursuant to Clause, the Contracting Authority shall:

- (a) immediately cease all use of the Supplier Background IPR;
- (b) at the discretion of the Supplier, return or destroy documents and other tangible materials that contain any of the Supplier Background IPR, provided that if the Supplier has not made an election within six (6) months of the termination of the licence, the Contracting Authority may destroy the documents and other tangible materials that contain any of the Supplier Background IPR; and
- (c) ensure, so far as reasonably practicable, that any Supplier Background IPR that is held in electronic, digital or other machine-readable form ceases to be readily accessible (other than by the information technology staff of the) from any computer, word processor, voicemail system or any other device containing such Supplier Background IPR.

**1.114Contracting Authority right to sub-license**

33.1.8 The Contracting Authority shall be freely entitled to sub-license the rights granted to it pursuant to Clause 33.2.1 (Licence granted by the Supplier: Project Specific IPR).

33.1.9 The Contracting Authority may sub-license:

- (a) the rights granted under Clause (Licence granted by the Supplier: Supplier Background IPR) to a third party (including for the avoidance of doubt, any Replacement Supplier) provided that:
  - (i) the sub-license is on terms no broader than those granted to the; and
  - (ii) the sub-license only authorises the third party to use the rights licensed in Clause (Licence granted by the Supplier: Supplier Background IPR) for purposes relating to the Services (or substantially equivalent Services) or for any purpose relating to the exercise of the Contracting Authority



(or, if the Contracting Authority is a Central Government Authority, any other Central Government Authority's) business or function; and

- (b) the rights granted under Clause 33.3 (Licence granted by the Supplier: Supplier Background IPR) to any Approved Sub-Licensee to the extent necessary to use and/or obtain the benefit of the Project Specific IPR provided that the sub-licence is on terms no broader than those granted to the Contracting Authority.

#### **1.115 Contracting Authority right to assign/novate licences**

33.1.10 The Contracting Authority shall be freely entitled to assign, novate or otherwise transfer its rights and obligations under the licence granted to it pursuant to Clause (Licence granted by the Supplier: Project Specific IPR); and

33.1.11 The Contracting Authority may assign, novate or otherwise transfer its rights and obligations under the licence granted pursuant to Clause (Licence granted by the Supplier: Supplier Background IPR) to:

- (a) a Central Government Authority; or
- (b) to any Authority (including any private sector Authority) which performs or carries on any of the functions and/or activities that previously had been performed and/or carried on by the Customer.

33.1.12 Where the Contracting Authority is a Central Government Authority, any change in the legal status of the Contracting Authority which means that it ceases to be a Central Government Authority shall not affect the validity of any licence granted in Clause 33.2 (Licence granted by the Supplier: Project Specific IPR) and/or Clause 33.3 (Licences granted by the Supplier: Supplier Background IPR). If the Contracting Authority ceases to be a Central Government Authority, the successor Authority to the Contracting Authority shall still be entitled to the benefit of the licences granted in Clause 33.2 (Licence granted by the Supplier: Project Specific IPR) and Clause 33.3 (Licence granted by the Supplier: Supplier Background IPR).

33.1.13 If a licence granted in Clause 33.2 (Licence granted by the Supplier: Project Specific IPR) and/or Clause 33.3 (Licence granted by the Supplier: Supplier Background IPR) is novated under Clauses 33.5 or there is a change of the Contracting Authority status pursuant to Clause 33.4 (both such bodies being referred to as the “**Transferee**”), the rights acquired by the Transferee shall not extend beyond those previously enjoyed by the Contracting Authority.

#### **1.116 Third Party IPR**

33.1.14 The Supplier shall procure that the owners or the authorised licensors of any Third Party IPR grant a direct licence to the Contracting Authority on terms at least equivalent to those set out in Clause 33.3 (Licence granted by the Supplier: Supplier Background IPR) and Clause 33.5.2 (Contracting Authority right to assign/novate licences). If the Supplier cannot obtain for the Contracting Authority a licence materially in accordance with the licence terms set out in Clause (Licences granted by the Supplier: Supplier Background IPR) and Clause 33.5.2 (Contracting Authority right to assign/novate licences) in respect of any such Third Party IPR, the Supplier shall:

- (a) notify the Contracting Authority in writing giving details of what licence terms can be obtained from the relevant third

party and whether there are alternative providers which the Supplier could seek to use; and

- (b) only use such Third Party IPR if the Contracting Authority Approves the terms of the licence from the relevant third party.

#### **1.117Licence granted by the Customer**

33.1.15 The Contracting Authority hereby grants to the Supplier a royalty-free, non-exclusive, non-transferable licence during the Call Off Contract Period to use the Contracting Authority Background IPR and the Contracting Authority Data solely to the extent necessary for providing the Services in accordance with this Call Off Contract, including (but not limited to) the right to grant sub-licences to Sub-Contractors provided that:

- (a) any relevant Sub-Contractor has entered into a confidentiality undertaking with the Supplier on the same terms as set out in Clause (Confidentiality); and
- (b) the Supplier shall not without Approval use the licensed materials for any other purpose or for the benefit of any person other than the Customer.

#### **1.118Termination of licences**

33.1.16 Subject to Clause 33.3 (Licence granted by the Supplier: Supplier Background IPR), all licences granted pursuant to this Clause 33 (Intellectual Property Rights) (other than those granted pursuant to Clause 33.6 (Third Party IPR) and 33.7 (Licence granted by the Customer)) shall survive the Call Off Expiry Date.

33.1.17 The Supplier shall, if requested by the Contracting Authority in accordance with Call Off Schedule 10 (Exit Management), grant (or procure the grant) to the Replacement Supplier of a licence to use any Supplier Background IPR and/or Third Party IPR on terms equivalent to those set out in Clause 33.6 (Licence granted by the Supplier: Supplier Background IPR) subject to the Replacement Supplier entering into reasonable confidentiality undertakings with the Supplier.

33.1.18 The licence granted pursuant to Clause (Licence granted by the Contracting Authority) and any sub-licence granted by the Supplier in accordance with Clause 33.7 (Licence granted by the Customer) shall terminate automatically on the Call Off Expiry Date and the Supplier shall:

- (a) immediately cease all use of the Contracting Authority Background IPR and the Contracting Authority Data (as the case may be);
- (b) at the discretion of the Customer, return or destroy documents and other tangible materials that contain any of the Contracting Authority Background IPR and the Contracting Authority Data, provided that if the Contracting Authority has not made an election within six months of the termination of the licence, the Supplier may destroy the documents and other tangible materials that contain any of the Contracting Authority Background IPR and the Contracting Authority Data (as the case may be); and
- (c) ensure, so far as reasonably practicable, that any Contracting Authority Background IPR and Contracting Authority Data that are held in electronic, digital or other

machine-readable form ceases to be readily accessible from any computer, word processor, voicemail system or any other device of the Supplier containing such Contracting Authority Background IPR and/or Contracting Authority Data.

#### **1.119 IPR Indemnity**

33.1.19 The Supplier shall at during and after the Call Off Contract Period, on written demand indemnify the Contracting Authority against all Losses incurred by, awarded against or agreed to be paid by the Contracting Authority (whether before or after the making of the demand pursuant to the indemnity hereunder) arising from an IPR Claim.

33.1.20 If an IPR Claim is made, or the Supplier anticipates that an IPR Claim might be made, the Supplier may, at its own expense and sole option, either:

- (a) procure for the Contracting Authority the right to continue using the relevant item which is subject to the IPR Claim; or
- (b) replace or modify the relevant item with non-infringing substitutes provided that:
  - (i) the performance and functionality of the replaced or modified item is at least equivalent to the performance and functionality of the original item;
  - (ii) the replaced or modified item does not have an adverse effect on any other Services;
  - (iii) there is no additional cost to the Customer; and
  - (iv) the terms and conditions of this Call Off Contract shall apply to the replaced or modified Services.

33.1.21 If the Supplier elects to procure a licence in accordance with Clause 33.9.2(a) or to modify or replace an item pursuant to Clause 33.9.2(b), but this has not avoided or resolved the IPR Claim, then:

- (i) the Contracting Authority may terminate this Call Off Contract by written notice with immediate effect; and
- (ii) without prejudice to the indemnity set out in Clause 33.9.1, the Supplier shall be liable for all reasonable and unavoidable costs of the substitute Services including the additional costs of procuring, implementing and maintaining the substitute items.

### **34. SECURITY AND PROTECTION OF INFORMATION**

#### **1.120 Security Requirements**

34.1.1 The Supplier shall comply with the Security Policy and the requirements of Call Off Schedule 8 (Security) including the Security Management Plan (if any) and shall ensure that the Security Management Plan produced by the Supplier fully complies with the Security Policy.

34.1.2 The Contracting Authority shall notify the Supplier of any changes or proposed changes to the Security Policy.

34.1.3 If the Supplier believes that a change or proposed change to the Security Policy will have a material and unavoidable cost implication to the provision of the Services it may

propose a Variation to the Customer. In doing so, the Supplier must support its request by providing evidence of the cause of any increased costs and the steps that it has taken to mitigate those costs. Any change to the Call Off Contract Charges shall then be subject to the Variation Procedure.

- 34.1.4 Until and/or unless a change to the Call Off Contract Charges is agreed by the Contracting Authority pursuant to the Variation Procedure the Supplier shall continue to provide the Services in accordance with its existing obligations.

**1.121 Protection of Contracting Authority Data**

- 34.1.5 The Supplier shall not delete or remove any proprietary notices contained within or relating to the Contracting Authority Data.

- 34.1.6 The Supplier shall not store, copy, disclose, or use the Contracting Authority Data except as necessary for the performance by the Supplier of its obligations under this Call Off Contract or as otherwise Approved by the Customer.

- 34.1.7 To the extent that the Contracting Authority Data is held and/or Processed by the Supplier, the Supplier shall supply that Contracting Authority Data to the Contracting Authority as requested by the Contracting Authority and in the format (if any) specified in this Call Off Contract and in any event as specified by the Contracting Authority from time to time in writing.

- 34.1.8 The Supplier shall take responsibility for preserving the integrity of Contracting Authority Data and preventing the corruption or loss of Contracting Authority Data.

- 34.1.9 The Supplier shall perform secure back-ups of all Contracting Authority Data and shall ensure that up-to-date back-ups are stored off-site at an Approved location in accordance with any BCDR Plan or otherwise. The Supplier shall ensure that such back-ups are available to the Contracting Authority (or to such other person as the Contracting Authority may direct) at all times upon request and are delivered to the Contracting Authority at no less than six (6) Monthly intervals (or such other intervals as may be agreed in writing between the Parties).

- 34.1.10 The Supplier shall ensure that any system on which the Supplier holds any Contracting Authority Data, including back-up data, is a secure system that complies with the Security Policy and the Security Management Plan (if any).

- 34.1.11 If at any time the Supplier suspects or has reason to believe that the Contracting Authority Data is corrupted, lost or sufficiently degraded in any way for any reason, then the Supplier shall notify the Contracting Authority immediately and inform the Contracting Authority of the remedial action the Supplier proposes to take.

- 34.1.12 If the Contracting Authority Data is corrupted, lost or sufficiently degraded as a result of a Default so as to be unusable, the Supplier may:

- (a) require the Supplier (at the Supplier's expense) to restore or procure the restoration of Contracting Authority Data to the extent and in accordance with the requirements specified in Call Off Schedule 9 (Business Continuity and Disaster Recovery) or as otherwise required by the, and the Supplier shall do so as soon as practicable but not later than five (5) Working Days from the date of receipt of the Contracting Authority notice; and/or
- (b) itself restore or procure the restoration of Contracting Authority Data, and shall be repaid by the Supplier any reasonable expenses incurred in doing so to the extent and in accordance with the requirements specified in Call Off

Schedule 9 (Business Continuity and Disaster Recovery) or as otherwise required by the Contracting Authority.

#### 1.122 Confidentiality

34.1.13 For the purposes of this Clause 34.3, the term “**Disclosing Party**” shall mean a Party which discloses or makes available directly or indirectly its Confidential Information and “**Recipient**” shall mean the Party which receives or obtains directly or indirectly Confidential Information.

34.1.14 Except to the extent set out in this Clause 34.3 or where disclosure is expressly permitted elsewhere in this Call Off Contract, the Recipient shall:

- (a) treat the Disclosing Party's Confidential Information as confidential and keep it in secure custody (which is appropriate depending upon the form in which such materials are stored and the nature of the Confidential Information contained in those materials); and
- (b) not disclose the Disclosing Party's Confidential Information to any other person except as expressly set out in this Call Off Contract or without obtaining the owner's prior written consent;
- (c) not use or exploit the Disclosing Party's Confidential Information in any way except for the purposes anticipated under this Call Off Contract; and
- (d) immediately notify the Disclosing Party if it suspects or becomes aware of any unauthorised access, copying, use or disclosure in any form of any of the Disclosing Party's Confidential Information.

34.1.15 The Recipient shall be entitled to disclose the Confidential Information of the Disclosing Party where:

- (a) the Recipient is required to disclose the Confidential Information by Law, provided that Clause 34.5 (Freedom of Information) shall apply to disclosures required under the FOIA or the EIRs;
- (b) the need for such disclosure arises out of or in connection with:
  - (i) any legal challenge or potential legal challenge against the Contracting Authority arising out of or in connection with this Call Off Contract;
  - (ii) the examination and certification of the Contracting Authority accounts (provided that the disclosure is made on a confidential basis) or for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Contracting Authority is making use of any Services provided under this Call Off Contract; or
  - (iii) the conduct of a Central Government Authority review in respect of this Call Off Contract; or
- (c) the Recipient has reasonable grounds to believe that the Disclosing Party is involved in activity that may constitute a

criminal offence under the Bribery Act 2010 and the disclosure is being made to the Serious Fraud Office.

34.1.16 If the Recipient is required by Law to make a disclosure of Confidential Information, the Recipient shall as soon as reasonably practicable and to the extent permitted by Law notify the Disclosing Party of the full circumstances of the required disclosure including the relevant Law and/or regulatory Authority requiring such disclosure and the Confidential Information to which such disclosure would apply.

34.1.17 Subject to Clauses 34.3.2 and 34.3.7, the Supplier may only disclose the Confidential Information of the Contracting Authority on a confidential basis to:

- (a) Supplier Personnel who are directly involved in the provision of the Services and need to know the Confidential Information to enable performance of the Supplier's obligations under this Call Off Contract; and
- (b) its professional advisers for the purposes of obtaining advice in relation to this Call Off Contract.

34.1.18 Where the Supplier discloses Confidential Information of the Contracting Authority pursuant to this Clause, it shall remain responsible at all times for compliance with the confidentiality obligations set out in this Call Off Contract by the persons to whom disclosure has been made.

34.1.19 The Contracting Authority may disclose the Confidential Information of the Supplier:

- (a) to any Central Government Authority on the basis that the information may only be further disclosed to Central Government Bodies;
- (b) to the British Parliament and any committees of the British Parliament or if required by any British Parliamentary reporting requirement;
- (c) to the extent that the Contracting Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
- (d) on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause 34.3.7(a) (including any benchmarking organisation) for any purpose relating to or connected with this Call Off Contract;
- (e) on a confidential basis for the purpose of the exercise of its rights under this Call Off Contract; or
- (f) to a proposed transferee, assignee or novatee of, or successor in title to the Contracting Authority,
- (g) and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Contracting Authority under this Clause 34.3.

34.1.20 Nothing in this Clause 34.3 shall prevent a Recipient from using any techniques, ideas or Know-How gained during the performance of this Call Off Contract in the course of its normal business to the extent that this use does not result in a

disclosure of the Disclosing Party's Confidential Information or an infringement of Intellectual Property Rights.

- 34.1.21 In the event that the Supplier fails to comply with Clauses 34.3.2 to 34.3.5, the Contracting Authority reserves the right to terminate this Call Off Contract for material Default.

#### **1.123 Transparency**

- 34.1.22 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Call Off Contract is not Confidential Information. The Contracting Authority shall determine whether any of the content of this Call Off Contract is exempt from disclosure in accordance with the provisions of the FOIA. The Contracting Authority may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion.

- 34.1.23 Notwithstanding any other provision of this Call Off Contract, the Supplier hereby gives his consent for the Contracting Authority to publish this Call Off Contract in its entirety (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted), including any changes to this Call Off Contract agreed from time to time.

- 34.1.24 The Supplier shall assist and cooperate with the Contracting Authority to enable the Contracting Authority to publish this Call Off Contract.

#### **1.124 Freedom of Information**

- 34.1.25 The Supplier acknowledges that the Contracting Authority is subject to the requirements of the FOIA and the EIRs. The Supplier shall:

- (a) provide all necessary assistance and cooperation as reasonably requested by the Contracting Authority to enable the Contracting Authority to comply with its Information disclosure obligations under the FOIA and EIRs;
- (b) transfer to the Contracting Authority all Requests for Information relating to this Call Off Contract that it receives as soon as practicable and in any event within two (2) Working Days of receipt;
- (c) provide the Contracting Authority with a copy of all Information belonging to the Contracting Authority requested in the Request for Information which is in its possession or control in the form that the Contracting Authority requires within five (5) Working Days (or such other period as the Contracting Authority may reasonably specify) of the Contracting Authority request for such Information; and
- (d) not respond directly to a Request for Information unless authorised in writing to do so by the Customer.

- 34.1.26 The Supplier acknowledges that the Contracting Authority may be required under the FOIA and EIRs to disclose Information (including Commercially Sensitive Information) without consulting or obtaining consent from the Supplier. The Contracting Authority shall take reasonable steps to notify the Supplier of a Request for Information (in accordance with the Secretary of State's Section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding

any other provision in this Call Off Contract) the Contracting Authority shall be responsible for determining in its absolute discretion whether any Commercially Sensitive Information and/or any other information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

#### **1.125 Protection of Personal Data**

34.1.27 The Parties acknowledge that for the purposes of the Data Protection Legislation, the factual activity carried out by each of them in relation to their respective obligations under this Call Off Contract dictates the classification of each party. In certain circumstances, a Party may act as “Joint Controller” or a “Controller” or a “Processor”. Each Party, where it is a Controller, shall be responsible for its own compliance with all its obligations under the Data Protection Legislation and the Clauses 34.6.2 to 34.6.8 shall apply. Where the parties agree in writing that a Party acts as a Processor in relation to Personal Data where the other Party is Controller, the first Party shall comply and shall procure that any subprocessor complies with the Processor’s obligations in Clause 34.6.9 to 34.6.21 of this Call Off Contract to the extent applicable.

34.1.28 Independent Control Provisions:

With respect to Personal Data which a Party acts as Controller but which is not under Joint Control (because the Parties determine the means and purposes of processing Personal Data independently of each other) each Party undertakes to comply with the applicable Data Protection Legislation in respect of their Processing of such Personal Data as Controller.

34.6.3 To the extent that any data or information provided by the Service Provider to Authority and/or Contracting Body is Personal Data of Candidates, the Service Provider will be a Controller of such Personal Data and shall be responsible for ensuring that, in accordance with applicable Data Protection Legislation, it has provided all necessary fair processing information to candidates and has taken appropriate steps to legitimise the disclosure of such personal data to Authority and Contracting Body.

34.6.4 The parties acknowledge that Authority and/or Contracting Body will also be a Controller of the Personal Data disclosed to Authority and/or Contracting Body by the Service Provider under this Agreement and accordingly Authority and/or Contracting Body shall: (i) comply with all of its legal obligations under the Data Protection Legislation which arise in connection with its processing of such Personal Data; and (ii) process such Personal Data only for purposes compatible with determining whether to engage candidates (save to the extent that Authority and/or Contracting Body has legitimised its processing of such Personal Data for another purpose either by obtaining consent from the candidate or using an alternative method to legitimise such processing in accordance with Data Protection Legislation and provided fair processing information to the candidate in relation to this purpose).

34.6.5 Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, each Party shall, with respect to its processing of Personal Data as



independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1)(a), (b), (c) and (d) of the GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the GDPR.

34.6.6 Each Party shall promptly (and without undue delay) notify the other Party if in relation to any Personal Data processed by it as independent Controller in the performance of its obligations or the exercise of its rights under this Contract if:

- a. it receives a complaint, notice or communication which relates to either Party's actual or alleged non-compliance with the Data Protection Legislation; or
- b. it becomes aware of a Personal Data Breach;

and shall provide the other Party with such assistance and cooperation as is reasonably requested by the other Party in order to address and resolve the complaint, notice, communication or Personal Data Breach.

34.6.7 In respect of any losses, cost claims or expenses incurred by either Party as a result of a Personal Data Breach (the "Claim Losses") the Party responsible for the relevant breach shall be responsible for the Claim Losses.

34.6.8 The Parties agree to erase Personal Data from any computers, storage devices and storage media that are to be retained as soon as practicable after it has ceased to be appropriate for them to retain such Personal Data under applicable Data Protection Law Legislation and their privacy policy (save to the extent and for the limited period) that such information needs to be retained by the a Party for statutory compliance the purposes of complying with Law or as otherwise required by this Contract), and taking all further actions as may be necessary or desirable to ensure its compliance with Data Protection Law Legislation and its privacy policy

#### **Controller to Processor Clauses**

34.6.9 The only processing that the Processor is authorised to do is listed in Schedule 15 (Processing Personal Data) by the Controller and may not be determined by the Processor.

34.6.10 The Processor shall notify the Controller immediately if it considers that any of the Controller's instructions infringe the Data Protection Legislation.

34.6.11 The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Controller, include:

- (a) a systematic description of the envisaged processing operations and the purpose of the processing;
- (b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
- (c) an assessment of the risks to the rights and freedoms of Data Subjects; and

- (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

34.6.12 The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Call Off Contract:

- (a) process that Personal Data only in accordance with Schedule 15 (Processing Personal Data), unless the Processor is required to do otherwise by the requirements of the Call Off Contract or Law. If it is so required the Processor shall promptly notify the Buyer before processing the Personal Data unless prohibited by Law;
- (b) ensure that it has in place Protective Measures which are appropriate to protect against a Data Loss Event, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures) having taken account of the:
  - (i) nature of the data to be protected;
  - (ii) harm that might result from a Data Loss Event;
  - (iii) state of technological development; and
  - (iv) cost of implementing any measures;
- (c) ensure that :
  - (i) the Processor Personnel do not process Personal Data except in accordance with this Call Off Contract (and in particular Schedule 15 (Processing Personal Data));
  - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
    - (A) are aware of and comply with the Processor's duties under this Clause;
    - (B) are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;
    - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Controller or as otherwise permitted by this Call Off Contract; and
    - (D) have undergone adequate training in the use, care, protection and handling of Personal Data;
- (d) not transfer Personal Data outside of the EU unless the prior written consent of the Buyer has been obtained and the following conditions are fulfilled:
  - (i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Controller;
  - (ii) the Data Subject has enforceable rights and effective legal remedies;
  - (iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and

- (iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the processing of the Personal Data;
- (e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Call Off Contract unless the Processor is required by Law to retain the Personal Data.

34.6.13 Subject to Clause 34.6.7, the Processor shall notify the Controller 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 Call Off Contract;
- (e) receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
- (f) becomes aware of a Data Loss Event.

34.6.14 The Processor's obligation to notify under Clause 34.6.13 shall include the provision of further information to the Controller in phases, as details become available.

34.6.15 Taking into account the nature of the processing, the Processor shall provide the Controller with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under Clause 34.6.13 (and insofar as possible within the timescales reasonably required by the Controller) including by promptly providing:

- (a) the Controller with full details and copies of the complaint, communication or request;
- (b) such assistance as is reasonably requested by the Controller to enable the Controller to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
- (c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
- (d) assistance as requested by the Controller following any Data Loss Event;
- (e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Buyer with the Information Commissioner's Office.

34.6.16. The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this Clause. This requirement does not apply where the Processor employs fewer than 250 staff, unless:

- (a) the Controller determines that the processing is not occasional;
- (b) the Controller determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and

- (c) the Controller determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.

34.6.17 The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.

34.6.18 The Processor shall designate a Data Protection Officer if required by the Data Protection Legislation.

34.6.19 Before allowing any Sub-processor to process any Personal Data related to this Call Off Contract, the Processor must:

- (a) notify the Controller in writing of the intended Sub-processor and processing;
- (b) obtain the written consent of the Controller;
- (c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this Clause 34.6.19 such that they apply to the Sub-processor; and
- (d) provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.

34.6.20 The Processor shall remain fully liable for all acts or omissions of any Sub-processor.

34.6.21 The Parties agree to take account of any guidance issued by the Information Commissioner's Office and amend this Call Off Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

## **35. PUBLICITY AND BRANDING**

1.126 The Supplier shall not:

- 35.1.1 make any press announcements or publicise this Call Off Contract in any way; or
- 35.1.2 use the Contracting Authority name or brand in any promotion or marketing or announcement of orders,
- 35.1.3 without Approval (the decision of the Contracting Authority to Approve or not shall not be unreasonably withheld or delayed).

1.127 Each Party acknowledges to the other that nothing in this Call Off Contract either expressly or by implication constitutes an endorsement of any products or services of the other Party (including the Services and Supplier Equipment) and each Party agrees not to conduct itself in such a way as to imply or express any such approval or endorsement.

## **J. LIABILITY AND INSURANCE**

### **36. LIABILITY**

1.128 **Unlimited Liability**

36.1.1 Neither Party excludes or limits its liability for:

- (a) death or personal injury caused by its negligence, or that of its employees, agents or Sub-Contractors (as applicable);

- (b) bribery or Fraud by it or its employees;
- (c) breach of any obligation as to title implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or
- (d) any liability to the extent it cannot be excluded or limited by Law.

36.1.2 The Supplier does not exclude or limit its liability in respect of the indemnity in Clause 33.9 (IPR Indemnity) and in each case whether before or after the making of a demand pursuant to the indemnity therein.

#### **1.129Financial Limits**

36.1.3 Subject to Clause 36.1 (Unlimited Liability), the Supplier's total aggregate liability:

- (a) in respect of all:
  - (i) Service Credits; and
  - (ii) Compensation for Critical Service Level Failure;
 incurred in any rolling period of 12 Months shall be subject in aggregate to the Service Credit Cap;
- (b) in respect of all other Losses incurred by the Contracting Authority under or in connection with this Call Off Contract as a result of Defaults by the Supplier shall in no event exceed:
  - (i) in relation to any Defaults occurring from the Call Off Commencement Date to the end of the first Call Off Contract Year, the higher of ten million pounds (£10,000,000) and a sum equal to one hundred and fifty per cent (150%) of the Estimated Year 1 Call Off Contract Charges;
  - (ii) in relation to any Defaults occurring in each subsequent Call Off Contract Year that commences during the remainder of the Call Off Contract Period, the higher of ten million pounds (£10,000,000) in each such Call Off Contract Year and a sum equal to one hundred and fifty per cent (150%) of the Call Off Contract Charges payable to the Supplier under this Call Off Contract in the previous Call Off Contract Year; and
  - (iii) in relation to any Defaults occurring in each Call Off Contract Year that commences after the end of the Call Off Contract Period, the higher of ten million pounds (£10,000,000) in each such Call Off Contract Year and a sum equal to one hundred and fifty per cent (150%) of the Call Off Contract Charges payable to the Supplier under this Call Off Contract in the last Call Off Contract Year commencing during the Call Off Contract Period.

36.1.4 Subject to Clauses 36.1 (Unlimited Liability) and 36.2 (Financial Limits) and without prejudice to its obligation to pay the undisputed Call Off Contract Charges as and when they fall due for payment, the Contracting Authority total aggregate liability in respect of all Losses as a result of Contracting Authority Causes shall be limited to:

- (a) in relation to any Contracting Authority Causes occurring from the Call Off Commencement Date to the end of the first Call Off Contract Year, a sum equal to the Estimated Year 1 Call Off Contract Charges;
- (b) in relation to any Contracting Authority Causes occurring in each subsequent Call Off Contract Year that commences during the remainder of the Call Off Contract Period, a sum equal to the Call Off Contract Charges payable to the Supplier under this Call Off Contract in the previous Call Off Contract Year; and
- (c) in relation to any Contracting Authority Causes occurring in each Call Off Contract Year that commences after the end of the Call Off Contract Period, a sum equal to the Call Off Contract Charges payable to the Supplier under this Call Off Contract in the last Call Off Contract Year commencing during the Call Off Contract Period.

#### **1.130 Non-recoverable Losses**

36.1.5 Subject to Clause 36.1 (Unlimited Liability) neither Party shall be liable to the other Party for any:

- (a) indirect, special or consequential Loss;
- (b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

#### **1.131 Recoverable Losses**

36.1.6 Subject to Clause 36.2 (Financial Limits), and notwithstanding Clause 36.3 (Non-recoverable Losses), the Supplier acknowledges that the Contracting Authority may, amongst other things, recover from the Supplier the following Losses incurred by the Contracting Authority to the extent that they arise as a result of a Default by the Supplier:

- (a) any additional operational and/or administrative costs and expenses incurred by the Customer, including costs relating to time spent by or on behalf of the Contracting Authority in dealing with the consequences of the Default;
- (b) any wasted expenditure or charges;
- (c) the additional cost of procuring Replacement Services for the remainder of the Call Off Contract Period and/or replacement Deliverables, which shall include any incremental costs associated with such Replacement Services and/or replacement Deliverables above those which would have been payable under this Call Off Contract;
- (d) any compensation or interest paid to a third party by the Customer; and
- (e) any fine, penalty or costs incurred by the Contracting Authority pursuant to Law.

#### **1.132 Miscellaneous**

36.1.7 Each Party shall use all reasonable endeavours to mitigate any loss or damage suffered arising out of or in connection with this Call Off Contract.

36.1.8 Any Deductions shall not be taken into consideration when calculating the Supplier's liability under Clause 36.2 (Financial Limits).

### **37. INSURANCE**

- 1.133 This Clause 37 will only apply where specified in the Order Form or elsewhere in this Call Off Contract.
- 1.134 Notwithstanding any benefit to the Contracting Authority of the policy or policies of insurance referred to in Clause 32 (Insurance) of the Framework Agreement, the Supplier shall effect and maintain such further policy or policies of insurance or extensions to such existing policy or policies of insurance procured under the Framework Agreement in respect of all risks which may be incurred by the Supplier arising out of its performance of its obligations under this Call Off Contract.
- 1.135 Without limitation to the generality of Clause 37.2 the Supplier shall ensure that it maintains the policy or policies of insurance as are stipulated in the Order Form or elsewhere in this Call Off Contract.
- 1.136 The Supplier shall effect and maintain the policy or policies of insurance referred to in this Clause 37 for six (6) years after the Call Off Expiry Date.
- 1.137 The Supplier shall give the Customer, on request, copies of all insurance policies referred to in this Clause 37 or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
- 1.138 If, for whatever reason, the Supplier fails to give effect to and maintain the insurance policies required under this Clause 37 the Contracting Authority may make alternative arrangements to protect its interests and may recover the premium and other costs of such arrangements as a debt due from the Supplier.
- 1.139 The provisions of any insurance or the amount of cover shall not relieve the Supplier of any liability under this Call Off Contract. It shall be the responsibility of the Supplier to determine the amount of insurance cover that will be adequate to enable the Supplier to satisfy any liability in relation to the performance of its obligations under this Call Off Contract.
- 1.140 The Supplier shall ensure that nothing is done which would entitle the relevant insurer to cancel, rescind or suspend any insurance or cover, or to treat any insurance, cover or claim as voided in whole or part. The Supplier shall use all reasonable endeavours to notify the Contracting Authority (subject to third party confidentiality obligations) as soon as practicable when it becomes aware of any relevant fact, circumstance or matter which has caused, or is reasonably likely to provide grounds to, the relevant insurer to give notice to cancel, rescind, suspend or void any insurance, or any cover or claim under any insurance in whole or in part.

## **K. REMEDIES AND RELIEF**

### **38. CONTRACTING AUTHORITY REMEDIES FOR DEFAULT**

#### **1.141 Remedies**

- 38.1.1 Without prejudice to any other right or remedy of the Contracting Authority howsoever arising (including under Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring)) and subject to the exclusive financial remedy provisions in Clauses 13 (Service Levels and Service Credits) and 6.4.1(b) (Delay Payments), if the Supplier commits any Default of this Call Off Contract then the Contracting Authority

may (whether or not any part of the Services have been Delivered) do any of the following:

- (a) at the Contracting Authority option, give the Supplier the opportunity (at the Supplier's expense) to remedy the Default together with any damage resulting from such Default (and where such Default is capable of remedy) or to supply Replacement Services and carry out any other necessary work to ensure that the terms of this Call Off Contract are fulfilled, in accordance with the Contracting Authority instructions;
- (b) carry out, at the Supplier's expense, any work necessary to make the provision of the Services comply with this Call Off Contract;
- (c) if the Default is a material Default that is capable of remedy (and for these purposes a material Default may be a single material Default or a number of Defaults or repeated Defaults - whether of the same or different obligations and regardless of whether such Defaults are remedied - which taken together constitute a material Default):
  - (i) instruct the Supplier to comply with the Rectification Plan Process;
  - (ii) suspend this Call Off Contract (whereupon the relevant provisions of Clause 44 (Partial Termination, Suspension and Partial Suspension) shall apply) and step-in to itself supply or procure a third party to supply (in whole or in part) the Services;
  - (iii) without terminating or suspending the whole of this Call Off Contract, terminate or suspend this Call Off Contract in respect of part of the provision of the Services only (whereupon the relevant provisions of Clause 44 (Partial Termination, Suspension and Partial Suspension) shall apply) and step-in to itself supply or procure a third party to supply (in whole or in part) such part of the Services;

38.1.2 Where the Contracting Authority exercises any of its step-in rights under Clauses 38.1.1(c)(ii) or 38.1.1(c)(iii), the Contracting Authority shall have the right to charge the Supplier for and the Supplier shall on demand pay any costs reasonably incurred by the Contracting Authority (including any reasonable administration costs) in respect of the supply of any part of the Services by the Contracting Authority or a third party and provided that the Contracting Authority uses its reasonable endeavours to mitigate any additional expenditure in obtaining Replacement Services.

#### **1.142 Rectification Plan Process**

38.1.3 Where the Contracting Authority has instructed the Supplier to comply with the Rectification Plan Process pursuant to Clause 38.1.1(c)(i):

- (a) the Supplier shall submit a draft Rectification Plan to the Contracting Authority for it to review as soon as possible and in any event within the number of Working Days specified in the Order Form or elsewhere in this Call Off Contract (or such other period as may be agreed between the Parties) from the date of Contracting Authority instructions. The



Supplier shall submit a draft Rectification Plan even if the Supplier disputes that it is responsible for the Default giving rise to the Contracting Authority request for a draft Rectification Plan.

- (b) the draft Rectification Plan shall set out:
  - (i) full details of the Default that has occurred, including a root cause analysis;
  - (ii) the actual or anticipated effect of the Default; and
  - (iii) the steps which the Supplier proposes to take to rectify the Default (if applicable) and to prevent such Default from recurring, including timescales for such steps and for the rectification of the Default (where applicable).

38.1.4 The Supplier shall promptly provide to the Contracting Authority any further documentation that the Contracting Authority requires to assess the Supplier's root cause analysis. If the Parties do not agree on the root cause set out in the draft Rectification Plan, either Party may refer the matter to be determined by an expert in accordance with paragraph 5 of Call Off Schedule 12 (Dispute Resolution Procedure).

38.1.5 The Contracting Authority may reject the draft Rectification Plan by notice to the Supplier if, acting reasonably, it considers that the draft Rectification Plan is inadequate, for example because the draft Rectification Plan:

- (a) is insufficiently detailed to be capable of proper evaluation;
- (b) will take too long to complete;
- (c) will not prevent reoccurrence of the Default; and/or
- (d) will rectify the Default but in a manner which is unacceptable to the Customer.

38.1.6 The Contracting Authority shall notify the Supplier whether it consents to the draft Rectification Plan as soon as reasonably practicable. If the Contracting Authority rejects the draft Rectification Plan, the Contracting Authority shall give reasons for its decision and the Supplier shall take the reasons into account in the preparation of a revised Rectification Plan. The Supplier shall submit the revised draft of the Rectification Plan to the Contracting Authority for review within five (5) Working Days (or such other period as agreed between the Parties) of the Contracting Authority notice rejecting the first draft.

38.1.7 If the Contracting Authority consents to the Rectification Plan, the Supplier shall immediately start work on the actions set out in the Rectification Plan.

### **39. SUPPLIER RELIEF DUE TO CONTRACTING AUTHORITY CAUSE**

1.143 If the Supplier has failed to:

- 39.1.1 Achieve a Milestone by its Milestone Date;
- 39.1.2 provide the Services in accordance with the Service Levels;
- 39.1.3 comply with its obligations under this Call Off Contract,  
(each a "Supplier Non-Performance"),

and can demonstrate that the Supplier Non-Performance would not have occurred but for a Contracting Authority Cause, then (subject to the Supplier fulfilling its obligations in Clause 17 (Supplier Notification of Contracting Authority Cause)):

- (a) the Supplier shall not be treated as being in breach of this Call Off Contract to the extent the Supplier can demonstrate that the Supplier Non-Performance was caused by the Contracting Authority Cause;
- (b) the Contracting Authority shall not be entitled to exercise any rights that may arise as a result of that Supplier Non-Performance to terminate this Call Off Contract pursuant to Clause 41 (Contracting Authority Termination Rights) except Clause 41.6 (Termination Without Cause);
- (c) where the Supplier Non-Performance constitutes the failure to Achieve a Milestone by its Milestone Date:
  - (i) the Milestone Date shall be postponed by a period equal to the period of Delay that the Supplier can demonstrate was caused by the Contracting Authority Cause;
  - (ii) if the Customer, acting reasonably, considers it appropriate, the Implementation Plan shall be amended to reflect any consequential revisions required to subsequent Milestone Dates resulting from the Contracting Authority Cause;
  - (iii) if failure to Achieve a Milestone attracts a Delay Payment, the Supplier shall have no liability to pay any such Delay Payment associated with the Milestone to the extent that the Supplier can demonstrate that such failure was caused by the Contracting Authority Cause; and/or
- (d) where the Supplier Non-Performance constitutes a Service Level Failure:
  - (i) the Supplier shall not be liable to accrue Service Credits;
  - (ii) the Contracting Authority shall not be entitled to any Compensation for Critical Service Level Failure pursuant to Clause (Critical Service Level Failure); and
  - (iii) the Supplier shall be entitled to invoice for the Call Off Contract Charges for the provision of the relevant Services affected by the Contracting Authority Cause,
  - (iv) in each case, to the extent that the Supplier can demonstrate that the Service Level Failure was caused by the Contracting Authority Cause.

1.144 In order to claim any of the rights and/or relief referred to in Clause 39.1, the Supplier shall:

39.1.4 comply with its obligations under Clause 17 (Notification of Contracting Authority Cause); and

39.1.5 within ten (10) Working Days of becoming aware that a Contracting Authority Cause has caused, or is likely to cause, a Supplier Non-Performance, give the Contracting Authority notice (a "**Relief Notice**") setting out details of:

- (a) the Supplier Non-Performance;
- (b) the Contracting Authority Cause and its effect on the Supplier's ability to meet its obligations under this Call Off Contract; and

(c) the relief claimed by the Supplier.

1.145 Following the receipt of a Relief Notice, the Contracting Authority shall as soon as reasonably practicable consider the nature of the Supplier Non-Performance and the alleged Contracting Authority Cause and whether it agrees with the Supplier's assessment set out in the Relief Notice as to the effect of the relevant Contracting Authority Cause and its entitlement to relief, consulting with the Supplier where necessary.

1.146 Without prejudice to Clauses 8.5 (Continuing obligation to provide the Services), if a Dispute arises as to:

39.1.6 whether a Supplier Non-Performance would not have occurred but for a Contracting Authority Cause; and/or

39.1.7 the nature and/or extent of the relief claimed by the Supplier,

either Party may refer the Dispute to the Dispute Resolution Procedure. Pending the resolution of the Dispute, both Parties shall continue to resolve the causes of, and mitigate the effects of, the Supplier Non-Performance.

1.147 Any Variation that is required to the Implementation Plan or to the Call Off Contract Charges pursuant to this Clause 39 shall be implemented in accordance with the Variation Procedure.

#### **40. FORCE MAJEURE**

1.148 Subject to the remainder of this Clause 40 (and, in relation to the Supplier, subject to its compliance with any obligations in Clause 15 (Business Continuity and Disaster Recovery)), a Party may claim relief under this Clause 40 from liability for failure to meet its obligations under this Call Off Contract for as long as and only to the extent that the performance of those obligations is directly affected by a Force Majeure Event. Any failure or delay by the Supplier in performing its obligations under this Call Off Contract which results from a failure or delay by an agent, Sub-Contractor or supplier shall be regarded as due to a Force Majeure Event only if that agent, Sub-Contractor or supplier is itself impeded by a Force Majeure Event from complying with an obligation to the Supplier.

1.149 The Affected Party shall as soon as reasonably practicable issue a Force Majeure Notice, which shall include details of the Force Majeure Event, its effect on the obligations of the Affected Party and any action the Affected Party proposes to take to mitigate its effect.

1.150 If the Supplier is the Affected Party, it shall not be entitled to claim relief under this Clause 40 to the extent that consequences of the relevant Force Majeure Event:

40.1.1 are capable of being mitigated by any of the provision of any Services, including any BCDR Services, but the Supplier has failed to do so; and/or

40.1.2 should have been foreseen and prevented or avoided by a prudent provider of Services similar to the Services, operating to the standards required by this Call Off Contract.

1.151 Subject to Clause 40.5, as soon as practicable after the Affected Party issues the Force Majeure Notice, and at regular intervals thereafter, the Parties shall consult in good faith and use reasonable endeavours to agree any steps to be taken and an appropriate timetable in which those steps should be taken, to enable continued provision of the Services affected by the Force Majeure Event.

1.152 The Parties shall at all times following the occurrence of a Force Majeure Event and during its subsistence use their respective reasonable endeavours to prevent

and mitigate the effects of the Force Majeure Event. Where the Supplier is the Affected Party, it shall take all steps in accordance with Good Industry Practice to overcome or minimise the consequences of the Force Majeure Event.

1.153 Where, as a result of a Force Majeure Event:

40.1.3 an Affected Party fails to perform its obligations in accordance with this Call Off Contract, then during the continuance of the Force Majeure Event:

- (a) the other Party shall not be entitled to exercise any rights to terminate this Call Off Contract in whole or in part as a result of such failure unless the provision of the Services is materially impacted by a Force Majeure Event which endures for a continuous period of more than ninety (90) days; and
- (b) the Supplier shall not be liable for any Default and the Contracting Authority shall not be liable for any Contracting Authority Cause arising as a result of such failure;

40.1.4 the Supplier fails to perform its obligations in accordance with this Call Off Contract:

- (a) the Contracting Authority shall not be entitled:
  - (i) during the continuance of the Force Majeure Event to exercise its step-in rights under Clause 38.1.1(b) and 38.1.1(c) (Contracting Authority Remedies for Default) as a result of such failure;
  - (ii) to receive Delay Payments pursuant to Clause 6.4 (Delay Payments) to the extent that the Achievement of any Milestone is affected by the Force Majeure Event; and
  - (iii) to receive Service Credits or withhold and retain any of the Call Off Contract Charges as Compensation for Critical Service Level Failure pursuant to Clause 14 (Critical Service Level Failure) to the extent that a Service Level Failure or Critical Service Level Failure has been caused by the Force Majeure Event; and
- (b) the Supplier shall be entitled to receive payment of the Call Off Contract Charges (or a proportional payment of them) only to the extent that the Services (or part of the Services) continue to be provided in accordance with the terms of this Call Off Contract during the occurrence of the Force Majeure Event.

1.154 The Affected Party shall notify the other Party as soon as practicable after the Force Majeure Event ceases or no longer causes the Affected Party to be unable to comply with its obligations under this Call Off Contract.

1.155 Relief from liability for the Affected Party under this Clause 40 shall end as soon as the Force Majeure Event no longer causes the Affected Party to be unable to comply with its obligations under this Call Off Contract and shall not be dependent on the serving of notice under Clause 40.7.

## **L. TERMINATION AND EXIT MANAGEMENT**

### **41. CONTRACTING AUTHORITY TERMINATION RIGHTS**

#### **1.156 Termination in Relation to Guarantee**

41.1.1 Where this Call Off Contract is conditional upon the Supplier procuring a Call Off Guarantee pursuant to Clause 4 (Call Off Guarantee), the Contracting Authority may terminate this Call Off Contract by issuing a Termination Notice to the Supplier where:

- (a) the Call Off Guarantor withdraws the Call Off Guarantee for any reason whatsoever;
- (b) the Call Off Guarantor is in breach or anticipatory breach of the Call Off Guarantee;
- (c) an Insolvency Event occurs in respect of the Call Off Guarantor; or
- (d) the Call Off Guarantee becomes invalid or unenforceable for any reason whatsoever,

and in each case the Call Off Guarantee (as applicable) is not replaced by an alternative guarantee agreement acceptable to the Customer; or

- (e) the Supplier fails to provide the documentation required by Clause 4.1 by the date so specified by the Customer.

#### **1.157 Termination on Material Default**

41.1.2 The Contracting Authority may terminate this Call Off Contract for material Default by issuing a Termination Notice to the Supplier where:

- (a) the Supplier commits a Critical Service Level Failure;
- (b) the representation and warranty given by the Supplier pursuant to Clause 3.2.5 (Representations and Warranties) is materially untrue or misleading, and the Supplier fails to provide details of proposed mitigating factors which in the reasonable opinion of the Contracting Authority are acceptable;
- (c) as a result of any Defaults, the Contracting Authority incurs Losses in any Contract Year which exceed 80% of the value of the Supplier's aggregate annual liability limit for that Contract Year as set out in Clauses 36.2.1(a) and 36.2.1(b) (Liability);
- (d) the Contracting Authority expressly reserves the right to terminate this Call Off Contract for material Default, including pursuant to any of the following Clauses: 6.2.3 (Implementation Plan), 8.3.2 (Undelivered Services), 14.1 (Critical Service Level Failure), 16.4 (Disruption), 21.5 (Records, Audit Access and Open Book Data), 24 (Promoting Tax Compliance), 34.3.9 (Confidentiality), 50.6.2 (Prevention of Fraud and Bribery), Paragraph 1.2.4 of the Annex to Part A and Paragraph 1.2.4 of the Annex to Part B of Call Off Schedule 11 (Staff Transfer);
- (e) the Supplier commits any material Default of this Call Off Contract which is not, in the reasonable opinion of the Customer, capable of remedy; and/or

- (f) the Supplier commits a Default, including a material Default, which in the opinion of the Contracting Authority is remediable but has not remedied such Default to the satisfaction of the Contracting Authority in accordance with the Rectification Plan Process;

41.1.3 For the purpose of Clause 41.2.1, a material Default may be a single material Default or a number of Defaults or repeated Defaults (whether of the same or different obligations and regardless of whether such Defaults are remedied) which taken together constitute a material Default.

#### **1.158 Termination in Relation to Financial Standing**

41.1.4 The Contracting Authority may terminate this Call Off Contract by issuing a Termination Notice to the Supplier where in the reasonable opinion of the Contracting Authority there is a material detrimental change in the financial standing and/or the credit rating of the Supplier which:

- (a) adversely impacts on the Supplier's ability to supply the Services under this Call Off Contract; or
- (b) could reasonably be expected to have an adverse impact on the Suppliers ability to supply the Services under this Call Off Contract.

#### **1.159 Termination on Insolvency**

41.1.5 The Contracting Authority may terminate this Call Off Contract by issuing a Termination Notice to the Supplier where an Insolvency Event affecting the Supplier occurs.

#### **1.160 Termination on Change of Control**

41.1.6 The Supplier shall notify the Contracting Authority immediately if the Supplier undergoes or is intending to undergo a Change of Control and provided this does not contravene any Law shall notify the Contracting Authority immediately in writing of any circumstances suggesting that a Change of Control is planned or in contemplation or has taken place. The Contracting Authority may terminate this Call Off Contract by issuing a Termination Notice to the Supplier within six (6) Months of:

- (a) being notified in writing that a Change of Control has occurred or is planned or in contemplation; or
- (b) where no notification has been made, the date that the Contracting Authority becomes aware that a Change of Control has occurred or is planned or is in contemplation,

but shall not be permitted to terminate where an Approval was granted prior to the Change of Control.

#### **1.161 Termination Without Cause**

41.1.7 The Contracting Authority shall have the right to terminate this Call Off Contract at any time by issuing a Termination Notice to the Supplier giving written notice of at least the number of days stipulated, for the purposes of this Clause 41.6.1, in the Order Form or elsewhere in this Call Off Contract.

#### **1.162 Termination in Relation to Framework Agreement**

41.1.8 The Contracting Authority may terminate this Call Off Contract by giving by issuing a Termination Notice to the Supplier if the Framework Agreement is terminated for any reason whatsoever.

#### **1.163 Termination In Relation to Benchmarking**

41.1.9 The Contracting Authority may terminate this Call Off Contract by issuing a Termination Notice to the Supplier if the Supplier refuses or fails to comply with its obligations as set out in paragraphs 1 and 2 of Framework Schedule 12 (Continuous Improvement and Benchmarking).

#### **1.164 Termination in Relation to Variation**

41.1.10 The Contracting Authority may terminate this Call Off Contract by issuing a Termination Notice to the Supplier for failure of the Parties to agree or the Supplier to implement a Variation in accordance with the Variation Procedure.

#### **41.2 Termination for failing to comply with the technical requirements of Cyber Essentials**

1.165 Where the Supplier and/or its Sub Contractors fails to comply with the technical requirements prescribed by Cyber Essentials in accordance with clause 24.5.5 of the Framework Agreement, the Contracting Authority shall be entitled to terminate this Call-Off Contract with immediate effect by serving a Termination Notice on the Supplier

### **42. SUPPLIER TERMINATION RIGHTS**

#### **1.166 Termination on Contracting Authority Cause for Failure to Pay**

42.1.1 The Supplier may, by issuing a Termination Notice to the Customer, terminate this Call Off Contract if the Contracting Authority fails to pay an undisputed sum due to the Supplier under this Call Off Contract which in aggregate exceeds the amount stipulated in the Order Form or elsewhere in this Call Off Contract for the purposes of this Clause (the “**Undisputed Sums Limit**”), and the said undisputed sum due remains outstanding for forty (40) Working Days (the “**Undisputed Sums Time Period**”) after the receipt by the Contracting Authority of a written notice of non-payment from the Supplier specifying:

- (a) the Contracting Authority failure to pay; and
- (b) the correct overdue and undisputed sum; and
- (c) the reasons why the undisputed sum is due; and
- (d) the requirement on the Contracting Authority to remedy the failure to pay; and

this Call Off Contract shall then terminate on the date specified in the Termination Notice (which shall not be less than twenty (20) Working Days from the date of the issue of the Termination Notice), save that such right of termination shall not apply where the failure to pay is due to the Contracting Authority exercising its rights under this Call Off Contract including Clause (Retention and Set off).

42.1.2 The Supplier shall not suspend the supply of the Services for failure of the Contracting Authority to pay undisputed sums of money (whether in whole or in part).

### **43. TERMINATION BY EITHER PARTY**

#### **1.167 Termination for continuing Force Majeure Event**

43.1.1 Either Party may, by issuing a Termination Notice to the other Party terminate this Call Off Contract if, in accordance with Clause 40.6.1(a) (Force Majeure).

### **44. PARTIAL TERMINATION, SUSPENSION AND PARTIAL SUSPENSION**

- 1.168 Where the Contracting Authority has the right to terminate this Call Off Contract, the Contracting Authority shall be entitled to terminate or suspend all or part of this Call Off Contract provided always that, if the Contracting Authority elects to terminate or suspend this Call Off Contract in part, the parts of this Call Off Contract not terminated or suspended can, in the Contracting Authority reasonable opinion, operate effectively to deliver the intended purpose of the surviving parts of this Call Off Contract.
- 1.169 Any suspension of this Call Off Contract under Clause 44.1 shall be for such period as the Contracting Authority may specify and without prejudice to any right of termination which has already accrued, or subsequently accrues, to the Customer.
- 1.170 The Parties shall seek to agree the effect of any Variation necessitated by a partial termination, suspension or partial suspension in accordance with the Variation Procedure, including the effect that the partial termination, suspension or partial suspension may have on the provision of any other Services and the Call Off Contract Charges, provided that the Supplier shall not be entitled to:
- 44.1.1 an increase in the Call Off Contract Charges in respect of the provision of the Services that have not been terminated if the partial termination arises due to the exercise of any of the Contracting Authority termination rights under Clause 41 (Contracting Authority Termination Rights) except Clause 41.6 (Termination Without Cause); and
- 44.1.2 reject the Variation.

#### **45. CONSEQUENCES OF EXPIRY OR TERMINATION**

- 1.171 Consequences of termination under Clauses 41.2 (Termination on Material Default), 41.3 (Termination in Relation to Financial Standing), 41.7 (Termination in Relation to Framework Agreement), 41.8 (Termination in Relation to Benchmarking) and 41.9 (Termination in Relation to Variation)
- 45.1.1 Where the Contracting Authority
- (a) terminates (in whole or in part) this Call Off Contract under any of the Clauses referred to in Clause; and
  - (b) then makes other arrangements for the supply of the Services,
- the Contracting Authority may recover from the Supplier the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Contracting Authority throughout the remainder of the Call Off Contract Period provided that Contracting Authority shall take all reasonable steps to mitigate such additional expenditure. No further payments shall be payable by the Contracting Authority to the Supplier until the Contracting Authority has established the final cost of making those other arrangements.
- 1.172 Consequences of termination under Clauses 41.6 (Termination without Cause) and 42.1 (Termination on Contracting Authority Cause for Failure to Pay)
- 45.1.2 Where:
- (a) the Contracting Authority terminates (in whole or in part) this Call Off Contract under Clause 41.6 (Termination without Cause); or



- (b) the Supplier terminates this Call Off Contract pursuant to Clause 42.1 (Termination on Contracting Authority Cause for Failure to Pay),

the Contracting Authority shall indemnify the Supplier against any reasonable and proven Losses which would otherwise represent an unavoidable loss by the Supplier by reason of the termination of this Call Off Contract, provided that the Supplier takes all reasonable steps to mitigate such Losses. The Supplier shall submit a fully itemised and costed list of such Losses, with supporting evidence including such further evidence as the Contracting Authority may require, reasonably and actually incurred by the Supplier as a result of termination under Clause 41.6 (Termination without Cause).

45.1.3 The Contracting Authority shall not be liable under Clause 45.2.1 to pay any sum which:

- (a) was claimable under insurance held by the Supplier, and the Supplier has failed to make a claim on its insurance, or has failed to make a claim in accordance with the procedural requirements of the insurance policy; or
- (b) when added to any sums paid or due to the Supplier under this Call Off Contract, exceeds the total sum that would have been payable to the Supplier if this Call Off Contract had not been terminated.

#### 1.173 Consequences of termination under Clause 43.1 (Termination for Continuing Force Majeure Event)

45.1.4 The costs of termination incurred by the Parties shall lie where they fall if either Party terminates or partially terminates this Agreement for a continuing Force Majeure Event pursuant to Clause 43.1 (Termination for Continuing Force Majeure Event).

#### 1.174 Consequences of Termination for Any Reason

45.1.5 Save as otherwise expressly provided in this Call Off Contract:

- (a) termination or expiry of this Call Off Contract shall be without prejudice to any rights, remedies or obligations accrued under this Call Off Contract prior to termination or expiration and nothing in this Call Off Contract shall prejudice the right of either Party to recover any amount outstanding at the time of such termination or expiry; and
- (b) termination of this Call Off Contract shall not affect the continuing rights, remedies or obligations of the Contracting Authority or the Supplier under Clauses 21 (Records, Audit Access & Open Book Data), 33 (Intellectual Property Rights), 34.3 (Confidentiality), 34.5 (Freedom of Information), 34.6 (Protection of Personal Data), 36 (Liability), 45 (Consequences of Expiry or Termination), 51 (Severance), 53 (Entire Agreement), 54 (Third Party Rights), 56 (Dispute Resolution) and 57 (Governing Law and Jurisdiction), and the provisions of Call Off Schedule 1 (Definitions), Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing), Call Off Schedule 10 (Exit Management), Call Off Schedule 11 (Staff Transfer), Call Off Schedule 12 (Dispute Resolution Procedure) and, without limitation to the foregoing, any other

provision of this Call Off Contract which expressly or by implication is to be performed or observed notwithstanding termination or expiry shall survive the Call Off Expiry Date.

**1.175Exit management**

45.1.6 The Parties shall comply with the exit management provisions set out in Call Off Schedule 10 (Exit Management).

**M. MISCELLANEOUS AND GOVERNING LAW**

**46. COMPLIANCE**

**1.176Health and Safety**

46.1.1 The Supplier shall perform its obligations under this Call Off Contract (including those in relation to the Services) in accordance with:

- (a) all applicable Law regarding health and safety; and
- (b) the Contracting Authority health and safety policy (as provided to the Supplier from time to time) whilst at the Contracting Authority Premises.

46.1.2 Each Party shall promptly notify the other of as soon as possible of any health and safety incidents or material health and safety hazards at the Contracting Authority Premises of which it becomes aware and which relate to or arise in connection with the performance of this Call Off Contract

46.1.3 While on the Contracting Authority Premises, the Supplier shall comply with any health and safety measures implemented by the Contracting Authority in respect of Supplier Personnel and other persons working there and any instructions from the Contracting Authority on any necessary associated safety measures.

**1.177Equality and Diversity**

46.1.4 The Supplier shall:

- (a) perform its obligations under this Call Off Contract (including those in relation to provision of the Services) in accordance with:
  - (i) all applicable equality Law (whether in relation to race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise); and
  - (ii) any other requirements and instructions which the Contracting Authority reasonably imposes in connection with any equality obligations imposed on the Contracting Authority at any time under applicable equality Law;
- (b) take all necessary steps, and inform the Contracting Authority of the steps taken, to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission or (any successor organisation).

**1.178Official Secrets Act and Finance Act**

46.1.5 The Supplier shall comply with the provisions of:

- (a) the Official Secrets Acts 1911 to 1989; and

(b) section 182 of the Finance Act 1989.

#### **1.179 Environmental Requirements**

- 46.1.6 The Supplier shall, when working on the Sites, perform its obligations under this Call Off Contract in accordance with the Environmental Policy of the Customer.
- 46.1.7 The Contracting Authority shall provide a copy of its written Environmental Policy (if any) to the Supplier upon the Supplier's written request.

#### **47. ASSIGNMENT AND NOVATION**

- 1.180 The Supplier shall not assign, novate, Sub-Contract or otherwise dispose of or create any trust in relation to any or all of its rights, obligations or liabilities under this Call Off Contract or any part of it without Approval.
- 1.181 The Contracting Authority may assign, novate or otherwise dispose of any or all of its rights, liabilities and obligations under this Call Off Contract or any part thereof to:
- 47.1.1 any other Contracting Authority; or
- 47.1.2 any other Authority established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Contracting Authority; or
- 47.1.3 any private sector Authority which substantially performs the functions of the Customer, and the Supplier shall, at the Contracting Authority request, enter into a novation agreement in such form as the Contracting Authority shall reasonably specify in order to enable the Contracting Authority to exercise its rights pursuant to this Clause 47.2.
- 1.182 A change in the legal status of the Contracting Authority such that it ceases to be a Contracting Authority shall not, subject to Clause 47.4 affect the validity of this Call Off Contract and this Call Off Contract shall be binding on any successor Authority to the Customer.
- 1.183 If the Contracting Authority assigns, novates or otherwise disposes of any of its rights, obligations or liabilities under this Call Off Contract to a Authority which is not a Contracting Authority or if a Authority which is not a Contracting Authority succeeds the Contracting Authority (both "**Transferee**" in the rest of this Clause) the right of termination of the Contracting Authority in Clause 41.4 (Termination on Insolvency) shall be available to the Supplier in the event of insolvency of the Transferee (as if the references to Supplier in Clause 41.4 (Termination on Insolvency) and to Supplier or Framework Guarantor or Call Off Guarantor in the definition of Insolvency Event were references to the Transferee).

#### **48. WAIVER AND CUMULATIVE REMEDIES**

- 1.184 The rights and remedies under this Call Off Contract may be waived only by notice in accordance with Clause 55 (Notices) and in a manner that expressly states that a waiver is intended. A failure or delay by a Party in ascertaining or exercising a right or remedy provided under this Call Off Contract or by Law shall not constitute a waiver of that right or remedy, nor shall it prevent or restrict the further exercise of.
- 1.185 Unless otherwise provided in this Call Off Contract, rights and remedies under this Call Off Contract are cumulative and do not exclude any rights or remedies provided by Law, in equity or otherwise.

#### **49. RELATIONSHIP OF THE PARTIES**

1.186 Except as expressly provided otherwise in this Call Off Contract, nothing in this Call Off Contract, nor any actions taken by the Parties pursuant to this Call Off Contract, shall create a partnership, joint venture or relationship of employer and employee or principal and agent between the Parties, or authorise either Party to make representations or enter into any commitments for or on behalf of any other Party.

## **50. PREVENTION OF FRAUD AND BRIBERY**

1.187 The Supplier represents and warrants that neither it, nor to the best of its knowledge any Supplier Personnel, have at any time prior to the Call Off Commencement Date:

50.1.1 committed a Prohibited Act or been formally notified that it is subject to an investigation or prosecution which relates to an alleged Prohibited Act; and/or

50.1.2 been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act.

1.188 The Supplier shall not during the Call Off Contract Period:

50.1.3 commit a Prohibited Act; and/or

50.1.4 do or suffer anything to be done which would cause the Contracting Authority or any of the Contracting Authority's employees, consultants, contractors, sub-contractors or agents to contravene any of the Relevant Requirements or otherwise incur any liability in relation to the Relevant Requirements.

1.189 The Supplier shall during the Call Off Contract Period:

50.1.5 establish, maintain and enforce, and require that its Sub-Contractors establish, maintain and enforce, policies and procedures which are adequate to ensure compliance with the Relevant Requirements and prevent the occurrence of a Prohibited Act;

50.1.6 keep appropriate records of its compliance with its obligations under Clause 50.3.1 and make such records available to the Contracting Authority on request;

50.1.7 if so required by the Customer, within twenty (20) Working Days of the Call Off Commencement Date, and annually thereafter, certify to the Contracting Authority in writing of the Supplier and all persons associated with it or its Sub-Contractors or other persons who are supplying the Services in connection with this Call Off Contract. The Supplier shall provide such supporting evidence of compliance as the Contracting Authority may reasonably request; and

50.1.8 have, maintain and where appropriate enforce an anti-bribery policy (which shall be disclosed to the Contracting Authority on request) to prevent it and any Supplier Personnel or any person acting on the Supplier's behalf from committing a Prohibited Act.

1.190 The Supplier shall immediately notify the Contracting Authority in writing if it becomes aware of any breach of Clause 50.1, or has reason to believe that it has or any of the Supplier Personnel have:

50.1.9 been subject to an investigation or prosecution which relates to an alleged Prohibited Act;

50.1.10 been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible

for participation in government procurement programmes or contracts on the grounds of a Prohibited Act; and/or

50.1.11 received a request or demand for any undue financial or other advantage of any kind in connection with the performance of this Call Off Contract or otherwise suspects that any person or Party directly or indirectly connected with this Call Off Contract has committed or attempted to commit a Prohibited Act.

1.191 If the Supplier makes a notification to the Contracting Authority pursuant to Clause 50.4, the Supplier shall respond promptly to the Contracting Authority enquiries, co-operate with any investigation, and allow the Contracting Authority to audit any books, records and/or any other relevant documentation in accordance with Clause 21 (Records, Audit Access and Open Book Data).

1.192 If the Supplier breaches Clause 50.3, the Contracting Authority may by notice:

50.1.12 require the Supplier to remove from performance of this Call Off Contract any Supplier Personnel whose acts or omissions have caused the Supplier's breach; or

50.1.13 immediately terminate this Call Off Contract for material Default.

1.193 Any notice served by the Contracting Authority under Clause 50.4 shall specify the nature of the Prohibited Act, the identity of the Party who the Contracting Authority believes has committed the Prohibited Act and the action that the Contracting Authority has elected to take (including, where relevant, the date on which this Call Off Contract shall terminate).

## **51. SEVERANCE**

1.194 If any provision of this Call Off Contract (or part of any provision) is held to be void or otherwise unenforceable by any court of competent jurisdiction, such provision (or part) shall to the extent necessary to ensure that the remaining provisions of this Call Off Contract are not void or unenforceable be deemed to be deleted and the validity and/or enforceability of the remaining provisions of this Call Off Contract shall not be affected.

1.195 In the event that any deemed deletion under Clause 51.1 is so fundamental as to prevent the accomplishment of the purpose of this Call Off Contract or materially alters the balance of risks and rewards in this Call Off Contract, either Party may give notice to the other Party requiring the Parties to commence good faith negotiations to amend this Call Off Contract so that, as amended, it is valid and enforceable, preserves the balance of risks and rewards in this Call Off Contract and, to the extent that is reasonably practicable, achieves the Parties' original commercial intention.

1.196 If the Parties are unable to resolve the Dispute arising under this Clause 51 within twenty (20) Working Days of the date of the notice given pursuant to Clause 51.2, this Call Off Contract shall automatically terminate with immediate effect. The costs of termination incurred by the Parties shall lie where they fall if this Call Off Contract is terminated pursuant to this Clause 51.

## **52. FURTHER ASSURANCES**

1.197 Each Party undertakes at the request of the other, and at the cost of the requesting Party to do all acts and execute all documents which may be necessary to give effect to the meaning of this Call Off Contract.

## **53. ENTIRE AGREEMENT**

- 1.198 This Call Off Contract and the documents referred to in it constitute the entire agreement between the Parties in respect of the matter and supersedes and extinguishes all prior negotiations, course of dealings or agreements made between the Parties in relation to its subject matter, whether written or oral.
- 1.199 Neither Party has been given, nor entered into this Call Off Contract in reliance on, any warranty, statement, promise or representation other than those expressly set out in this Call Off Contract.
- 1.200 Nothing in this Clause 53 shall exclude any liability in respect of misrepresentations made fraudulently.

#### 54. **THIRD PARTY RIGHTS**

- 1.201 The provisions of paragraphs 2.1 and 2.6 of Part A, paragraphs 2.1, 2.6, 3.1 and 3.3 of Part B, paragraphs 2.1 and 2.3 of Part C and paragraphs and 1.4, 2.3 and 2.8 of Part D of Call Off Schedule 11 (Staff Transfer) and the provisions of paragraph 9.9 of Schedule 10 (Exit Management) (together "**Third Party Provisions**") confer benefits on persons named in such provisions other than the Parties (each such person a "**Third Party Beneficiary**") and are intended to be enforceable by Third Parties Beneficiaries by virtue of the CRTPA.
- 1.202 Subject to Clause 54.1, a person who is not a Party to this Call Off Contract has no right under the CTRPA to enforce any term of this Call Off Contract but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.
- 1.203 No Third Party Beneficiary may enforce, or take any step to enforce, any Third Party Provision without the prior written consent of the Customer, which may, if given, be given on and subject to such terms as the Contracting Authority may determine.
- 1.204 Any amendments or modifications to this Call Off Contract may be made, and any rights created under Clause 54.1 may be altered or extinguished, by the Parties without the consent of any Third Party Beneficiary.

#### 55. **NOTICES**

- 1.205 Except as otherwise expressly provided within this Call Off Contract, any notices sent under this Call Off Contract must be in writing. For the purpose of this Clause 55, an e-mail is accepted as being "in writing".
- 1.206 Subject to Clause 55.3, the following table sets out the method by which notices may be served under this Call Off Contract and the respective deemed time and proof of service:

Manner of Delivery	Deemed time of delivery	Proof of Service
Email (Subject to Clauses 55.3 and 55.4)	9.00am on the first Working Day after sending	Dispatched as a pdf attachment to an e-mail to the correct e-mail address without any error message
Personal delivery	On delivery, provided delivery is between 9.00am and 5.00pm on a Working Day. Otherwise, delivery will	Properly addressed and delivered as evidenced by signature of a delivery receipt

	occur at 9.00am on the next Working Day	
Royal Mail Signed For™ 1 <sup>st</sup> Class or other prepaid, next Working Day service providing proof of delivery	At the time recorded by the delivery service, provided that delivery is between 9.00am and 5.00pm on a Working Day. Otherwise, delivery will occur at 9.00am on the same Working Day (if delivery before 9.00am) or on the next Working Day (if after 5.00pm)	Properly addressed prepaid and delivered as evidenced by signature of a delivery receipt

1.207 The following notices may only be served as an attachment to an email if the original notice is then sent to the recipient by personal delivery or Royal Mail Signed For™ 1<sup>st</sup> Class or other prepaid in the manner set out in the table in Clause 55.2:

55.1.1 any Termination Notice (Clause (Contracting Authority Termination Rights)),

55.1.2 any notice in respect of:

- (a) partial termination, suspension or partial suspension (Clause 44 (Partial Termination, Suspension and Partial Suspension)),
- (b) waiver (Clause 48 (Waiver and Cumulative Remedies))
- (c) Default or Contracting Authority Cause; and

55.1.3 any Dispute Notice.

1.208 Failure to send any original notice by personal delivery or recorded delivery in accordance with Clause 55.3 shall invalidate the service of the related e-mail transmission. The deemed time of delivery of such notice shall be the deemed time of delivery of the original notice sent by personal delivery or Royal Mail Signed For™ 1<sup>st</sup> Class delivery (as set out in the table in Clause 55.2) or, if earlier, the time of response or acknowledgement by the other Party to the email attaching the notice.

1.209 This Clause 55 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution (other than the service of a Dispute Notice under the Dispute Resolution Procedure).

1.210 For the purposes of this Clause 55, the address and email address of each Party shall be the address and email address set out in the Order Form.

## 56. DISPUTE RESOLUTION

1.211 The Parties shall resolve Disputes arising out of or in connection with this Call Off Contract in accordance with the Dispute Resolution Procedure.

1.212 The Supplier shall continue to provide the Services in accordance with the terms of this Call Off Contract until a Dispute has been resolved.

## 57. GOVERNING LAW AND JURISDICTION

- 1.213 This Call Off Contract and any issues, Disputes or claims (whether contractual or non-contractual) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the laws of England and Wales.
- 1.214 Subject to Clause 56 (Dispute Resolution) and Call Off Schedule 12 (Dispute Resolution Procedure) (including the Contracting Authority right to refer the Dispute to arbitration), the Parties agree that the courts of England and Wales shall have exclusive jurisdiction to settle any Dispute or claim (whether contractual or non-contractual) that arises out of or in connection with this Call Off Contract or its subject matter or formation.



## CALL OFF SCHEDULE 1: DEFINITIONS

1. In accordance with Clause **1** (Definitions and Interpretations) of this Call Off Contract including its recitals the following expressions shall have the following meanings:

<b>"Achieve"</b>	1 means in respect of a Test, to successfully pass such Test without any Test Issues in accordance with the Test Strategy Plan and in respect of a Milestone, the issue of a Satisfaction Certificate in respect of that Milestone and <b>"Achieved"</b> , <b>"Achieving"</b> and <b>"Achievement"</b> shall be construed accordingly;
<b>"Acquired Rights Directive"</b>	2 means the European Council Directive 77/187/EEC on the approximation of laws of European member states relating to the safeguarding of employees' rights in the event of transfers of undertakings, businesses or parts of undertakings or businesses, as amended or re-enacted from time to time;
<b>"Additional Clauses"</b>	3 means the additional Clauses in Call Off Schedule 14 (Alternative and/or Additional Clauses) and any other additional Clauses set out in the Order Form or elsewhere in this Call Off Contract;
<b>"Affected Party"</b>	4 means the party seeking to claim relief in respect of a Force Majeure;
<b>"Affiliates"</b>	5 means in relation to a Authority corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control of that Authority corporate from time to time;
<b>"Alternative Clauses"</b>	6 means the alternative Clauses in Call Off Schedule 14 (Alternative and/or Additional Clauses) and any other alternative Clauses set out in the Order Form or elsewhere in this Call Off Contract;
<b>"Approval"</b>	7 means the prior written consent of the Contracting Authority and <b>"Approve"</b> and <b>"Approved"</b> shall be construed accordingly;
<b>"Approved Sub-Licensee"</b>	8 means any of the following: a) a Central Government Authority; b) any third party providing services to a Central Government Authority; and/or c) any Authority (including any private sector Authority) which performs or carries on any of the functions and/or activities that previously had been performed and/or carried on by the Customer;
<b>"Auditor"</b>	9 means: a) the Contracting Authority internal and external auditors; b) the Contracting Authority statutory or regulatory auditors;

	<p>c) the Comptroller and Auditor General, their staff and/or any appointed representatives of the National Audit Office</p> <p>d) HM Treasury or the Cabinet Office</p> <p>e) any party formally appointed by the Contracting Authority to carry out audit or similar review functions; and</p> <p>f) successors or assigns of any of the above;</p>
"Authority"	10 means <b>THE MINISTER FOR THE CABINET OFFICE ("Cabinet Office")</b> as represented by Crown Commercial Service, a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP;
"BCDR Plan"	11 means the plan prepared pursuant to paragraph 2 of Call Off Schedule 9 (Business Continuity and Disaster Recovery), as may be amended from time to time;
"BCDR Services"	12 means the Business Continuity Services and Disaster Recovery Services;
"Business Continuity Services"	13 has the meaning given to it in paragraph 4.2.2 of Call Off Schedule 9 (Business Continuity and Disaster Recovery);
"Call Off Contract"	14 means a legally binding agreement (entered into pursuant to the provisions of the Framework Agreement) for the provision of the Services made between a Contracting Authority and the Supplier pursuant to Framework Schedule 5 (Call Off Procedure);
"Call Off Commencement Date"	15 means the date of commencement of this Call Off Contract set out in paragraph 1.1 of the Order Form;
"Call Off Contract"	16 means this contract between the Contracting Authority and the Supplier (entered into pursuant to the provisions of the Framework Agreement) consisting of the Order Form and the Call Off Terms;
"Call Off Contract Charges"	17 means the prices (inclusive of any Milestone Payments and exclusive of any applicable VAT), payable to the Supplier by the Contracting Authority under this Call Off Contract, as set out in Annex 1 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing), for the full and proper performance by the Supplier of its obligations under this Call Off Contract less any Deductions;
"Call Off Contract Period"	18 means the term of this Call Off Contract from the Call Off Commencement Date until the Call Off Expiry Date, which shall in no event exceed a maximum duration of four (4) years;

<b>"Call Off Contract Year"</b>	19 means a consecutive period of twelve (12) Months commencing on the Call Off Commencement Date or each anniversary thereof;
<b>"Call Off Expiry Date"</b>	20 means: a) the end date of the Call Off Initial Period or any Call Off Extension Period; or b) if this Call Off Contract is terminated before the date specified in (a) above, the earlier date of termination of this Call Off Contract;
<b>"Call Off Extension Period"</b>	21 means the extension term of this Call Off Contract from the end date of the Call Off Initial Period to the end date of the extension period stated in the Order Form;
<b>"Call Off Guarantee"</b>	22 means a deed of guarantee that may be required under this Call Off Contract in favour of the Contracting Authority in the form set out in Framework Schedule 13 (Guarantee) granted pursuant to Clause 7 (Call Off Guarantee);
<b>"Call Off Guarantor"</b>	23 means the person, in the event that a Call Off Guarantee is required under this Call Off Contract, acceptable to the Contracting Authority to give a Call Off Guarantee;
<b>"Call Off Initial Period"</b>	24 means the initial term of this Call Off Contract from the Call Off Commencement Date to the end date of the initial term stated in the Order Form;
<b>"Call Off Schedule"</b>	25 means a schedule to this Call Off Contract;
<b>"Call Off Terms"</b>	26 means these terms and conditions entered by the Parties (excluding the Order Form) in respect of the provision of the Services, together with the Call Off Schedules hereto;
<b>"Central Government Authority"</b>	27 means a Authority 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: a) Government Department; b) Non-Departmental Public Authority or Assembly Sponsored Public Authority (advisory, executive, or tribunal); c) Non-Ministerial Department; or d) Executive Agency;
<b>"Change in Law"</b>	28 means any change in Law which impacts on the supply of the Services and performance of the Call Off Terms which comes into force after the Call Off Commencement Date;

<b>"Change of Control"</b>	29 means a change of control within the meaning of Section 450 of the Corporation Tax Act 2010;
<b>"Charges"</b>	30 means the charges raised under or in connection with a Call Off Agreement from time to time, which Charges shall be calculated in a manner which is consistent with the Charging Structure;
<b>"Charging Structure"</b>	31 means the structure to be used in the establishment of the charging model which is applicable to each Call Off Agreement, which structure is set out in Framework Schedule 3 (Framework Prices and Charging Structure);
<b>"Commercially Sensitive Information"</b>	32 means the Confidential information listed in the Order Form (if any) comprising of a commercially sensitive information relating to the Supplier, its IPR or its business or which the Supplier has indicated to the Contracting Authority that, if disclosed by the Customer, would cause the Supplier significant commercial disadvantage or material financial loss;
<b>"Comparable Supply"</b>	33 means the supply of Services to another Contracting Authority of the Supplier that are the same or similar to the Services;
<b>"Compensation for Critical Service Level Failure"</b>	34 has the meaning given to it in Clause 14.1.2 (Critical Service Level Failure);
<b>"Confidential Information"</b>	35 means the Contracting Authority Confidential Information and/or the Supplier's Confidential Information, as the context specifies;
<b>"Continuous Improvement Plan"</b>	36 means a plan for improving the provision of the Services and/or reducing the Charges produced by the Supplier pursuant to Framework Schedule 12 (Continuous Improvement and Benchmarking);
<b>"Contracting Authority"</b>	37 means the Contracting Authority and any other bodies listed in paragraph [VI.3] of the OJEU Notice;
<b>"Control"</b>	38 means control as defined in section 1124 and 450 Corporation Tax Act 2010 and "Controls" and "Controlled" shall be interpreted accordingly;
<b>"Conviction"</b>	39 means other than for minor road traffic offences, any previous or pending prosecutions, convictions, cautions and binding over orders (including any spent convictions as contemplated by section 1(1) of the Rehabilitation of Offenders Act 1974 by virtue of the exemptions specified in Part II of Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (SI 1975/1023) or any replacement or amendment to that Order, or being placed on a list kept pursuant to section 1 of the Protection of Children Act 1999 or being placed on a list kept pursuant to the Safeguarding Vulnerable Groups Act 2006;

<p><b>"Costs"</b></p>	<p>40 the following costs (without double recovery) to the extent that they are reasonably and properly incurred by the Supplier in providing the Services:</p> <ul style="list-style-type: none"> <li>a) the cost to the Supplier or the Key Sub-Contractor (as the context requires), calculated per Man Day, of engaging the Supplier Personnel, including: <ul style="list-style-type: none"> <li>i) base salary paid to the Supplier Personnel;</li> <li>ii) employer's national insurance contributions;</li> <li>iii) pension contributions;</li> <li>iv) car allowances;</li> <li>v) any other contractual employment benefits;</li> <li>vi) staff training;</li> <li>vii) work place accommodation;</li> <li>viii) work place IT equipment and tools reasonably necessary to provide the Services (but not including items included within limb (b) below); and</li> <li>ix) reasonable recruitment costs, as agreed with the Customer;</li> </ul> </li> <li>b) costs incurred in respect of those Supplier Assets which are detailed on the Registers and which would be treated as capital costs according to generally accepted accounting principles within the UK, which shall include the cost to be charged in respect of Supplier Assets by the Supplier to the Contracting Authority or (to the extent that risk and title in any Supplier Asset is not held by the Supplier) any cost actually incurred by the Supplier in respect of those Supplier Assets;</li> <li>c) operational costs which are not included within (a) or (b) above, to the extent that such costs are necessary and properly incurred by the Supplier in the provision of the Services;</li> </ul> <p>ing:</p> <ul style="list-style-type: none"> <li>d) Overhead;</li> <li>e) financing or similar costs;</li> <li>f) maintenance and support costs to the extent that these relate to maintenance and/or support services provided beyond the Call Off Contract Period whether in relation to Supplier Assets or otherwise;</li> <li>g) taxation;</li> <li>h) fines and penalties;</li> <li>i) amounts payable under Clause 25 (Benchmarking); and</li> </ul>
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	j) non-cash items (including depreciation, amortisation, impairments and movements in provisions);
<b>"Critical Service Level Failure"</b>	41 means any instance of critical service level failure specified in Annex 2 to Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring);
<b>"Crown"</b>	42 means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;
<b>"Crown Authority"</b>	43 means any department, office or executive agency of the Crown;
<b>"CRTPA"</b>	44 means the Contracts (Rights of Third Parties) Act 1999;
<b>"Customer"</b>	45 means the customer(s) identified in the Order Form;
<b>"Contracting Authority Assets"</b>	46 means the Contracting Authority infrastructure, data, software, materials, assets, equipment or other property owned by and/or licensed or leased to the Contracting Authority and which is or may be used in connection with the provision of the Services;
<b>"Contracting Authority Background IPR"</b>	47 means: <ul style="list-style-type: none"> <li>a) IPRs owned by the Contracting Authority before the Call Off Commencement Date, including IPRs contained in any of the Contracting Authority Know-How, documentation, software, processes and procedures;</li> <li>b) IPRs created by the Contracting Authority independently of this Call Off Contract; and/or</li> <li>c) Crown Copyright which is not available to the Supplier otherwise than under this Call Off Contract;</li> </ul>
<b>"Contracting Authority Cause"</b>	48 means any breach of the obligations of the Contracting Authority or any other default, act, omission, negligence or statement of the Customer, of its employees, servants, agents in connection with or in relation to the subject-matter of this Call Off Contract and in respect of which the Contracting Authority is liable to the Supplier;
<b>"Contracting Authority Data"</b>	49 means: <ul style="list-style-type: none"> <li>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 Contracting Authority Confidential Information, and which:</li> </ul>

	<ul style="list-style-type: none"> <li>i) are supplied to the Supplier by or on behalf of the Customer; or</li> <li>ii) the Supplier is required to generate, process, store or transmit pursuant to this Call Off Contract; or</li> </ul> <p>b) any Personal Data for which the Contracting Authority is the Data Controller;</p>
<b>"Contracting Authority Premises"</b>	50 means premises owned, controlled or occupied by the Contracting Authority which are made available for use by the Supplier or its Sub-Contractors for provision of the Services (or any of them);
<b>"Contracting Authority Property"</b>	51 means the property, other than real property and IPR, including any equipment issued or made available to the Supplier by the Contracting Authority in connection with this Call Off Contract;
<b>"Contracting Authority Representative"</b>	52 means the representative appointed by the Contracting Authority from time to time in relation to this Call Off Contract;
<b>"Contracting Authority Responsibilities"</b>	53 means the responsibilities of the Contracting Authority set out in the Part B of Call Off Schedule 4 (Implementation Plan, Contracting Authority Responsibilities and Key Personnel) and any other responsibilities of the Contracting Authority in the Order Form or agreed in writing between the Parties from time to time in connection with this Call Off Contract;
<b>"Contracting Authority Confidential Information"</b>	<p>54 means:</p> <ul style="list-style-type: none"> <li>a) all Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, property rights, trade secrets, Know-How and IPR of the Contracting Authority (including all Contracting Authority Background IPR and Project Specific IPR);</li> <li>b) any other information clearly designated as being confidential (whether or not it is marked "confidential") or which ought reasonably be considered confidential which comes (or has come) to the Contracting Authority attention or into the Contracting Authority possession in connection with this Call Off Contract; and</li> <li>c) information derived from any of the above;</li> </ul>
<b>"Data Controller"</b>	55 has the meaning given to it in the General Data Protection Regulation 2018, as amended from time to time;
<b>"Data Processor"</b>	56 has the meaning given to it in the General Data Protection Regulation 2018, as amended from time to time;
<b>"Data Protection Legislation"</b>	means:

	<p>the GDPR, the LED and any applicable national implementing Laws as amended from time to time;</p> <p>the DPA to the extent that it relates to processing of personal data and privacy;</p> <p>all applicable Law about the processing of personal data and privacy;</p> <p>57</p>
<b>"Data Protection Officer"</b>	has the meaning given in the GDPR;
<b>"Data Subject"</b>	58 has the meaning given to it in the Data Protection Act 2018, as amended from time to time;
<b>"Data Subject Access Request"</b>	59 means a request made by a Data Subject in accordance with rights granted pursuant to the DPA 2018 as amended from time to time to access his or her Personal Data;
<b>"Deductions"</b>	60 means all Service Credits, Delay Payments or any other deduction which the Contracting Authority is paid or is payable under this Call Off Contract;
<b>"Default"</b>	61 means any breach of the obligations of the Supplier (including but not limited to including abandonment of this Call Off Contract in breach of its terms) or any other default (including material Default) after the words, act, omission, negligence or statement of the Supplier, of its Sub-Contractors or any Supplier Personnel howsoever arising in connection with or in relation to the subject-matter of this Call Off Contract and in respect of which the Supplier is liable to the Customer;
<b>"Delay"</b>	<p>62 means:</p> <ul style="list-style-type: none"> <li>a) a delay in the Achievement of a Milestone by its Milestone Date; or</li> <li>b) a delay in the design, development, testing or implementation of a Deliverable by the relevant date set out in the Implementation Plan;</li> </ul>
<b>"Delay Payments"</b>	63 means the amounts payable by the Supplier to the Contracting Authority in respect of a delay in respect of a Milestone as specified in the Implementation Plan;
<b>"Delay Period Limit"</b>	64 shall be the number of days specified in Part A of Call Off Schedule 4: Implementation Plan, Contracting Authority Responsibilities and Key Personnel, for the purposes of 6.4.1(b)(ii);
<b>"Deliverable"</b>	65 means an item or feature in the supply of the Services delivered or to be delivered by the Supplier at or before a Milestone Date listed in the Implementation Plan (if any) or at any other stage during the performance of this Call Off Contract;



<b>"Delivery"</b>	66 means, in respect of Goods, the time at which the Goods have been delivered and, in respect of Services, the time at which the Services have been provided or performed by the Supplier as confirmed by the issue by the Contracting Authority of a Satisfaction Certificate in respect of the relevant Milestone thereof (if any) or otherwise in accordance with this Call Off Contract and accepted by the Contracting Authority and <b>"Deliver"</b> and <b>"Delivered"</b> shall be construed accordingly;
<b>"Disaster"</b>	67 means the occurrence of one or more events which, either separately or cumulatively, mean that the Services, or a material part thereof will be unavailable (or could reasonably be anticipated to be unavailable) for the period specified in the Order Form or elsewhere in the Call Off Contract (for the purposes of this definition the <b>"Disaster Period"</b> )
<b>"Disaster Recovery Services"</b>	68 means the services embodied in the processes and procedures for restoring the provision of Services following the occurrence of a Disaster, as detailed further in Call Off Schedule 9 (Business Continuity and Disaster Recovery);
<b>"Disclosing Party"</b>	69 has the meaning given to it in Clause 34.3.1 (Confidentiality);
<b>"Dispute"</b>	70 means any dispute, difference or question of interpretation arising out of or in connection with this Call Off Contract, including any dispute, difference or question of interpretation relating to the Services, failure to agree in accordance with the Variation Procedure or any matter where this Call Off Contract directs the Parties to resolve an issue by reference to the Dispute Resolution Procedure;
<b>"Dispute Notice"</b>	71 means a written notice served by one Party on the other stating that the Party serving the notice believes that there is a Dispute;
<b>"Dispute Resolution Procedure"</b>	72 means the dispute resolution procedure set out in Call Off Schedule 12 (Dispute Resolution Procedure);
<b>"Documentation"</b>	73 means all documentation as: <ul style="list-style-type: none"> <li>a) is required to be supplied by the Supplier to the Contracting Authority under this Call Off Contract;</li> <li>b) would reasonably be required by a competent third party capable of Good Industry Practice contracted by the Contracting Authority to develop, configure, build, deploy, run, maintain, upgrade and test the individual systems that provide the Services;</li> <li>c) is required by the Supplier in order to provide the Services; and/or</li> <li>d) has been or shall be generated for the purpose of providing the Services;</li> </ul>
<b>"DOTAS"</b>	74 means the Disclosure of Tax Avoidance Schemes rules which require a promoter of tax schemes to tell

	HMRC of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act 2004 and as extended to national insurance contributions by the National Insurance Contributions (Application of Part 7 of the Finance Act 2004) Regulations 2012, SI 2012/1868) made under section 132A of the Social Security Administration Act 1992;
<b>"Due Diligence Information"</b>	<b>75</b> means any information supplied to the Supplier by or on behalf of the Contracting Authority prior to the Call Off Commencement Date;
<b>"Employee Liabilities"</b>	<p><b>76</b> means all claims, actions, proceedings, orders, demands, complaints, investigations (save for any claims for personal injury which are covered by insurance) and any award, compensation, damages, tribunal awards, fine, loss, order, penalty, disbursement, payment made by way of settlement and costs, expenses and legal costs reasonably incurred in connection with a claim or investigation including in relation to the following:</p> <ul style="list-style-type: none"> <li>a) redundancy payments including contractual or enhanced redundancy costs, termination costs and notice payments;</li> <li>b) unfair, wrongful or constructive dismissal compensation;</li> <li>c) compensation for discrimination on grounds of sex, race, disability, age, religion or belief, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation or claims for equal pay;</li> <li>d) compensation for less favourable treatment of part-time workers or fixed term employees;</li> <li>e) outstanding debts and unlawful deduction of wages including any PAYE and National Insurance Contributions in relation to payments made by the Contracting Authority or the Replacement Supplier to a Transferring Supplier Employee which would have been payable by the Supplier or the Sub-Contractor if such payment should have been made prior to the Service Transfer Date;</li> <li>f) claims whether in tort, contract or statute or otherwise;</li> <li>g) any investigation by the Equality and Human Rights Commission or other enforcement, regulatory or supervisory Authority and of implementing any requirements which may arise from such investigation;</li> </ul>

<b>"Employment Regulations"</b>	77 means the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) as amended or replaced or any other Regulations implementing the Acquired Rights Directive;
<b>"Environmental Information Regulations or EIRs"</b>	78 means to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment, including any written environmental policy of the Customer;
<b>"Environmental Policy"</b>	79 means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations;
<b>"Estimated Year 1 Call Off Contract Charges"</b>	80 means the sum in pounds estimated by the Contracting Authority to be payable by it to the Supplier as the total aggregate Call Off Contract Charges from the Call Off Commencement Date until the end of the first Call Off Contract Year stipulated in the Order Form or elsewhere in this Call Off Contract;
<b>"Expedited Dispute Timetable"</b>	81 means the timetable set out in paragraph 5 of Schedule 12 (Dispute Resolution Procedure);
<b>"FOIA"</b>	82 means the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation;
<b>"Force Majeure"</b>	<p>83 means any event, occurrence, circumstance, matter or cause affecting the performance by either the Contracting Authority or the Supplier of its obligations arising from:</p> <ul style="list-style-type: none"> <li>a) acts, events, omissions, happenings or non-happenings beyond the reasonable control of the Affected Party which prevent or materially delay the Affected Party from performing its obligations under this Call Off Contract;</li> <li>b) riots, civil commotion, war or armed conflict, acts of terrorism, nuclear, biological or chemical warfare;</li> <li>c) acts of the Crown, local government or Regulatory Bodies;</li> <li>d) fire, flood or any disaster; and</li> <li>e) an industrial dispute affecting a third party for which a substitute third party is not reasonably available but excluding: <ul style="list-style-type: none"> <li>i) any industrial dispute relating to the Supplier, the Supplier Personnel (including any subsets of</li> </ul> </li> </ul>

	<p>them) or any other failure in the Supplier or the Sub-Contractor's supply chain; and</p> <p>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</p> <p>iii) any failure of delay caused by a lack of funds;</p>
<b>"Force Majeure Notice"</b>	84 means a written notice served by the Affected Party on the other Party stating that the Affected Party believes that there is a Force Majeure Event;
<b>"Former Supplier"</b>	85 means a supplier supplying the Services to the Contracting Authority before the Relevant Transfer Date that are the same as or substantially similar to the Services (or any part of the Services) and shall include any sub-contractor of such supplier (or any sub-contractor of any such sub-contractor);
<b>"Framework Agreement"</b>	86 means the Framework Agreement between the Authority and the Supplier referred to in the Order Form;
<b>"Framework Commencement Date"</b>	87 means the date of commencement of the Framework Agreement as stated in the Call Off Schedule 1 (Definitions);
<b>"Framework Period"</b>	88 means the period from the Framework Commencement Date until the expiry or earlier termination of the Framework Agreement;
<b>"Framework Price(s)"</b>	89 means the price(s) applicable to the provision of the Services set out in Framework Schedule 3 (Framework Prices and Charging Structure);
<b>"Framework Schedule"</b>	90 means a schedule to the Framework Agreement;
<b>"Fraud"</b>	91 means any offence under any Laws creating offences in respect of fraudulent acts (including the Misrepresentation Act 1967) or at common law in respect of fraudulent acts including acts of forgery;
<b>"Further Competition Procedure"</b>	92 means the award procedure described in paragraph 3 of Framework Schedule 5 (Call Off Procedure);
<b>"GDPR"</b>	93 means the General Data Protection Regulation (Regulation (EU) 2016/679)
<b>"General Anti-Abuse Rule"</b>	94 means (a) the legislation in Part 5 of the Finance Act 2013 and; and (b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid national insurance contributions;
<b>"General Change in Law"</b>	95 means a Change in Law where the change is of a general legislative nature (including taxation or duties of any sort affecting the Supplier) or which affects or relates to a Comparable Supply;

<b>"Good Industry Practice"</b>	96 means 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 Authority engaged within the relevant industry or business sector;
<b>"Government"</b>	97 means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including government ministers and government departments and other bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;
<b>"Halifax Abuse Principle"</b>	98 means the principle explained in the CJEU Case C-255/02 Halifax and others;
<b>"HMRC"</b>	99 means Her Majesty's Revenue and Customs;
<b>"Holding Company"</b>	100 has the meaning given to it in section 1159 of the Companies Act 2006;
<b>"ICT Policy"</b>	101 means the Contracting Authority ICT policy in force as at the Call Off Commencement Date (a copy of which has been supplied to the Supplier), as updated from time to time in accordance with the Variation Procedure; 102
<b>"Impact Assessment"</b>	103 has the meaning given to it in Clause 22.1.3 (Variation Procedure);
<b>"Implementation Plan"</b>	104 means the plan set out in the Order Form;
<b>"Information"</b>	105 has the meaning given to it under section 84 of the Freedom of Information Act 2000;
<b>"Insolvency Event"</b>	106 means, in respect of the Supplier or Framework Guarantor or Call Off Guarantor (as applicable): <ul style="list-style-type: none"> <li>a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors; or</li> <li>b) a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation); or</li> <li>c) a petition is presented for its winding up (which is not dismissed within fourteen (14) Working Days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to section 98 of the Insolvency Act 1986; or</li> </ul>

	<ul style="list-style-type: none"> <li>d) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or</li> <li>e) an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given; or</li> <li>f) it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986; or</li> <li>g) being a "small company" within the meaning of section 382(3) of the Companies Act 2006, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or</li> <li>h) where the Supplier or Framework Guarantor or Call Off Guarantor is an individual or partnership, any event analogous to those listed in limbs (a) to (g) (inclusive) occurs in relation to that individual or partnership; or</li> <li>i) any event analogous to those listed in limbs (a) to (h) (inclusive) occurs under the law of any other jurisdiction;</li> </ul>
<b>"Intellectual Property Rights" or "IPR"</b>	<p>107 means</p> <ul style="list-style-type: none"> <li>a) copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade or business names, designs, Know-How, trade secrets and other rights in Confidential Information;</li> <li>b) applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and</li> <li>c) all other rights having equivalent or similar effect in any country or jurisdiction;</li> </ul>
<b>"IPR Claim"</b>	<p>108 means any claim of infringement or alleged infringement (including the defence of such infringement or alleged infringement) of any IPR, used to provide the Services or as otherwise provided and/or licensed by the Supplier (or to which the Supplier has provided access) to the Contracting Authority in the fulfilment of its obligations under this Call Off Contract;</p>
<b>"Joint Controllers"</b>	<p>means where two or more Controllers jointly determine the purposes and means of processing;</p>
<b>"Key Performance Indicators" or "KPIs"</b>	<p>109 means the performance measurements and targets in respect of the Supplier's performance of the Framework</p>

	Agreement set out in Part B of Framework Schedule 2 (Services and Key Performance Indicators);
<b>"Key Personnel"</b>	110 means the individuals (if any) identified as such in Part C of Call Off Schedule 4 (Implementation Plan, Contracting Authority Responsibilities and Key Personnel);
<b>"Key Role(s) "</b>	111 has the meaning given to it in Clause 26.1 (Key Personnel);
<b>"Key Sub-Contract"</b>	112 means each Sub-Contract with a Key Sub-Contractor;
<b>"Key Sub-Contractor"</b>	113 means any Sub-Contractor: <ul style="list-style-type: none"> <li>a) listed in Framework Schedule 7 (Key Sub-Contractors);</li> <li>b) which, in the opinion of the Authority and the Customer, performs (or would perform if appointed) a critical role in the provision of all or any part of the Services; and/or</li> <li>c) with a Sub-Contract with a contract value which at the time of appointment exceeds (or would exceed if appointed) 10% of the aggregate Call Off Contract Charges forecast to be payable under this Call Off Contract;</li> </ul>
<b>"Know-How"</b>	114 means all ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the Services but excluding know-how already in the other Party's possession before the Call Off Commencement Date;
<b>"Law"</b>	115 means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Supplier is bound to comply;
<b>"LED"</b>	116 means the Law Enforcement Directive (Directive (EU) 2016/680)
<b>"Losses"</b>	117 means all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and <b>"Loss"</b> shall be interpreted accordingly;
<b>"Man Day"</b>	118 means 7.5 Man Hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day;
<b>"Man Hours"</b>	119 means the hours spent by the Supplier Personnel properly working on the provision of the Services including time spent travelling (other than to and from the Supplier's

	offices, or to and from the Sites) but excluding lunch breaks;
<b>"Milestone"</b>	120 means an event or task described in the Implementation Plan which, if applicable, must be completed by the relevant Milestone Date;
<b>"Milestone Date"</b>	121 means the target date set out against the relevant Milestone in the Implementation Plan by which the Milestone must be Achieved;
<b>"Milestone Payment"</b>	122 means a payment identified in the Implementation Plan to be made following the issue of a Satisfaction Certificate in respect of Achievement of the relevant Milestone;
<b>"Month"</b>	123 means a calendar month and <b>"Monthly"</b> shall be interpreted accordingly;
<b>"Occasion of Tax Non-Compliance"</b>	<p>124 means:</p> <ul style="list-style-type: none"> <li>a) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 which is found on or after 1 April 2013 to be incorrect as a result of: <ul style="list-style-type: none"> <li>i) a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation in any jurisdiction that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;</li> <li>ii) the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under DOTAS or any equivalent or similar regime in any jurisdiction; and/or</li> </ul> </li> <li>b) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 which gives rise, on or after 1 April 2013, to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Call Off Commencement Date or to a civil penalty for fraud or evasion;</li> </ul>
<b>"Open Book Data "</b>	<p>125 means complete and accurate financial and non-financial information which is sufficient to enable the Contracting Authority to verify the Call Off Contract Charges already paid or payable and Call Off Contract Charges forecast to be paid during the remainder of this Call Off Contract, including details and all assumptions relating to:</p> <ul style="list-style-type: none"> <li>a) the Supplier's Costs broken down against each Good and/or Service and/or Deliverable, including actual capital expenditure (including capital replacement costs);</li> </ul>



	<ul style="list-style-type: none"> <li>b) operating expenditure relating to the provision of the Services including an analysis showing: <ul style="list-style-type: none"> <li>i) the unit costs and quantity of Goods and any other consumables and bought-in services;</li> <li>ii) manpower resources broken down into the number and grade/role of all Supplier Personnel (free of any contingency) together with a list of agreed rates against each manpower grade;</li> <li>iii) a list of Costs underpinning those rates for each manpower grade, being the agreed rate less the Supplier's Profit Margin; and</li> </ul> </li> <li>c) Overheads;</li> <li>d) all interest, expenses and any other third party financing costs incurred in relation to the provision of the Services;</li> <li>e) the Supplier Profit achieved over the Call Off Contract Period and on an annual basis;</li> <li>f) confirmation that all methods of Cost apportionment and Overhead allocation are consistent with and not more onerous than such methods applied generally by the Supplier;</li> <li>g) an explanation of the type and value of risk and contingencies associated with the provision of the Services, including the amount of money attributed to each risk and/or contingency; and</li> <li>h) the actual Costs profile for each Service Period.</li> </ul>
<b>"Order"</b>	126 means the order for the provision of the Services placed by the Contracting Authority with the Supplier in accordance with the Framework Agreement and under the terms of this Call Off Contract;
<b>"Order Form"</b>	127 means the form, as completed and forming part of this Call Off Contract, which contains details of an Order, together with other information in relation to such Order, including without limitation the description of the Services to be supplied;
<b>"Other Supplier"</b>	128 means any supplier to the Contracting Authority (other than the Supplier) which is notified to the Supplier from time to time and/or of which the Supplier should have been aware;
<b>"Overhead"</b>	129 means those amounts which are intended to recover a proportion of the Supplier's or the Key Sub-Contractor's (as the context requires) indirect corporate costs (including financing, marketing, advertising, research and development and insurance costs and any fines or penalties) but excluding allowable indirect costs apportioned to facilities and administration in the provision

	of Supplier Personnel and accordingly included within limb (a) of the definition of "Costs";
<b>"Parent Company"</b>	130 means any company which is the ultimate Holding Company of the Supplier and which is either responsible directly or indirectly for the business activities of the Supplier or which is engaged by the same or similar business to the Supplier. The term "Holding or Parent Company" shall have the meaning ascribed by the Companies Act 2006 or any statutory re-enactment or amendment thereto;
<b>"Party"</b>	131 means the Contracting Authority or the Supplier and <b>"Parties"</b> shall mean both of them;
<b>"Performance Monitoring System"</b>	132 has the meaning given to it in paragraph 8.1.2 in Part B of Schedule 6 (Service Levels, Service Credits and Performance Monitoring);
<b>"Performance Monitoring Reports"</b>	133 has the meaning given to it in paragraph 10.1 of Part B of Schedule 6 (Service Level, Service Credit and Performance Monitoring);
<b>"Personal Data"</b>	has the meaning given in the GDPR to which the Processor has access to from time to time in the course of the Services
<b>"Processing"</b>	134 has the meaning given to it in the Data Protection Legislation but, for the purposes of this Call Off Contract, it shall include both manual and automatic processing and <b>"Process"</b> and <b>"Processed"</b> shall be interpreted accordingly;
<b>"Prohibited Act"</b>	<p>135 means any of the following:</p> <ul style="list-style-type: none"> <li>a) to directly or indirectly offer, promise or give any person working for or engaged by the Contracting Authority and/or the Authority or other Contracting Authority or any other public Authority a financial or other advantage to: <ul style="list-style-type: none"> <li>i) induce that person to perform improperly a relevant function or activity; or</li> <li>ii) reward that person for improper performance of a relevant function or activity;</li> </ul> </li> <li>b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Agreement;</li> <li>c) committing any offence: <ul style="list-style-type: none"> <li>i) under the Bribery Act 2010 (or any legislation repealed or revoked by such Act)</li> <li>ii) under legislation or common law concerning fraudulent acts; or</li> </ul> </li> </ul>

	<p>iii) defrauding, attempting to defraud or conspiring to defraud the Customer; or</p> <p>iv) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct had been carried out in the UK;</p>
<b>"Project Specific IPR"</b>	<p>136 means:</p> <p>a) Intellectual Property Rights in items created by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of this Call Off Contract and updates and amendments of these items including (but not limited to) database schema; and/or</p> <p>b) IPR in or arising as a result of the performance of the Supplier's obligations under this Call Off Contract and all updates and amendments to the same;</p> <p>137 but shall not include the Supplier Background IPR;</p>
<b>"Protective Measures"</b>	appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it;
<b>"Processor"</b>	has the meaning given in the GDPR
<b>"Personal Data Breach"</b>	has the meaning given in the GDPR
<b>"Recipient"</b>	138 has the meaning given to it in Clause 34.3.1 (Confidentiality);
<b>"Rectification Plan"</b>	139 means the rectification plan pursuant to the Rectification Plan Process;
<b>"Rectification Plan Process"</b>	140 means the process set out in Clause 38.2 (Rectification Plan Process);
<b>"Registers"</b>	141 has the meaning given to in Call Off Schedule 10 (Exit Management);
<b>"Regulations"</b>	142 means the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2012 (as the context requires) as amended from time to time;
<b>"Reimbursable Expenses"</b>	143 has the meaning given to it in Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing);
<b>"Related Supplier"</b>	144 means any person who provides Services to the Contracting Authority which are related to the Services from time to time;

<b>"Relevant Conviction"</b>	145 means a Conviction that is relevant to the nature of the Services to be provided or as specified by the Contracting Authority in the Order Form or elsewhere in this Call Off Contract;
<b>"Relevant Requirements"</b>	146 means all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State for Justice pursuant to section 9 of the Bribery Act 2010;
<b>"Relevant Tax Authority"</b>	147 means HMRC, or, if applicable, the tax authority in the jurisdiction in which the Supplier is established;
<b>"Relevant Transfer"</b>	148 means a transfer of employment to which the Employment Regulations applies;
<b>"Relevant Transfer Date"</b>	149 means, in relation to a Relevant Transfer, the date upon which the Relevant Transfer takes place;
<b>"Relief Notice"</b>	150 has the meaning given to it in Clause 39.2.2 (Supplier Relief Due to Contracting Authority Cause);
<b>"Replacement Goods"</b>	151 means any goods which are substantially similar to any of the Goods and which the Contracting Authority receives in substitution for any of the Goods following the Call Off Expiry Date, whether those goods are provided by the Contracting Authority internally and/or by any third party;
<b>"Replacement Services"</b>	152 means any services which are substantially similar to any of the Services and which the Contracting Authority receives in substitution for any of the Services following the Call Off Expiry Date, whether those services are provided by the Contracting Authority internally and/or by any third party;
<b>"Replacement Sub-Contractor"</b>	153 means a sub-contractor of the Replacement Supplier to whom Transferring Supplier Employees will transfer on a Service Transfer Date (or any sub-contractor of any such sub-contractor);
<b>"Replacement Supplier"</b>	154 means any third party provider of Replacement Services appointed by or at the direction of the Contracting Authority from time to time or where the Contracting Authority is providing Replacement Services for its own account, shall also include the Customer;
<b>"Request for Information"</b>	155 means a request for information or an apparent request relating to this Call Off Contract or the provision of the Services or an apparent request for such information under the FOIA or the EIRs;
<b>"Restricted Countries"</b>	156 has the meaning given to it in Clause 34.6.3 (Protection of Personal Data);
<b>"Satisfaction Certificate"</b>	157 means the certificate materially in the form of the document contained in Call Off Schedule 5 (Testing) granted by the Contracting Authority when the Supplier has Achieved a Milestone or a Test;

<b>"Security Management Plan"</b>	158 means the Supplier's security management plan prepared pursuant to paragraph 4 of Call Off Schedule 8 (Security) a draft of which has been provided by the Supplier to the Contracting Authority in accordance with paragraph 4 of Call Off Schedule 8 (Security) and as updated from time to time;
<b>"Security Policy"</b>	159 means the Contracting Authority security policy in force as at the Call Off Commencement Date (a copy of which has been supplied to the Supplier), as updated from time to time and notified to the Supplier;
<b>"Security Policy Framework"</b>	160 the HMG Security Policy Framework <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/255910/HMG_Security_Policy_Framework_V11.0.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/255910/HMG_Security_Policy_Framework_V11.0.pdf</a> ;
<b>"Service Credit Cap"</b>	161 has the meaning given to it in Paragraph 7 of Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring)
<b>"Service Credits"</b>	162 means any service credits specified in Annex 1 to Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring) being payable by the Supplier to the Contracting Authority in respect of any failure by the Supplier to meet one or more Service Levels;
<b>"Service Failure"</b>	163 means an unplanned failure and interruption to the provision of the Services, reduction in the quality of the provision of the Services or event which could affect the provision of the Services in the future;
<b>"Service Level Failure"</b>	164 means a failure to meet the Service Level Performance Measure in respect of a Service Level Performance Criterion;
<b>"Service Level Performance Criteria"</b>	165 has the meaning given to it in paragraph 4.2 of Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring);
<b>"Service Level Performance Measure"</b>	166 shall be as set out against the relevant Service Level Performance Criterion in Annex 1 of Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring);
<b>"Service Level Threshold"</b>	167 shall be as set out against the relevant Service Level Performance Criterion in Annex 1 of Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring);
<b>"Service Levels"</b>	168 means any service levels applicable to the provision of the Services under this Call Off Contract specified in Annex 1 to Part A of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring);
<b>"Service Period"</b>	169 has the meaning given to in paragraph 5.1 of Call Off Schedule 6 (Service Levels, Service Credits and Performance Monitoring);

<b>"Service Transfer"</b>	170 means any transfer of the Services (or any part of the Services), for whatever reason, from the Supplier or any Sub-Contractor to a Replacement Supplier or a Replacement Sub-Contractor;
<b>"Service Transfer Date"</b>	171 means the date of a Service Transfer;
<b>"Services"</b>	172 means the services to be provided by the Supplier to the Contracting Authority as referred to Annex A of Call Off Schedule 2 (Goods and Services);
<b>"Sites"</b>	173 means: <ul style="list-style-type: none"> <li>a) any premises (including the Contracting Authority Premises, the Supplier's premises or third party premises): <ul style="list-style-type: none"> <li>i) from, to or at which: <ul style="list-style-type: none"> <li>(1) the Services are (or are to be) provided; or</li> <li>(2) the Supplier manages, organises or otherwise directs the provision or the use of the Services.</li> </ul> </li> </ul> </li> </ul>
<b>"Specific Change in Law"</b>	174 means a Change in Law that relates specifically to the business of the Contracting Authority and which would not affect a Comparable Supply;
<b>"Staffing Information"</b>	175 has the meaning give to it in Call Off Schedule 11 (Staff Transfer);
<b>"Standards"</b>	176 means any: <ul style="list-style-type: none"> <li>a) standards published by BSI British Standards, the National Standards Authority of the United Kingdom, the International Organisation for Standardisation or other reputable or equivalent bodies (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Supplier would reasonably and ordinarily be expected to comply with;</li> <li>b) standards detailed in the specification in Framework Schedule 2 (Services and Key Performance Indicators);</li> <li>c) standards detailed by the Contracting Authority in Call Off Schedule 7 (Standards) or agreed between the Parties from time to time;</li> <li>d) relevant Government codes of practice and guidance applicable from time to time.</li> </ul>
<b>"Sub-Contract"</b>	177 means any contract or agreement or proposed contract or agreement between the Supplier and any third party whereby that third party agrees to provide to the Supplier the Services or any part thereof or facilities, services necessary for the provision of the Services or any

	part thereof or necessary for the management, direction or control of the provision of the Services or any part thereof;
<b>"Sub-Contractor"</b>	178 means any third party engaged by the Supplier, including any Key Sub-Contractor, from time to time under a Sub-Contract permitted pursuant to the Framework Agreement and this Call Off Contract or its servants or agents and any third party with whom that third party enters into a Sub-Contract or its servants or agents;
<b>"Sub-processor"</b>	any third party appointed to process Personal Data on behalf of the Service Provider related to this agreement;
<b>"Supplier"</b>	179 means the person, firm or company with whom the Contracting Authority enters into this Call Off Contract as identified in the Order Form;
<b>"Supplier Assets"</b>	180 means all assets and rights used by the Supplier to provide the Services in accordance with this Call Off Contract but excluding the Contracting Authority Assets;
<b>"Supplier Background IPR"</b>	181 means <ul style="list-style-type: none"> <li>a) Intellectual Property Rights owned by the Supplier before the Call Off Commencement Date, for example those subsisting in the Supplier's standard development tools, program components or standard code used in computer programming or in physical or electronic media containing the Supplier's Know-How or generic business methodologies; and/or</li> <li>b) Intellectual Property Rights created by the Supplier independently of this Call Off Contract,</li> </ul>
<b>"Supplier Personnel"</b>	182 means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Sub-Contractor engaged in the performance of the Supplier's obligations under this Call Off Contract;
<b>"Supplier Equipment"</b>	183 means the Supplier's hardware, computer and telecoms devices, equipment, plant, materials and such other items supplied and used by the Supplier (but not hired, leased or loaned from the Customer) in the performance of its obligations under this Call Off Contract;
<b>"Supplier Non-Performance"</b>	184 has the meaning given to it in Clause 39.1 (Supplier Relief Due to Contracting Authority Cause);
<b>"Supplier Profit"</b>	185 means, in relation to a period or a Milestone (as the context requires), the difference between the total Call Off Charges (in nominal cash flow terms but excluding any Deductions) and total Costs (in nominal cash flow terms) for the relevant period or in relation to the relevant Milestone;
<b>"Supplier Profit Margin"</b>	186 means, in relation to a period or a Milestone (as the context requires), the Supplier Profit for the relevant period or in relation to the relevant Milestone divided by the total Call Off Contract Charges over the same period or in

	relation to the relevant Milestone and expressed as a percentage;
<b>"Supplier Representative"</b>	187 means the representative appointed by the Supplier named in the Order Form;
<b>"Supplier's Confidential Information"</b>	188 means <ul style="list-style-type: none"> <li>a) any information, however it is conveyed, that relates to the business, affairs, developments, IPR of the Supplier (including the Supplier Background IPR) trade secrets, Know-How, and/or personnel of the Supplier;</li> <li>b) any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential and which comes (or has come) to the Supplier's attention or into the Supplier's possession in connection with this Call Off Contract;</li> <li>c) information derived from any of the above.</li> </ul>
<b>"Template Call Off Terms"</b>	189 means the template terms and conditions in Annex 2 of Framework Schedule 4 (Template Order Form and Template Call Off Terms);
<b>"Template Order Form"</b>	190 means the template order form in Annex 1 of Framework Schedule 4 (Template Order Form and Template Call Off Terms);
<b>"Tender"</b>	191 means the tender submitted by the Supplier to the Authority and annexed to or referred to in Framework Schedule 20;
<b>"Tests and Testing"</b>	192 means any tests required to be carried out pursuant to this Call Off Contract as set out in the Test Plan or elsewhere in this Call Off Contract and "Tested" shall be construed accordingly;
<b>"Test Issue"</b>	193 means any variance or non-conformity of the Services or Deliverables from their requirements as set out in the Call Off Contract;
<b>"Test Plan"</b>	194 means a plan <ul style="list-style-type: none"> <li>a) for the Testing of the Deliverables; and</li> <li>b) setting out other agreed criteria related to the achievement of Milestones,</li> </ul> 195 as described further in paragraph 4 of Call of Schedule 5 (Testing);
<b>"Test Strategy"</b>	196 means a strategy for the conduct of Testing as described further in paragraph 3 of Call Off Schedule 5 (Testing);
<b>"Termination Notice"</b>	197 means a written notice of termination given by one Party to the other, notifying the Party receiving the notice of the intention of the Party giving the notice to terminate



	this Call Off Contract on a specified date and setting out the grounds for termination;
<b>"Third Party IPR"</b>	198 means Intellectual Property Rights owned by a third party which is or will be used by the Supplier for the purpose of providing the Services;
<b>"Transferring Supplier Employees"</b>	199 means those employees of the Supplier and/or the Supplier's Sub-Contractors to whom the Employment Regulations will apply on the Service Transfer Date.
<b>"Undelivered Services"</b>	200 has the meaning given to it in Clause 8.3.1 (Undelivered Services);
<b>"Undisputed Sums Time Period"</b>	201 has the meaning given to it Clause 42.1.1 (Termination of Contracting Authority Cause for Failure to Pay);
<b>"Valid Invoice"</b>	202 means an invoice issued by the Supplier to the Contracting Authority that complies with the invoicing procedure in paragraph 6 (Invoicing Procedure) of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing);
<b>"Variation"</b>	203 has the meaning given to it in Clause 22.1 (Variation Procedure);
<b>"Variation Form"</b>	204 means the form set out in Call Off Schedule 13 (Variation Form);
<b>"Variation Procedure"</b>	205 means the procedure set out in Clause 22.1 (Variation Procedure);
<b>"VAT"</b>	206 means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
<b>"Warranty Period"</b>	207 means, in relation to any Goods, the warranty period specified in the Order Form;
<b>"Worker"</b>	208 means any one of the Supplier Personnel which the Customer, in its reasonable opinion, considers is an individual to which Procurement Policy Note 0712 – Tax Arrangements of Public Appointees <a href="https://www.gov.uk/government/publications/procurement-policy-note-07-12-tax-arrangements-of-public-appointees">https://www.gov.uk/government/publications/procurement-policy-note-07-12-tax-arrangements-of-public-appointees</a> applies in respect of the Services.
<b>"Working Day"</b>	209 means any Day other than a Saturday or Sunday or public holiday in England and Wales.

## **CALL OFF SCHEDULE 2: SERVICES**

### **58. INTRODUCTION**

1.215 This Call Off Schedule specifies the:

58.1.1 Services to be provided under this Call Off Contract, in Annex 1.

## **ANNEX 1: THE SERVICES**

Full specification for tender.

REDACTION

### **1. SCOPE OF REQUIREMENT**

1.1 The aim is to contract with one Supplier for a fully managed service, covering the roles in the RM3711 Crown Commercial Service (CCS) framework Schedule 2 specification Annex A for;

1.1.1 Doctors, Consultants, Dentists and General Practitioners (GPs).

1.2 There is the potential that individual Trust's may consider extending its requirement for the managed service to provide job roles in all areas covered by the RM3711 Multidisciplinary Temporary Healthcare Personnel Framework:

1.2.1 Allied Health Professionals (AHP), Health Science Services (HSS) and Emergency Services (ES) personnel

1.2.2 Nursing and Midwifery personnel.

1.3 An important aim of the service will be to reduce the reliance on temporary workers and active encouragement and support for permanent workers. The Supplier must include details of any charges for agency workers who are subsequently recruited into Trust employment as per the CCS framework terms and conditions.

1.4 There is no guarantee of the AHP and Nursing business, therefore this specification will concentrate on the aspects required for Doctors, Consultants, Dentists and General Practitioners (GPs).

### **2. THE REQUIREMENT**

2.1 Service Delivery: Payroll Delivery

2.1.1 The Supplier must provide or ensure sub-contractors provide payroll processing for all Temporary workers. They will need to either have their own payroll system or ensure subcontractors have a payroll system, which can calculate and pay temporary workers in accordance with the terms agreed by the Trust. Systems must comply with HMRC IR35 legislation in respect of PAYE ensuring all payments and deductions are correctly calculated before payment is made to the worker. This requirement includes the use of any umbrella companies used by the Supplier.

2.1.2 The service will include the calculation of all pay including enhanced hours, statutory deductions and contributions for all workers for each pay period identified by the customer - in the case of temporary agency Temporary workers this includes agency commissions.

2.1.3 The service will include entry of all pay details calculated for Temporary workers to the relevant database covering all Temporary workers records.

2.1.4 The Supplier will issue the Trust with a consolidated invoice with back up data in accordance with local Trust requirements. Back up to be in spreadsheet format and include a

list of all shifts, with booking reference, hours worked, workers name, agency details and cost centre, and appropriate rate information. Where a NHS Improvement cap has been breached, the backing data must include the authorisation approval information.

2.1.5 Data extraction should be in a format suitable for an electronic method of upload into the Trusts accounts payable systems.

2.1.6 The service will include the provision of information on a monthly basis to the Trust management accountants and budget holders to allow the creation of financial accruals for expenditure to date and for budget management and forecasting purposes.

2.1.7 Supplier to provide details of fraud prevention measures taken within their organisation.

2.1.8 The Supplier service will include resolution of Trust queries in respect of agency shifts/hours worked etc. Resolution to be within agreed KPI timescales.

## 2.2 Service Delivery: Long Term Appointment.

2.2.1 If a doctor works for the Trust over a longer period of time, approaching 12 weeks for Agency Worker Regulations (AWR), the Trust would expect the Supplier to reduce the overall costs of the contract by renegotiation. Wherever possible the Supplier will be required to work with the Trust to convert the workers to a Trust employment contract.

## 2.3 Service Delivery: Agency Management

2.3.1 The Supplier will manage all invoices from subcontracted agencies, this will include providing a check to ensure that timesheets are appropriately authorised and agree to the detail in the booking request. When these checks are undertaken, Supplier is to pay the agency invoice. The Supplier will then issue a consolidated electronic invoice on a weekly basis. As per information required under Payroll management section of specification.

2.3.2 The service will include an escalation process to agreed timescales if a particular shift cannot be filled by the Supplier.

2.3.3 The Supplier will notify the Trust when the agreed escalation process is not adhered to. The Trust must be notified immediately when the agreed process has not been followed.

2.3.4 The service will include the regular development and review of an automated agreed process for escalating shifts to secondary agencies which must include appropriate timescales and authorisation levels. As a minimum, the Supplier should be able to respond to the timescales detailed in section 6.2 schedule 2 of the CCS service specification.

2.3.5 To ensure agreed fill rates can be achieved, the Supplier will be required to ensure secondary agencies have immediate access to escalated shifts, either via access to the Supplier systems or by a streamlined "real time" process. Timescales for escalated shifts will be in agreement with each Trust.

2.3.6 The Supplier will include a robust process to coordinate shift approvals with the requestor and/or appropriate authorised person to ensure the engagement of Temporary workers' complies with Trust requirements and AWR.

2.3.7 The Supplier will include the need to be aware of, and work with, the temporary workers agencies identified by the Trust. This includes agreeing rates of pay when contracts or local service level agreements are due for renewal.<sup>2</sup>

2.3.8 The Supplier will include the need to work with the Trust to monitor the performance of external agencies.

2.3.9 The Supplier must provide evidence of audits for compliance of secondary agencies against NHS Employers standards and framework standards.

2.3.10 The Supplier must have the ability to have electronic timesheets for agency workers. The Supplier, in collaboration with the Trust will ensure that Agency Temporary workers will have been identity checked to e-Gif Level 3 through a 'Registration Authority' and will be issued with a Smartcard if they require it for access to patient records.

2.3.11 Where the Supplier has not be able to fill the job post within 2 weeks (within reasonable rates) the Trusts reserve the right to seek an alternative provider to fulfil the requirement.

## 2.4 Service Delivery: Temporary Workers Management

2.4.1 The Supplier will manage communications to all Temporary workers and where necessary to Trust stakeholders / Line Managers / Rota Co-ordinators or any centralised agency teams. This may include, but not be limited to communication via email and text messaging and a regular newsletter. The content of these communications to be approved by the Trusts Account Manager.

2.4.2 The Supplier must ensure that their policies are in line with the Trusts.

2.4.3 The Supplier and/or Subcontractors will be responsible for running and maintaining a database with full details of all Temporary workers and activity. Details must be archived after a period agreed with the Trust and kept securely complying with NHS storage retention standards.

2.4.4 The Supplier must ensure all agencies Temporary workers have current professional registrations including revalidation requirements.

2.4.5 The Supplier will recognise the importance of regular Temporary workers appraisals and revalidation and will implement a robust and easy to use appraisal system for Temporary workers taking feedback from Trust managers where appropriate. Services providers should comply with the requirements in sections 6.40-6.51 of the RM3711 Schedule 2 - Service Specification.

2.4.6 The Supplier will manage communications and reporting on all accidents involving Temporary workers members that are identified within RIDDOR (HSE) legislation or local Trust policy, via an electronic reporting system.

2.4.7 The Supplier / subcontractor will manage all disciplinary investigations relating to Temporary workers, liaising with the relevant Director Trust Lead on any actions impacting the Trust. Where disciplinary investigations involve a temporary workers, this will be managed in partnership. The Supplier will manage all occurrences as detailed in the RM3711 Schedule 2 - Service Specification.

2.4.8 The Trust would expect all conduct / sanction etc to be in line with the policies and guidance from General Medical Council (GMC).

2.4.9 Where a worker is excluded from one Trust within the group, the Supplier must not offer the workers to another Trust under this contract unless the issues which lead to the exclusion have been resolved to the satisfaction of the Trusts.

2.4.10 The Supplier will coordinate and provide all continuing statutory and mandatory training required by Temporary workers who do not receive this through a substantive post within the Trust.

2.4.11 The Supplier/subcontractor will maintain a record of all training to ensure continuing professional development and to ensure compliance with Trust and national standards are maintained.

2.4.12 The Supplier will maintain a record of all hours worked for their temporary workers and the area / specialism in which the hours were worked.

2.4.13 The Supplier will maintain compliance of working time regulations, equal opportunity legislation, data protection legislation including General Data Protection Regulations 2018 (GDPR) and any other applicable legislation and is responsible for ensuring the operation of their workers is not in contravention of any such legislation.

2.4.14 In order to support the Trust with all statutory requirements, the Supplier must on request be able to provide summary reports and detailed information on quality checks; ongoing workers development actions (e.g. appraisal and statutory and mandatory training).

2.4.15 The Supplier must work with NHS Counter fraud, internal or external auditors, or any other nominated party for the purposes of detecting or measuring operational anomalies or fraudulent activity in the running of their Temporary workers whether effecting the Trust or not.

## 2.5 Service Delivery: Implementation

2.5.1 The Trusts will require a project plan for implementing the service for each Trust. This will clearly identify any Trust responsibility or obligation that the Supplier would seek to create during the implementation of the new service and give indicative timescales based on size and complexity of the implementation.

2.5.2 The plan should include the periods of time, the process and highlight any risks associated with multi Trust, multi site implementation.

## 2.6 Service Delivery: Exit Management

2.6.1 The Supplier shall comply with schedule 10 of the RM3711 Call-Off Terms and Conditions to ensure an orderly transition of the Services from the Supplier to the Trust or any replacement Supplier in the event of expiry of an early termination of any contract. Such transition support to be detailed in a transition plan further describe below.

2.6.2 Within the first 3 months of service commencement the Supplier shall provide for approval a draft termination plan to the Trust. This plan to be updated annually and to include;

- Detail on how the performance of the service will transfer to the customer organisation or any replacement Supplier.
- A timetable and identification of critical activities for carrying out a service transition.
- A plan for the migration of any databases that hold Trust data or used in the performance of the services to the Trust (to either the Trust or the replacement Supplier).

## 2.7 Service Delivery: Recruitment and Retention

2.7.1 It is the intention of the Trust's to recruit where possible rather than relying on agency medical locums, the Supplier should look to maximise the possibility of recruiting doctors to the Trust and then their retention moving forward. The Supplier must comply with section 7 of the RM3711 service specification.

2.7.2 The Trusts expect to migrate agency doctors to bank or fixed term contracts where appropriate using the most cost effective methods e.g. 8 weeks commission paid on day one instead of 8 weeks' notice, or framework permanent charges.

## 2.8 Service Delivery: Sub-Contracting

2.8.1 The Trust does not mandate the Supplier to directly engage with the all suitable sub-contractors, however the Trust reserve the right to introduce some of the sub-contractors for mutual gain in hard to fill roles. The final decision on whether to use the sub-contractors is the Supplier's.

## 2.9 Service Delivery: Direct Engagement

2.9.1 The Trust has some direct engagement doctors who the Trust contract with directly or via one of the sub-contractors of the master vendor. The Trust will require the Supplier to fully explain its intentions with these direct engagements and how the relationship will work moving forward with the doctors and/or the sub-contractor who currently holds the contracts. The Supplier is required to include options on how it intends to process direct engagement payments ensuring compliance with the HMRCs IR35 legislation.

## 2.10 Provision and Ordering: Booking Management

2.10.1 The Supplier will be required to provide appropriate CV's to identify suitable candidates for each assignment based on CCS framework compliance standards.

2.10.2 The Supplier will assure that waivers are kept to a minimum and are the exception rather than the norm.

2.10.3 The service will include the provision of a full online (web based) portal for all bookings and access by authorised Trust employees and Temporary workers for purposes of receiving/confirming requests.

2.10.4 The service where appropriate, will include an automated two way interface to and from the Supplier system e.g. Allocate / Locum Nest / Patchwork etc (in real time) to update shift data to and from Supplier systems onto the Trusts e-Rostering solutions.

2.10.5 The on-line web based portal should have the ability to manage appropriate authorisation via the Trust approval process (which may be different within each Trust), this must be compliant with NHSI break glass rules around cap rates and it must also include a budget holder approval process where appropriate.

2.10.6 The on line web based portal must have the functionality for 2nd tier authorisation/control measures before going out to the Supplier agencies. This is where the Trust require a second line of authority/authoriser before releasing the shift/assignment out to agency or a T2 agency as part of escalation.

2.10.7 The service will include the provision of manuals (including electronic and hard copy) to support an online (web based) portal for access by authorised Trust employees and Temporary workers for purposes of receiving/confirming requests, and will have staff available as required to provide training/support.

2.10.8 The service will include the provision of an on-line booking system (including training and supportive materials) to enable the self-booking option by authorised Trust employees and individual staff.

2.10.9 The service will include the communication to and liaison with all hiring managers or unit leads (and/or their nominated deputies) making use of the system for filling assignments to include assurance that the correct authorisations are in place for all agency assignments.

2.10.10 The service will allow for changes or cancellations to be made by the Trust for all assignments up to and including very short notice changes e.g. same day notice.

2.10.11 The Supplier will work with the Trust to minimise late cancellations and “did not attend” (DNA) occurrences. Should the workers cancel within 1 day of the shift being due to be worked the Trust will expect alternative workers where possible. Where notification by the workers/agency is received at short notice and no replacement is supplied, the Trust reserve the right to invoice the Supplier for any costs incurred as a result of the cancellation e.g. cost of replacement or loss of income.

2.10.12 The Supplier will have a robust system in place for close monitoring of cancellations and sickness amongst Temporary workers working to ensure any patterns are identified early and actions taken.

2.10.13 The Trusts will seek protection from last minute cancellations therefore a requirement to work a notice period of a week must be adhered to, to allow Trusts time to source a replacement. Where notification by the workers/agency is received at short notice, or there is a DNA and no replacement is supplied this will need reporting on to the Trust.

2.10.14 The Supplier will allow workers to feedback concerns regarding their assignment. The Supplier will also allow Trust managers to feedback on the performance of individual workers. Both feedback mechanisms must be via an online automated system. Information will be recorded by the Supplier and be available for the customer management teams for query and resolution.

2.10.15 The service should be fully available between the hours of 06:30 and 22:00 seven days a week, and all information should be available via the web 24/7.

2.10.16 The service should have out of hours (outside 06.30 - 22:00) which will include a telephone number with dedicated named workers to allow customer representatives to access details of Temporary workers that are available during these times.

2.10.17 The Trust will have the ability to escalate issues to the Suppliers senior management team out of hours and in the event of an emergency.

2.10.18 The Supplier will have the responsibility for recording all shifts and hours worked and ensuring the required authorisation for each timesheet is obtained. All timesheets will be electronic and authorised via an approved list provided by the customer.

2.10.19 If Timesheets for all Doctors working for the Trust are not submitted for payment within 3 months then failure to do so rendering them null and void.

2.10.20 The Supplier will ensure the provision of the service over multiple locations (sites) via a single operation using their staff at no additional cost.



2.10.21 The Supplier must keep track of weeks worked within the Trust by temporary workers to ensure all liabilities by the new Agency Workers Regulations are covered, and notify their customers of workers who accrue rights under Agency Workers Regulations.

## 2.11 Compliance: Pre-employment Process

2.11.1 The Supplier must comply with paragraph 5 of Annex A to part A Framework schedule 2 (service specification) when sourcing, recruiting and selecting a potential Temporary worker.

2.11.2 All workers must also attend appropriate Trust inductions as per individual Trust policies.

## 2.12 Mandatory Training

2.12.1 It is the responsibility of the Supplier to ensure that the Temporary workers receive mandatory training relevant to the normal duties the Temporary workers shall be expected to perform which are required by Law, or by any relevant Professional and Regulatory Authority, or in accordance with the UK Core Skills Training Framework.

2.12.2 Additionally the Supplier must ensure the workers comply with Trusts local training requirements before commencing an initial assignment.

## 2.13 Vendor Management Systems: Hosted Service

2.13.1 Security and Access: The system will contain confidential information and will have a range of users. Therefore access control, security, audit and integrity are key to the system functionality.

2.13.2 The system must have automatic log-off function.

2.13.3 The system must lock an account after a locally defined number of unsuccessful access attempts.

2.13.4 The system can provide an integrated, flexible and comprehensive set of security facilities in order to allow only authorised access to those parts of the system appropriate to a particular type of users. The Supplier must give an overview of their Security and Access Control mechanisms and audit facilities.

2.13.5 The system can facilitate attaching usernames to user groups.

2.13.6 Key information to be held on the system should include GMC number and any restrictions clearly identified against the shift vacancy.

2.13.7 CV and References for an agency locum should be available as a single file.

2.13.8 The system can automatically log users in by utilising their network user name and password.

2.13.9 The system can include facilities to add, suspend and close users from access to the system.

2.13.10 Your system can restrict temporary workers that can be viewed based on the Trusts organisation structure.

2.13.11 The system can restrict the data that can be viewed – e.g. view Temporary workers names but not contract details.

2.13.12 The system can restrict the actions that can be performed on various records as our end users would need different access rights – e.g. read only; edit Temporary workers data but not contract data etc.

2.13.13 The system will be available 24 hours/day, 365 days/year.

2.13.14 Planned downtime must be agreed and within the limits to be agreed in the contract.

2.13.15 The system will provide access to the same record for view purposes at the same time as someone else is updating the record.

2.13.16 The system will support Trusts with multiple sites.

2.13.17 The system must allow users to define their own passwords and change passwords at any time.

2.13.18 The system can provide a facility for authenticating the user and access rights against their user name and password.

2.13.19 The system can force a change of password after a defined period of elapsed time.

2.13.20 The following system administration facilities should be available through the core application, and be subject to its system controls:

- Queuing Controls for altering the processing of messages
- User control and management, including suspension of system processing either individually or totally
- Password control and management
- Amendment of general system parameters
- Activity monitoring including users, processes and transactions. All transactions/bookings can only be requested and authorised as per the defined hierarchy supplied by each Trust.

2.13.21 The Trusts expect that systems adhere to IG toolkit standard and will need to be audit as such.

## 2.14 Vendor Management Systems: System Support

2.14.1 The Supplier will deliver the following support requirements:

2.14.2 The Supplier must have a documented support process and SLA which includes classification of issues and response times.

2.14.3 The Supplier must provide details of their Help Desk Support Service including core hours, weekend and Bank Holiday support arrangements.

2.14.4 The Supplier must have an integrated UK support operation for both telephone support and software issue resolution.

2.14.5 Any user must have access to the help desk, in particular remote users must be accommodated.

2.14.6 The Supplier must provide any remote support or diagnostic trouble shooting via the NHS (N3) network.

2.14.7 The information held by the system remains the property of the Trust and the Supplier must detail its archive and data retention policy.

2.14.8 The Supplier can demonstrate that in the event of the Supplier going out of business or being acquired, or the software no longer being supported, provision can be made to protect the users interests through the use of an Escrow arrangement for the source code to be obtainable by a third party.

2.14.9 The Supplier needs to make the system available over 99% of the time.

## 2.15 Network

2.15.1 The following network requirements must be provided;

2.15.2 The Supplier must clearly outline their service expectations from local IT.

2.15.3 The Supplier must detail how web traffic and interface file transfers are secured, e.g. via SSL certificates, Secure FTP, N3 etc.

2.15.4 The Supplier should state any minimum bandwidth requirements for system operation (especially for remote/home users) and any N3 connectivity options available for improved Trust user access.

## 2.16 Interfaces

2.16.1 There may be a requirement for the Supplier to demonstrate the ability to interface into Trust systems e.g. a rostering solution, to provide "real time" information for users. The Supplier must detail how they would intend to comply with this requirement and provide evidence of where they have worked with other Trusts and software suppliers to deliver this functionality.

2.16.2 The Supplier should provide details of where it has already successfully interfaced to such systems. If this has not yet been achieved, the Supplier must state their plans to do so in the future and their commitment to provide such an interface. Also must keep any interfaces up to date as software changes.

2.16.3 The Supplier must provide details of its e-Rostering interface specification, including a description of the inbound and outbound data items and whether it works in real time or batch processing mode.

2.16.4 The inbound interface must be able to pull data from the rostering system into your system on workers availability.

2.16.5 The Supplier must have the facility for users to access information and book / authorise shifts via mobile technology application e.g. iPad, smart phone, Laptops.

2.16.6 The Supplier should provide details of where it successfully interfaces data to and from their booking system. The Supplier will need to supply the names of systems it has interfaced with. Details will need to include the details of the data transfer process. The Supplier is required to provide evidence of where they have worked with other NHS Trusts and software suppliers to deliver interface functionality. If the Supplier does not currently have interface functionality they must state their plans to do so in the future and their commitment to provide interfaces and the methods of the data transfer. The Supplier must also commit to enhancing and improving their interface programmes keeping up to date with software technology development and changes that are required legislatively. The Supplier must supply information of how they ensure files are transferred securely both to and from their system.

2.16.7 The Supplier must state if any additional costs are likely to be incurred by Trusts from the Rostering system provider for their side of the interface (e.g. additional licences, development costs etc) if no costs are stated the Trusts will assume zero.

## 2.17 Accommodation & Expenses

2.17.1 In accordance with sections 7.4 and 7.6 of the RM3711 services specification all temporary workers are expected to find and secure their own accommodation, the Trusts shall not reimburse this cost to the doctors. However the Trusts do have accommodation available and if required (i.e. Doctors on call) can arrange for accommodation within the hospital grounds if available. On site accommodation fees will vary across the Trusts, the Trust shall make available their fees and how accommodation is booked. The doctors will pay for this accommodation or the fee will be taken out of the hourly rate charged.

2.17.2 All temporary workers would be expected to cover any expenses within the hourly rate, the Trusts are not liable for any of the expenses occurred during the working pattern.

## 2.18 Bank Resource

2.18.1 Whilst outside of the RM3711 agreement there may be a need in the future for the Supplier to support the management of a bank process to fill shifts prior to the requirement being cascaded to agencies. The Supplier would be encouraged to convert agency workers to the local / regional banks whenever possible if it is beneficial to the Trust. The Supplier is required to comment on how they would facilitate this requirement.

2.18.2 The Trusts wish to work collaboratively using a regional bank, the Supplier will either offer a regional bank service or work with the current regional bank provider.

2.18.3 Trusts may also wish to operate a local internal bank. The Supplier should detail how their system would work to support this aim. E.g. shifts go to local bank, then collaborative bank and finally to agency. Equally Trusts may wish the Supplier to manage the local bank on their behalf. Service suppliers should indicate if they are able to provide this service.

## 2.19 Added Value / Gain Share

2.19.1 The Trusts are looking for the Supplier to advise of possible added value within the contract, this could be a quality added value or a financial saving / gain share. The Supplier should provide evidence where they have added value or worked on a gain share basis with other clients.

## 2.20 On Call

2.20.1 There will be a requirement for on call services especially at weekends, the Supplier must provide a breakdown of costs for these services. Please note that different Trusts may

wish to use different mechanisms/rates for paying on call rates and will need flexibility of service as well as IT system to be able to manage this. The Trusts do not wish to pay more than 50% for non-resident on call shift.

## 2.21 TUPE

### 2.21.1 Transferring employees

2.21.1.1 Bidders' attention is drawn to the staff transfer and pensions provisions set out in the Contract as there may be a small number of staff who will transfer to a new supplier under TUPE.

2.21.2 An indicative list of the employees (together with relevant employment details) who are likely to transfer to the successful Supplier on the commencement Date (as defined in the contract) will be sent to the bidders on receipt of a signed NDA.

2.21.2.1 Bidders' pricing models must include the costs associated with the TUPE transfer of these employees. If the costs associated with a TUPE transfer (including pensions costs) are subsequently found to be lower than envisaged, the Bidder shall make a corresponding reduction in the contract price.

## 3. KEY MILESTONES AND DELIVERABLES

3.1 The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Initial inception meeting with each Trust to; <ul style="list-style-type: none"> <li>• Introduce Account Managers</li> <li>• Discuss Implementation plan</li> <li>• Vendor Management System parameters</li> <li>• Agree Data Standards</li> </ul>	Within week 2-3 of Contract Award
2	Engagement with Sub-contractors (where applicable)	Within 2-3 weeks of Contract Award
3	Engagement with incumbent Supplier	Within 2-3 weeks of Contract Award
4	Submit Finalised Implementation Plan	Within 1 month of Contract Award
5	Testing of VMS system and connectivity/access	1 month prior to Contract commencement

6	Deliver VMS Training	2 weeks prior to Contract commencement
7	Provide draft Exit plan in accordance with Call off Schedule 10 Exit Management	Within 3 months of Call-off Commencement date

#### 4. MANAGEMENT INFORMATION/REPORTING

4.1 The Supplier will be required to generate ongoing monthly scorecard reports to a minimum of three organisational levels (Organisation, Division/Directorate/Care Group and Department/Ward). A weekly report, including financial data, business unit / directorate division, performance and quality governance is required. The reporting suite should have adequate functionality to generate any reasonable ad hoc requests for information. These reports would be expected to be delivered and discussed at individual monthly meetings for each Trust.

4.2 The reports produced must be able to include relational data on the following elements of the assignments worked.

- Hours/shifts/wte requested
- Reason for request
- Requestor & authoriser location, business unit and speciality
- Cancelled requests
- Late cancellations by workers
- DNA's
- Hours/shifts/wte filled
- Hours/shifts/wte self-booked by
- Method of fill (both agency Temporary workers and the agency used)
- Name Temporary workers Member
- Specialism/ job role
- NHS Improvement pay band (there will be a requirement to report on capping breaches separately)
- Cost centre
- Assignment start date & assignment end date
- Shift start time, shift end time and breaks (30 mins or one hour depending on length of shift)
- Infractions of working time directives or other controls on hours worked

4.3 A suite of standard reports will be agreed at start of service to meet the needs of all Trusts. The Supplier will be expected to update reports to meet the changing needs of the Trusts as part of the contract. The Supplier will also be required to develop new reports to meet the requirement of the Trusts for example ad hoc reports to cover freedom of information requests, ad hoc Trust requests, changes to NHSI requirements etc. There is an expectation that the generation of new reports will be required on a regular basis.

4.4 The Supplier must ensure that the KPI information includes data on exiting Temporary workers (reasons etc).

4.5 The Supplier must ensure that any results of their Temporary workers surveys are communicated to the Trust and where relevant included in any performance improvements.

4.6 The Supplier must ensure that any information which is required under the European Working Time Directive (EWTD) is recorded and provided to the Trust when requested.

#### 4.7 NHS Improvement Authority Reports

4.7.1 NHS Improvement request information on temporary workers spend on a weekly basis. The requirements can change from time to time. Currently the Trusts would require a weekly report broken down on a shift by shift basis, this report to be with the Trust on the Monday of each week. The report will cover the aspects stated but will also indicate which shifts (if any) break the NHS Improvement caps at the current capping level. This needs to comply with current NHSI requirements.

### 5. CONTINUOUS IMPROVEMENT

5.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

5.2 The Supplier should present new ways of working to the Authority during Contract review meetings. Frequency of meeting will be determined by individual Trusts.

5.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

### 6. SUSTAINABILITY

6.1 The Supplier should aim to reduce or eliminate use of paper and consider more sustainable methods, such as electronic means, where it is possible to do so.

6.2 The Supplier should consider ways to encourage reduction of travel, such as Doctors use of accommodation where it is appropriate and economical to do so and use of technology, for example videoconferences.

### 7. PRICE

7.1 As you are aware the price cap rules came into force on 23 November 2015 and all Trusts are expected to source workers at rates that comply with the new rules as at the 1st of April 2016, 55% cap however we are aware this is a very difficult ask but it still remains our aim.

7.2 The Trusts remain fully supportive of the government agenda to reduce overall expenditure on agency Temporary workers in the NHS and continue to work closely and supportively with NHS Improvement /TDA on the implementation of the price cap rules. Suppliers are required to comment on their ability to remain within the capped rates.

7.3 NHS Improvement caps will be adhere to for all three areas, medical locum, AHP and Nursing.

7.4 Suppliers will be expected to work with the Trusts to reduce the overall Contract spend throughout its duration and consider reduction in rates and volume discounts.

### 8. STAFF AND CUSTOMER SERVICE

8.1 The Trusts expect the Suppliers to have the relevant previous experience to manage a contract of this size with Multi-site Trusts.

8.2 The Trusts are looking for a Supplier who has experience within the other Temporary workers groups.

8.3 The Trusts may require an onsite presence to support the Managed Service process, to be clarified within individual Trusts.

8.4 Suppliers should suggest any other innovative ways of supporting the managed service other than onsite presence if the Supplier feels an onsite presence is not required, such as a live dashboard.

8.5 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

8.6 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

8.7 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Trust throughout the duration of the Contract.

## 9. SECURITY AND CONFIDENTIALITY REQUIREMENTS

9.1 No specific security clearance requirements for staff have been identified in addition to the mandatory and pre-employment compliance checks that are required. If required detail will be provided on the Order.

## 10. PAYMENT AND INVOICING

10.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

10.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

10.3 Details of where to submit Invoices for each Trust will be provided on commencement of the contract.

10.4 If Timesheets are not submitted for payment within 90 days of the shift worked then failure to do so rendering them null and void.

10.5 Payment terms and invoicing arrangement will differ between Trusts.

## 11. CONTRACT MANAGEMENT

11.1 It is expected that that the Supplier will attend monthly Contract Management meetings with each individual Trust and a quarterly collaborative meeting.

11.2 The Trust will require details of your account management structure, identifying clearly how our customer account is managed at an operational and organisational level.

11.3 The Supplier will make available a dedicated account management resource within each Trust. This will include a dedicated e-mail contact, phone number. Where necessary, and with agreement with the Trust, dedicated contacts should be available by speciality.

11.4 Attendance at Contract Review meetings shall be at the Supplier's own expense.



## 12. LOCATION

12.1 The location of the Services will primarily be carried out at the Supplier's premises.

12.2 The Trusts may require an onsite presence to support the Managed Service process, to be clarified within individual Trusts.

12.3 Temporary workers will assigned across all Trust locations.

## SCHEDULE 3: CALL OFF CONTRACT CHARGES, PAYMENT AND INVOICING

### 59. DEFINITIONS

1.216 The following terms used in this Call Off Schedule shall have the following meaning:

<b>“Agency Rules”</b>	ns the rules for agency staff working in the NHS developed by Monitor and the NHS Trust Development Authority (TDA) now collectively known as NHS Improvement, as amended from time to time. Details can be found here: <a href="#">Agency Rules</a>
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### 60. GENERAL PROVISIONS

1.217 This Call Off Schedule details:

- 60.1.1 the Call Off Contract Charges for the Services under this Call Off Contract; and
- 60.1.2 the payment terms/profile for the Call Off Contract Charges;
- 60.1.3 the invoicing procedure; and
- 60.1.4 the procedure applicable to any adjustments of the Call Off Contract Charges.

### 61. CALL OFF CONTRACT CHARGES

1.218 The Call Off Contract Charges which are applicable to this Call Off Contract are set out in Annex 1 of this Call Off Schedule.

1.219 The Supplier acknowledges and agrees that:

- 61.1.1 In accordance with paragraph 2 (General Provisions) of Framework Schedule 3 (Framework Prices and Charging Structure), the Call Off Contract Charges can in no event exceed the Framework Prices set out in Annex 3 to Framework Schedule 3 (Framework Prices and Charging Structure); and
- 61.1.2 subject to paragraph 7 of this Call Off Schedule (Adjustment of Call Off Contract Charges), the Call Off Contract Charges cannot be increased during the Call Off Contract Period.
  - 3.2.3 The Supplier acknowledges and agrees that they shall comply with the [Agency Rules](#) when calculating Charge Rates as part of a Call Off Contract under the Framework Agreement, where that Call Off Contract is for a Contracting Authority for whom the Agency Rules applies.
  - 3.2.4 The Supplier acknowledges and agrees that the only permitted exception to Clause 3.2.3 shall be where the Supplier receives written notice from the Contracting Authority that the Contracting Authority is invoking an override to the Agency Rules (on exceptional patient safety grounds). Where such notice is received from the Contracting Authority, the Supplier's Charge Rate may exceed the Agency Rules. However, in all cases, the Temporary Worker's Pay Rate must fall within the range of pay rates set out at Annex 1 to this Schedule 3 and the Supplier's Agency Fee must not exceed the maximum Agency Fee set out in Annex 1 to this Schedule 3.

## 62. COSTS AND EXPENSES

1.220 The Call Off Contract Charges include all costs and expenses relating to the Services and/or the Supplier's performance of its obligations under this Call Off Contract and no further amounts shall be payable by the Contracting Authority Contracting Authority to the Supplier in respect of such performance, including in respect of matters such as:

62.1.1 any incidental expenses that the Supplier incurs, including travel, subsistence and lodging, document or report reproduction, shipping, desktop or office equipment costs required by the Supplier Personnel, network or data interchange costs or other telecommunications charges; or

62.1.2 any amount for any services provided or costs incurred by the Supplier prior to the Call Off Commencement Date.

## 63. PAYMENT TERMS/PAYMENT PROFILE

1.221 The payment terms/profile which are applicable to this Call Off Contract are set out in Annex 2 of this Call Off Schedule.

## 64. INVOICING PROCEDURE

1.222 The Contracting Authority shall pay all sums properly due and payable to the Supplier in cleared funds within thirty (30) days of receipt of a Valid Invoice, submitted to the address specified by the Contracting Authority in paragraph 6.5 of this Call Off Schedule and in accordance with the provisions of this Call Off Contract.

1.223 The Supplier shall ensure that each invoice (whether submitted electronically or in a paper form, as the Contracting Authority may specify):

64.1.1 contains:

- (a) all appropriate references, including the unique Order reference number ***To be confirmed post award***; and
- (b) a detailed breakdown of the Delivered Services, including the Milestone(s) (if any) and Deliverable(s) within this Call Off Contract to which the Delivered Services relate, against the applicable due and payable Call Off Contract Charges; and

64.1.2 shows separately:

- (a) any Service Credits due to the Customer; and
- (b) the VAT added to the due and payable Call Off Contract Charges in accordance with Clause 23.2.1 of this Call Off Contract (VAT) and the tax point date relating to the rate of VAT shown; and

64.1.3 is exclusive of any Management Charge (and the Supplier shall not attempt to increase the Call Off Contract Charges or otherwise recover from the Contracting Authority as a surcharge the Management Charge levied on it by the Authority); and

64.1.4 it is supported by any other documentation reasonably required by the Contracting Authority to substantiate that the invoice is a Valid Invoice.

1.224 The Supplier shall accept the Government Procurement Card as a means of payment for the Services where such card is agreed with the Contracting Authority to be a suitable means of payment. The Supplier shall be solely liable to pay any

merchant fee levied for using the Government Procurement Card and shall not be entitled to recover this charge from the Customer.

1.225 All payments due by one Party to the other shall be made within thirty (30) days of receipt of a Valid Invoice unless otherwise specified in this Call Off Contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

1.226 The Supplier shall submit invoices directly to:

[ to be completed at Contract award ]

## **65. ADJUSTMENT OF CALL OFF CONTRACT CHARGES**

1.227 The Call Off Contract Charges shall only be varied:

65.1.1 due to a Specific Change in Law in relation to which the Parties agree that a change is required to all or part of the Call Off Contract Charges in accordance with Clause 22.2 of this Call Off Contract (Legislative Change);

65.1.2 in accordance with Clause 23.1.4 of this Call Off Contract (Call Off Contract Charges and Payment) where all or part of the Call Off Contract Charges are reduced as a result of a reduction in the Framework Prices;

65.1.3 where all or part of the Call Off Contract Charges are reduced as a result of a review of the Call Off Contract Charges in accordance with Clause 18 of this Call Off Contract (Continuous Improvement);

65.1.4 where all or part of the Call Off Contract Charges are reduced as a result of a review of Call Off Contract Charges in accordance with Clause and/or Clause 25 of this Call Off Contract (Benchmarking);

65.1.5 where all or part of the Call Off Contract Charges are reviewed and reduced in accordance with paragraph 8 of this Call Off Schedule; or

65.1.6 where a review and increase of Call Off Contract Charges is requested by the Supplier and Approved, in accordance with the provisions of paragraph 9 of this Call Off Schedule.

1.228 Subject to paragraphs 7.1.1 to 7.1.5 of this Call Off Schedule, the Call Off Contract Charges will remain fixed for the first two (2) Contract Years.

## **66. SUPPLIER PERIODIC ASSESSMENT OF CALL OFF CONTRACT CHARGES**

1.229 Every six (6) Months during the Call Off Contract Period, the Supplier shall assess the level of the Call Off Contract Charges to consider whether it is able to reduce them.

1.230 Such assessments by the Supplier under paragraph 8 of this Call Off Schedule shall be carried out on 1 May and 1 December in each Contract Year (or in the event that such dates do not, in any Contract Year, fall on a Working Day, on the next Working Day following such dates). To the extent that the Supplier is able to decrease all or part of the Call Off Contract Charges it shall promptly notify the Contracting Authority in writing and such reduction shall be implemented in accordance with paragraph 10.1.5 of this Call Off Schedule below.

## **67. SUPPLIER REQUEST FOR INCREASE OF THE CALL OFF CONTRACT CHARGES**

1.231 The Supplier may request an increase in all or part of the Call Off Contract Charges in accordance with the remaining provisions of this paragraph 9 subject always to:

- 67.1.1 paragraph 3.2 of this Call Off Schedule;
- 67.1.2 the Supplier's request being submitted in writing at least three (3) Months before the effective date for the proposed increase in the relevant Call Off Contract Charges ("**Review Adjustment Date**") which shall be subject to paragraph 9.2 of this Call Off Schedule; and
- 67.1.3 the Approval of the Contracting Authority which shall be granted in the Contracting Authority sole discretion.
- 1.232 The earliest Review Adjustment Date will be the first (1st) Working Day following the [second (2nd)] anniversary of the Call Off Commencement Date. Thereafter any subsequent increase to any of the Call Off Contract Charges in accordance with this paragraph 9 of this Call Off Schedule shall not occur before the anniversary of the previous Review Adjustment Date during the Call Off Contract Period.
- 1.233 To make a request for an increase of some or all of the Call Off Contract Charges in accordance with this paragraph 9, the Supplier shall provide the Contracting Authority with:
- 67.1.4 a list of the Call Off Contract Charges it wishes to review;
- 67.1.5 for each of the Call Off Contract Charges under review, written evidence of the justification for the requested increase including:
- (a) a breakdown of the profit and cost components that comprise the relevant Call Off Contract Charge;
  - (b) details of the movement in the different identified cost components of the relevant Call Off Contract Charge;
  - (c) reasons for the movement in the different identified cost components of the relevant Call Off Contract Charge;
  - (d) evidence that the Supplier has attempted to mitigate against the increase in the relevant cost components; and
  - (e) evidence that the Supplier's profit component of the relevant Call Off Contract Charge is no greater than that applying to Call Off Contract Charges using the same pricing mechanism as at the Call Off Commencement Date.

## **68. CONTRACTING AUTHORITY IMPLEMENTATION OF ADJUSTED CALL OFF CONTRACT CHARGES**

- 1.234 Variations in accordance with the provisions of this Call Off Schedule to all or part the Call Off Contract Charges (as the case may be) shall be made by the Contracting Authority to take effect:
- 68.1.1 in accordance with Clause 22.2 of this Call Off Contract (Legislative Change) where an adjustment to the Call Off Contract Charges is made in accordance with paragraph 7.1.1 of this Call Off Schedule;
- 68.1.2 in accordance with Clause 23.1.4 of this Call Off Contract (Call Off Contract Charges and Payment) where an adjustment to the Call Off Contract Charges is made in accordance with paragraph 7.1.2 of this Call Off Schedule;
- 68.1.3 in accordance with Clause 18 of this Call Off Contract (Continuous Improvement) where an adjustment to the Call Off Contract Charges is made in accordance with paragraph 7.1.3 of this Call Off Schedule;

- 68.1.4 in accordance with Clause 25 of this Call Off Contract (Benchmarking) where an adjustment to the Call Off Contract Charges is made in accordance with paragraph 7.1.4 of this Call Off Schedule or;
  - 68.1.5 on 1 June for assessments made on 1 May and on 1 January for assessments made on 1 December where an adjustment to the Call Off Contract Charges is made in accordance with paragraph 7.1.5 of this Call Off Schedule; or
  - 68.1.6 on the Review Adjustment Date where an adjustment to the Call Off Contract Charges is made in accordance with paragraph 7.1.6 of this Call Off Schedule;
- and the Parties shall amend the Call Off Contract Charges shown in Annex 1 to this Call Off Schedule to reflect such variations.

## **ANNEX 1: CALL OFF CONTRACT CHARGES**

REDACTION

## ANNEX 2: PAYMENT TERMS/PROFILE

1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
3. If Timesheets are not submitted for payment within 90 days of the shift worked then failure to do so rendering them null and void.



## **CALL OFF SCHEDULE 4: IMPLEMENTATION PLAN, CONTRACTING AUTHORITY RESPONSIBILITIES AND KEY PERSONNEL**

### **69. INTRODUCTION**

1.235 This Call Off Schedule specifies:

- 69.1.1 In Part A, the Implementation Plan in accordance with which the Supplier shall provide the Services;
- 69.1.2 In Part B, the Contracting Authority Responsibilities in respect of facilitating the Supplier's achievement of the Implementation Plan; and
- 69.1.3 In Part C, The Key Personnel and their Key Roles assigned by the Supplier to this Call Off Contract in accordance with Clause 26.1 of this Call Off Contract (Key Personnel).

## PART A: IMPLEMENTATION PLAN

### 70. GENERAL

1.236 The Implementation Plan is set out in Schedule 16 Supplier Tender Response:

1.237 General Milestones to be Achieved are Identified below:

Milestone	Deliverables	Duration	Milestone Date	Contracting Authority Contracting Authority Responsibilities	Milestone Payments	Delay Payments
Finalised Implementation Plan	Full final plans for implementation agreed with the Trust	n/a	1 month of contract award	Agree and approve	n/a	n/a
Testing of VMS system and connectivity/access	Testing	n/a	1 month prior to contract start	System availability	n/a	n/a
<p><b><i>The Milestones will be Achieved in accordance with [Call Off Schedule 5 (Testing)].</i></b></p> <p><b><i>For the purposes of Clause 6.4.1(b)(ii) the number of days shall be [insert number of days] days ('the Delay Period Limit')</i></b></p>						

## **PART B: CONTRACTING AUTHORITY RESPONSIBILITIES**

### **71. GENERAL**

1.238 The Contracting Authority Responsibilities associated with the Milestones identified in the Implementation Plan are set out in the column entitled Contracting Authority Responsibilities in the Implementation Plan.

## **PART C: KEY PERSONNEL**

### **72. GENERAL**

1.239The Supplier has assigned the following Key Personnel to this Call Off Contract in the Key Roles detailed below:

REDACTION

## **CALL OFF SCHEDULE 5: TESTING**

### **73. INTRODUCTION**

1.240 This Call Off Schedule (Testing) sets out the approach to Testing and the different Testing activities to be undertaken, including the preparation and agreement of the Test Strategy and Test Plans.

### **74. TESTING OVERVIEW**

1.241 All Tests conducted by the Supplier shall be conducted in accordance with the Test Strategy and the Test Plans.

1.242 Any disputes between the Supplier and the Contracting Authority regarding this Testing shall be referred to the Dispute Resolution Procedure.

### **75. TEST STRATEGY**

1.243 The Supplier shall develop the final Test Strategy as soon as practicable but in any case no later than sixty (60) Working Days (or such other period as the Parties may agree) after the Call Off Commencement Date.

1.244 The final Test Strategy shall include:

- 75.1.1 an overview of how Testing will be conducted in relation to the Implementation Plan;
- 75.1.2 the process to be used to capture and record Test results and the categorisation of Test Issues;
- 75.1.3 the procedure to be followed should a Deliverable fail a Test or where a Deliverable produces unexpected results, including a procedure for the resolution of Test Issues;
- 75.1.4 the procedure to be followed to sign off each Test; and
- 75.1.5 the process for the production and maintenance of reports relating to Tests.

### **76. TEST PLANS**

1.245 The Supplier shall develop Test Plans for the approval of the Contracting Authority as soon as practicable but in any case no later than sixty (60) Working Days (or such other period as the Parties may agree in the Test Strategy or otherwise) prior to the start date for the relevant Testing as specified in the Implementation Plan.

1.246 Each Test Plan shall include as a minimum:

- 76.1.1 the relevant Test definition and the purpose of the Test, the Milestone to which it relates, the requirements being Tested;
- 76.1.2 a detailed procedure for the Tests to be carried out, including:
  - (a) the timetable for the Tests including start and end dates;
  - (b) the Testing mechanism;
  - (c) dates and methods by which the Contracting Authority can inspect Test results;
  - (d) the mechanism for ensuring the quality, completeness and relevance of the Tests;

- (e) the process with which the Contracting Authority will review Test Issues and progress on a timely basis; and
- (f) the re-Test procedure, the timetable and the resources which would be required for re-Testing.

1.247 The Contracting Authority shall not unreasonably withhold or delay its approval of the Test Plans and the Supplier shall implement any reasonable requirements of the Contracting Authority in the Test Plans.

## **77. TESTING**

1.248 When the Supplier has completed the Services in respect of a Milestone it shall submit any Deliverables relating to that Milestone for Testing.

1.249 Each party shall bear its own costs in respect of the Testing. However, if a Milestone is not Achieved the Contracting Authority shall be entitled to recover from the Supplier, any reasonable additional costs it may incur as a direct result of further review or re-Testing of a Milestone.

1.250 If the Supplier successfully completes the requisite Tests, the Contracting Authority shall issue a Satisfaction Certificate as soon as reasonably practical following such successful completion. Notwithstanding the issuing of any Satisfaction Certificate, the Supplier shall remain solely responsible for ensuring that the Services are implemented in accordance with this Call Off Contract.

## **78. TEST ISSUES**

1.251 Where a Test Issue is identified by the Supplier, the Parties shall agree how such Test Issue shall be dealt with and any failure to agree by the Parties shall be resolved in accordance with the Dispute Resolution Procedure.

## **79. TEST QUALITY AUDIT**

1.252 Without prejudice to its rights pursuant to Clause 21 (Records and Audit Access), the Contracting Authority or an agent or contractor appointed by the Contracting Authority may perform on-going quality audits in respect of any part of the Testing.

1.253 If the Contracting Authority has any concerns following an audit in accordance with paragraph 7.1 above the Contracting Authority will discuss such concerns with the Supplier, giving the Supplier the opportunity to provide feedback in relation to specific activities, and subsequently prepare a written report for the Supplier detailing the same to which the Supplier shall, within a reasonable timeframe, respond in writing.

1.254 In the event of an inadequate response to the written report from the Supplier, the Contracting Authority (acting reasonably) may withhold a Satisfaction Certificate until the issues in the report have been addressed to the reasonable satisfaction of the Contracting Authority.

## **80. OUTCOME OF TESTING**

1.255 The Contracting Authority will issue a Satisfaction Certificate when it is satisfied that a Milestone has been Achieved.

1.256 If any Milestones (or any relevant part thereof) do not pass the Test in respect thereof then:

- 80.1.1 the Supplier shall rectify the cause of the failure and re-submit the Deliverables (or the relevant part) to Testing, provided that the Parties agree that there is sufficient time for that action prior to the relevant Milestone Date; or
- 80.1.2 the Parties shall treat the failure as a Supplier Default.

## ANNEX 1: SATISFACTION CERTIFICATE

To: [insert name of Supplier]

FROM: [insert name of Customer]

[insert Date: dd/mm/yyyy]

Dear Sirs,

### SATISFACTION CERTIFICATE

Milestones:

We refer to the agreement ("**Call Off Contract**") relating to the provision of the [Services] between the [insert Contracting Authority(s) name] ("**Contracting Authority**") and [insert Supplier name] ("**Supplier**") dated [insert Call Off Commencement Date dd/mm/yyyy].

The definitions for terms capitalised in this certificate are set out in the Call Off Contract.

[We confirm that all of the [Deliverables relating to Milestone(s)]/[Milestone(s)] *[insert relevant description and/or reference numbers(s) from the Implementation Plan]* have been successfully Achieved by the Supplier in accordance with the Test relevant to those Milestone(s).]

Yours faithfully

[insert Name]

[insert Position]

acting on behalf of [insert name of Contracting Authority]



## **CALL OFF SCHEDULE 6: SERVICE LEVELS, SERVICE CREDITS AND PERFORMANCE MONITORING**

### **81. SCOPE**

1.257 This Call Off Schedule (Service Levels, Service Credits and Performance Monitoring) sets out the Service Levels which the Supplier is required to achieve when providing the Services, the mechanism by which Service Level Failures and Critical Service Level Failures will be managed and the method by which the Supplier's performance in the provision by it of the Services will be monitored.

1.258 This Call Off Schedule comprises:

- 81.1.1 Part A: Service Levels and Service Credits;
- 81.1.2 Annex 1 to Part A - Service Levels and Service Credits Table;
- 81.1.3 Annex 2 to Part A – Critical Service Level Failure;
- 81.1.4 Part B: Performance Monitoring; and
- 81.1.5 Annex 1 to Part B: Additional Performance Monitoring Requirements.

## **PART A: SERVICE LEVELS AND SERVICE CREDITS**

### **82. GENERAL PROVISIONS**

1.259 The Supplier shall provide a proactive Call Off Contract manager to ensure that all Service Levels in this Call Off Contract and Key Performance Indicators in the Framework Agreement are achieved to the highest standard throughout, respectively, the Call Off Contract Period and the Framework Period.

1.260 The Supplier shall provide a managed service through the provision of a dedicated Call Off Contract manager where required on matters relating to:

- 82.1.1 Supply performance;
- 82.1.2 Quality of Services;
- 82.1.3 Contracting Authority support;
- 82.1.4 Complaints handling; and
- 82.1.5 Accurate and timely invoices.

1.261 The Supplier accepts and acknowledges that failure to meet the Service Level Performance Measures set out in the table in Annex 1 to this Part A of this Call Off Schedule will result in Service Credits being issued to Contracting Authority(s).

### **83. PRINCIPAL POINTS**

1.262 The objectives of the Service Levels and Service Credits are to:

- 83.1.1 ensure that the Services are of a consistently high quality and meet the requirements of the Contracting Authority;
- 83.1.2 provide a mechanism whereby the Contracting Authority can attain meaningful recognition of inconvenience and/or loss resulting from the Supplier's failure to deliver the level of service for which it has contracted to deliver; and
- 83.1.3 incentivise the Supplier to comply with and to expeditiously remedy any failure to comply with the Service Levels.

### **84. SERVICE LEVELS**

1.263 Annex 1 to this Part A of this Call Off Schedule sets out the Service Levels the performance of which the Parties have agreed to measure.

1.264 The Supplier shall monitor its performance of this Call Off Contract by reference to the relevant performance criteria for achieving the Service Levels shown in Annex 1 to this Part A of this Call Off Schedule (the "**Service Level Performance Criteria**") and shall send the Contracting Authority a Performance Monitoring Report detailing the level of service which was achieved in accordance with the provisions of Part B (Performance Monitoring) of this Call Off Schedule.

1.265 The Supplier shall, at all times, provide the Services in such a manner that the Service Levels Performance Measures are achieved.

1.266 If the level of performance of the Supplier of any element of the provision by it of the Services during the Call Off Contract Period:

- 84.1.1 is likely to or fails to meet any Service Level Performance Measure or
- 84.1.2 is likely to cause or causes a Critical Service Failure to occur,

84.1.3 the Supplier shall immediately notify the Contracting Authority in writing and the Contracting Authority, in its absolute discretion and without prejudice to any other of its rights howsoever arising including under Clause 13 of this Call Off Contract (Service Levels and Service Credits), may:

- (a) require the Supplier to immediately take all remedial action that is reasonable to mitigate the impact on the Contracting Authority and to rectify or prevent a Service Level Failure or Critical Service Level Failure from taking place or recurring; and
- (b) if the action taken under paragraph (a) above has not already prevented or remedied the Service Level Failure or Critical Service Level Failure, the Contracting Authority shall be entitled to instruct the Supplier to comply with the Rectification Plan Process; or
- (c) if a Service Level Failure has occurred, deduct from the Call Off Contract Charges the applicable Service Level Credits payable by the Supplier to the Contracting Authority in accordance with the calculation formula set out in Annex 1 of this Part A of this Call Off Schedule; or
- (d) if a Critical Service Level Failure has occurred, exercise its right to Compensation for Critical Service Level Failure in accordance with Clause 14 of this Call Off Contract (Critical Service Level Failure) (including subject, for the avoidance of doubt, the proviso in Clause 14.1.2 of this Call Off Contract in relation to Material Breach).

1.267 Approval and implementation by the Contracting Authority of any Rectification Plan shall not relieve the Supplier of any continuing responsibility to achieve the Service Levels, or remedy any failure to do so, and no estoppels or waiver shall arise from any such Approval and/or implementation by the Contracting Authority.

## 85. SERVICE CREDITS

1.268 Annex 1 to this Part A of this Call Off Schedule sets out the formula used to calculate a Service Credit payable to the Contracting Authority Contracting Authority a result of a Service Level Failure in a given service period which, for the purpose of this Call Off Schedule, shall be a recurrent period of **one Month** during the Call Off Contract Period (the "**Service Period**").

1.269 Annex 1 to this Part A of this Call Off Schedule includes details of each Service Credit available to each Service Level Performance Criterion if the applicable Service Level Performance Measure is not met by the Supplier.

1.270 The Contracting Authority shall use the Performance Monitoring Reports supplied by the Supplier under Part B (Performance Monitoring) of this Call Off Schedule to verify the calculation and accuracy of the Service Credits, if any, applicable to each relevant Service Period.

1.271 Service Credits are a reduction of the amounts payable in respect of the Services and do not include VAT. The Supplier shall set-off the value of any Service Credits against the appropriate invoice in accordance with calculation formula in Annex 1 of Part A of this Call Off Schedule.

## 86. NATURE OF SERVICE CREDITS

1.272 The Supplier confirms that it has modelled the Service Credits and has taken them into account in setting the level of the Call Off Contract Charges. Both Parties agree that the Service Credits are a reasonable method of price adjustment to reflect poor performance.

**87. SERVICE CREDIT CAP**

1.273 For the purposes of this Call Off Contract the **Service Credit Cap** means:

- (a) In no event will the total Service Credits applicable in respect of any Month exceed five (5) % of the total value of the Agency Fee and/or MSP Fee (as appropriate) invoiced for the relevant Service Period.

# ANNEX 1 TO PART A: SERVICE LEVELS AND SERVICE CREDITS TABLE

Performance Criteria	Service Level Key Indicator	Specified Performance measure	Service Credit for each Service Period
Category	Service Level	Measure	Service Credit
Service Helpdesk	Booking service availability (in and out of hours)	98 percent	50% of the total month Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred.
Complaints	Acknowledgement of complaints	100 percent of complaints acknowledged within 24 hours of receipt of the complaint on the first working day	50% of the total month Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred.
	Make good/resolve the complaint, oversight or omission	100 percent within 15 Working days of receipt of the complaint on the first working day, unless the nature of the complaint, oversight or omission requires additional investigation	50% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred.
Ordering of Temporary Workers	Assignment fulfilment timescales	Agreed timescales with the Contracting Authority or timescales as stated in Clause 6.7 of Annex A to Part A Framework Schedule 2	50% of the total Agency Fee Contract Charge paid for the Temporary Worker not assigned within the timescales.
Provision of Temporary Workers	Temporary Worker fulfils the Assignment	The fill rate agreed with the Contracting Authority - 95%	50% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred

	Compliance with relevant Policy and Legislation	100 percent compliance	100% of the Agency Fee Contract Charge paid for the Temporary Worker who is not compliant
	Relevant Safeguarding and Employment Checks conducted on Candidates <u>prior to</u> Introduction to the Customer	100 percent compliance	100% of the Agency Fee Contract Charge paid for the Temporary Worker who is not compliant
	Provision of Temporary Worker Assignment Checklist	100 percent compliance	100% of the Agency Fee Contract Charge paid for the Temporary Worker who is not compliant
	Minimum of 3 CVs submitted for each role	90 percent compliance	n/a
Invoicing	Charging, Invoicing and management information	100 percent compliance.	100% of the Agency Fee Contract Charge paid for the Temporary Worker Contract Charges that were not compliant
	Waivers	No more than 5%	n/a
Contract Charges	Submission of a valid invoice within 30 days of the provision of the Temporary Worker (or as agreed with the Contracting Authority)	100 percent compliance	50% of the Agency Fee Contract Charge paid for the Temporary Worker Contract Charges
	Reimbursement of overcharged amounts within seven (7) days of notification receipt.	100 percent compliance	50% of the Agency Fee Contract Charge paid for the Temporary Worker Contract Charges
Freedom of Information (FOI)	Transfer to the Contracting Authority all FOI Requests within 2 Working Days of receipt.	100 percent compliance	50% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month

			in which the breach occurred.
	Provide a copy of all Information the Contracting Authority requires to respond to an FOI within 5 Working Days; or as agreed with the Contracting Authority	100 percent compliance	50% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred.
Supplier Contractual Breach	Remedy of the contractual breach within 30 calendar days or timescales as agreed with the Contracting Authority	100 percent compliance	100% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred. The Service Credit can be pro-rated e.g if the breach is resolved in 2 days only 2 days Contract Charges will be paid.
Contract Management	To provide information within 14 days of receipt of a written request from the Contracting Authority.	100 percent compliance	50% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred. The Service Credit can be pro-rated e.g if the breach is resolved in 16 days instead of 14 days only 2 days Contract Charges will be paid.
	Grant the Contracting Bodies internal auditors access to information for the purpose of carrying out an audit on the supply of the Services under the Call Off Contract within 30 days of a request In Writing.	100 percent compliance.	100% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred. The Service Credit can be pro-rated e.g if the breach is resolved in 32 days

			instead of 30 days only 2 days Contract Charges will be paid.
	Attendance at the Contracting Authority review meetings (the frequency to be communicated by the Contracting Authority).	100 percent compliance	50% of the Agency Fee Contract Charge paid for each percentage under the specified performance measure in the month in which the breach occurred.
Reporting	Data reports as agreed	100%	n/a
Temporary Workers Management	Reduction of overall costs of contract by renegotiation if the worker works for the Trust for 12 weeks for AWR	50% of workers	n/a

#### SERVICE LEVELS AND PRIORITY LEVELS

Service Level		Priority Level
1.	Booking service availability (in and out of hours)	1
2.	Acknowledgement of complaints	2
3.	Make good/resolve the compliant, oversight or omission	2
4.	Assignment fulfilment timescales	2
5.	Temporary Worker fulfils the Assignment	1
6.	Compliance with relevant Policy and Legislation	1
7.	Relevant Safeguarding and Employment Checks conducted on Candidates <u>prior to</u> Introduction to the Customer	1
8.	Provision of Temporary Worker Assignment Checklist	2
9.	Charging, Invoicing and management information	2
11.	Submission of a valid invoice within 30 days of the provision of the Temporary Worker (or as agreed with the Contracting Authority)	2



12.	Reimbursement of overcharged amounts within seven (7) days of notification receipt.	2
13.	Transfer to the Contracting Authority all FOI Requests within 2 Working Days of receipt.	3
14.	Provide a copy of all Information the Contracting Authority requires to respond to an FOI within 5 Working Days; or as agreed with the Contracting Authority	3
15.	Remedy of the contractual breach within 30 calendar days or timescales as agreed with the Contracting Authority	1
16.	To provide information within 14 days of receipt of a written request from the Contracting Authority.	2
17.	Grant the Contracting Bodies internal auditors access to information for the purpose of carrying out an audit on the supply of the Services under the Call Off Contract within 30 days of a request In Writing.	3
18.	Attendance at the Contracting Authority review meetings (the frequency to be communicated by the Contracting Authority).	3

		Service Level achieved			
Service Level		60-70%	71-90%	91-95%	96-100%
1.	Booking service availability (in and out of hours)				
2.	Acknowledgement of complaints				
3.	Make good/resolve the complaint, oversight or omission				
4.	Assignment fulfilment timescales				
5.	Temporary Worker fulfils the Assignment				
6.	Compliance with relevant Policy and Legislation				

7.	Relevant Safeguarding and Employment Checks conducted on Candidates <u>prior to</u> Introduction to the Customer				
8.	Provision of Temporary Worker Assignment Checklist				
9.	Charging, Invoicing and management information				
11.	Submission of a valid invoice within 30 days of the provision of the Temporary Worker (or as agreed with the Contracting Authority)				
12.	Reimbursement of overcharged amounts within seven (7) days of notification receipt.				
13.	Transfer to the Contracting Authority Contracting Authority all FOI Requests within 2 Working Days of receipt.				
14.	Provide a copy of all Information the Contracting Authority requires to respond to an FOI within 5 Working Days; or as agreed with the Contracting Authority				
15.	Remedy of the contractual breach within 30 calendar days or timescales as agreed with the Contracting Authority				
16.	To provide information within 14 days of receipt of a written request from the Contracting Authority.				
17.	Grant the Contracting Bodies internal auditors access to information for the purpose of carrying out an audit on the supply of the Services under the Call Off Contract within 30 days of a request In Writing.				
18.	Attendance at the Contracting Authority review meetings (the frequency to be communicated by the Contracting Authority).				

1. If the level of performance of the Supplier of any element of the Services during Contract Period fails to achieve a Service Level in respect of any element of the Service, then the Supplier shall either:
  - 1.1. deduct from the Supplier's Agency fee charged as per the Charging Structure for the period during which the Service Failure occurred, the total Service Credit value from the next invoice payable by the Contracting Authority; or
  - 1.2. refund to the Contracting Authority the total Service Credit value calculated for the period during which the Service Failure occurred.
2. The Service Credit value shall be calculated in accordance with the following formula and worked example:

#### **Formula**

(100 % minus - % of Service Level achieved during the period) \* 25 % Service Credit = X% of the value of the Agency Fee invoiced for the period during which the Service Failure occurred to be either (a) deducted from the next invoice payable by the Contracting Authority or (b) refunded to the Contracting Authority.

#### **Worked Example (number 1)**

<p><b>80% (e.g. Compliance with Fill Rates) – 75% ( e.g. actual fill rate achieved for a particular month) * 50% Service Credit</b></p>	<p><b>= 5 x 0.5 = 2.5% of the value of the Agency Fee and/or MSP Fee (as appropriate) invoiced for the month I which the Service Failure occurred.</b></p> <p><b>Therefore in the above example, if the Agency Fee for that month was £43,000 then the Service Credit would be 0.025 (2.5%) x 43000 = 1075</b></p>
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### **Worked example Number 2**

(100 % (e.g. Compliance with relevant Policy and Legislation) – 98 % (e.g. Compliance with relevant Policy and Legislation)) \* 100 % Service Credit = 2% of the value of the Agency Fee invoiced for the period during which the Service Failure occurred to be either (a) deducted from the next invoice payable by the Contracting Authority or (b) refunded to the Contracting Authority.

## ANNEX 2 TO PART A: CRITICAL SERVICE LEVEL FAILURE

In relation to the booking management system used by the Supplier, a Critical Service Level Failure shall include a delay in meeting the target response times and resolution (as detailed below) for a Priority 1 event more than once in any three (3) Month period or more than three (3) times in any rolling twelve (12) Month period.

Priority	Description	Target Response Times	Target Resolution Time (after receipt)
1	Entire system down and inaccessible, or major components of system not operational and work cannot continue	Immediate 24/7 response and revert to disaster recovery processes. Feedback on progress on an hourly basis until resolved.	4 business hours (with Client's full cooperation)

## **PART B: PERFORMANCE MONITORING**

### **88. PRINCIPAL POINTS**

1.274 Part B to this Call Off Schedule provides the methodology for monitoring the provision of the Services:

88.1.1 to ensure that the Supplier is complying with the Service Levels; and

88.1.2 for identifying any failures to achieve Service Levels in the performance of the Supplier and/or provision of the Services ("**Performance Monitoring System**").

1.275 Within twenty (20) Working Days of the Call Off Commencement Date the Supplier shall provide the Contracting Authority with details of how the process in respect of the monitoring and reporting of Service Levels will operate between the Parties and the Parties will endeavour to agree such process as soon as reasonably possible.

### **89. REPORTING OF SERVICE FAILURES**

1.276 The Supplier shall report all failures to achieve Service Levels and any Critical Service Level Failure to the Contracting Authority in accordance with the processes agreed in paragraph 8.2 of Part B of this Call Off Schedule above.

### **90. PERFORMANCE MONITORING AND PERFORMANCE REVIEW**

1.277 The Supplier shall provide the Contracting Authority performance monitoring reports ("**Performance Monitoring Reports**") in accordance with the process and timescales agreed pursuant to paragraph 8.2 of Part B of this Call Off Schedule above which shall contain, as a minimum, the following information in respect of the relevant Service Period just ended:

90.1.1 for each Service Level, the actual performance achieved over the Service Level for the relevant Service Period;

90.1.2 a summary of all failures to achieve Service Levels that occurred during that Service Period;

90.1.3 any Critical Service Level Failures and details in relation thereto;

90.1.4 for any repeat failures, actions taken to resolve the underlying cause and prevent recurrence;

90.1.5 the Service Credits to be applied in respect of the relevant period indicating the failures and Service Levels to which the Service Credits relate; and

90.1.6 such other details as the Contracting Authority may reasonably require from time to time.

1.278 The Parties shall attend meetings to discuss Performance Monitoring Reports ("**Performance Review Meetings**") on a monthly basis (unless otherwise agreed). The Performance Review Meetings will be the forum for the review by the Supplier and the Contracting Authority of the Performance Monitoring Reports. The Performance Review Meetings shall (unless otherwise agreed):

90.1.7 take place within one (1) week of the Performance Monitoring Reports being issued by the Supplier;

90.1.8 take place at such location and time (within normal business hours) as the Contracting Authority shall reasonably require unless otherwise agreed in advance;

90.1.9 be attended by the Supplier's Representative and the Contracting Authority(s) Representative; and

90.1.10 be fully minuted by the Supplier. The prepared minutes will be circulated by the Supplier to all attendees at the relevant meeting and also to the Contracting Authority(s) Representative and any other recipients agreed at the relevant meeting. The minutes of the preceding month's Performance Review Meeting will be agreed and signed by both the Supplier's Representative and the Contracting Authority(s) Representative at each meeting.

1.279 The Contracting Authority shall be entitled to raise any additional questions and/or request any further information regarding any failure to achieve Service Levels.

1.280 The Supplier shall provide to the Contracting Authority such supporting documentation as the Contracting Authority may reasonably require in order to verify the level of the performance by the Supplier and the calculations of the amount of Service Credits for any specified Service Period.

## **91. SATISFACTION SURVEYS**

1.281 In order to assess the level of performance of the Supplier, the Contracting Authority may undertake satisfaction surveys in respect of the Supplier's provision of the Services.

1.282 The Contracting Authority shall be entitled to notify the Supplier of any aspects of their performance of the provision of the Services which the responses to the Satisfaction Surveys reasonably suggest are not in accordance with this Call Off Contract.

1.283 All other suggestions for improvements to the provision of Services shall be dealt with as part of the continuous improvement programme pursuant to Clause 18 of this Call Off Contract (Continuous Improvement).

## **ANNEX 1 TO PART B: ADDITIONAL PERFORMANCE MONITORING REQUIREMENTS**

Not Used



## CALL OFF SCHEDULE 7: STANDARDS

### 92. STANDARDS

Not Used

## CALL OFF SCHEDULE 8: SECURITY

### 93. DEFINITIONS

1.284 In this Call Off Schedule 8, the following definitions shall apply:

- "Breach of Security"** 210 means the occurrence of:
- a) any unauthorised access to or use of the Services, the Sites and/or any Information and Communication Technology ("ICT"), information or data (including the Confidential Information and the Data) used by the Contracting Authority and/or the Supplier in connection with this Call Off Contract; and/or
  - b) the loss and/or unauthorised disclosure of any information or data (including the Confidential Information and the Contracting Authority Data), including any copies of such information or data, used by the Contracting Authority and/or the Supplier in connection with this Call Off Contract,
- 211 in either case as more particularly set out in the Security Policy;

### 94. INTRODUCTION

1.285 The purpose of this Call Off Schedule is to ensure a good organisational approach to security under which the specific requirements of this Call Off Contract will be met;

1.286 This Call Off Schedule covers:

- 94.1.1 principles of protective security to be applied in delivering the Services;
- 94.1.2 the creation and maintenance of the Security Management Plan; and
- 94.1.3 obligations in the event of actual or attempted Breaches of Security.

### 95. PRINCIPLES OF SECURITY

1.287 The Supplier acknowledges that the Contracting Authority places great emphasis on the reliability of the performance of the Services, confidentiality, integrity and availability of information and consequently on security.

1.288 The Supplier shall be responsible for the effective performance of its security obligations and shall at all times provide a level of security which:

- 95.1.1 is in accordance with the Law and this Call Off Contract;
- 95.1.2 as a minimum demonstrates Good Industry Practice;
- 95.1.3 complies with the Security Policy;
- 95.1.4 meets any specific security threats of immediate relevance to the Services and/or the Contracting Authority Data; and
- 95.1.5 complies with the Contracting Authority(s) ICT policies.

1.289 Subject to Clause 34 of this Call Off Contract (Security and Protection of Information) the references to standards, guidance and policies contained or set out

in paragraph 3.2 of this Call Off Schedule shall be deemed to be references to such items as developed and updated and to any successor to or replacement for such standards, guidance and policies, as notified to the Supplier from time to time.

1.290 In the event of any inconsistency in the provisions of the above standards, guidance and policies, the Supplier should notify the Contracting Bodies Representative of such inconsistency immediately upon becoming aware of the same, and the Contracting Bodies Representative shall, as soon as practicable, advise the Supplier which provision the Supplier shall be required to comply with.

## **96. SECURITY MANAGEMENT PLAN**

### **1.291 Introduction**

96.1.1 The Supplier shall develop and maintain a Security Management Plan in accordance with this Call Off Schedule. The Supplier shall thereafter comply with its obligations set out in the Security Management Plan.

### **1.292 Content of the Security Management Plan**

96.1.2 The Security Management Plan shall:

- (a) comply with the principles of security set out in paragraph 3 of this Call Off Schedule and any other provisions of this Call Off Contract relevant to security;
- (b) identify the necessary delegated organisational roles defined for those responsible for ensuring it is complied with by the Supplier;
- (c) detail the process for managing any security risks from Sub-Contractors and third parties authorised by the Contracting Authority with access to the Services, processes associated with the provision of the Services, the Contracting Authority Premises, the Sites and any ICT, Information and data (including the Contracting Authority Confidential Information and the Contracting Authority Data) and any system that could directly or indirectly have an impact on that Information, data and/or the Services;
- (d) unless otherwise specified by the Contracting Authority in writing, be developed to protect all aspects of the Services and all processes associated with the provision of the Services, including the Authority Premises, the Sites, and any ICT, Information and data (including the Contracting Authority Confidential Information and the Contracting Authority Data) to the extent used by the Contracting Authority or the Supplier in connection with this Call Off Contract or in connection with any system that could directly or indirectly have an impact on that Information, data and/or the Services;
- (e) set out the security measures to be implemented and maintained by the Supplier in relation to all aspects of the Services and all processes associated with the provision of the Services and shall at all times comply with and specify security measures and procedures which are sufficient to ensure that the Services comply with the provisions of this Call Off Contract;

- (f) set out the plans for transiting all security arrangements and responsibilities for the Supplier to meet the full obligations of the security requirements set out in this Call Off Contract and the Security Policy; and
- (g) be written in plain English in language which is readily comprehensible to the staff of the Supplier and the Contracting Authority engaged in the provision of the Services and shall only reference documents which are in the possession of the Parties or whose location is otherwise specified in this Call Off Schedule.

#### 1.293 Development of the Security Management Plan

96.1.3 Within twenty (20) Working Days after the Call Off Commencement Date (or such other period agreed by the Parties in writing) and in accordance with paragraph 4.4 (Amendment and Revision), the Supplier shall prepare and deliver to the Contracting Authority for Approval a fully complete and up to date Security Management Plan which will be based on the draft Security Management Plan.

96.1.4 If the Security Management Plan submitted to the Contracting Authority in accordance with paragraph 4.3.1, or any subsequent revision to it in accordance with paragraph 4.4 (Amendment and Revision), is Approved it will be adopted immediately and will replace the previous version of the Security Management Plan and thereafter operated and maintained in accordance with this Call Off Schedule. If the Security Management Plan is not Approved, the Supplier shall amend it within ten (10) Working Days or such other period as the Parties may agree in writing of a notice of non-approval from the Contracting Authority and re-submit to the Contracting Authority for Approval. The parties will use all reasonable endeavours to ensure that the approval process takes as little time as possible and in any event no longer than fifteen (15) Working Days (or such other period as the parties may agree in writing) from the date of its first submission to the Customer. If the Contracting Authority does not approve the Security Management Plan following its resubmission, the matter will be resolved in accordance with the Dispute Resolution Procedure.

96.1.5 The Contracting Authority shall not unreasonably withhold or delay its decision to Approve or not the Security Management Plan pursuant to paragraph 4.3.2. However a refusal by the Contracting Authority to Approve the Security Management Plan on the grounds that it does not comply with the requirements set out in paragraph 4.2 shall be deemed to be reasonable.

96.1.6 Approval by the Contracting Authority of the Security Management Plan pursuant to paragraph 4.3.2 of this Call Off Schedule or of any change to the Security Management Plan in accordance with paragraph 4.4 shall not relieve the Supplier of its obligations under this Call Off Schedule.

#### 1.294 Amendment and Revision of the Security Management Plan

96.1.7 The Security Management Plan shall be fully reviewed and updated by the Supplier at least annually to reflect:

- (a) emerging changes in Good Industry Practice;
- (b) any change or proposed change to the Services and/or associated processes;
- (c) any change to the Security Policy;
- (d) any new perceived or changed security threats; and

- (e) any reasonable change in requirements requested by the Customer.

96.1.8 The Supplier shall provide the Contracting Authority with the results of such reviews as soon as reasonably practicable after their completion and amendment of the Security Management Plan at no additional cost to the Customer. The results of the review shall include, without limitation:

- (a) suggested improvements to the effectiveness of the Security Management Plan;
- (b) updates to the risk assessments; and
- (c) suggested improvements in measuring the effectiveness of controls.

96.1.9 Subject to paragraph 4.4.4, any change or amendment which the Supplier proposes to make to the Security Management Plan (as a result of a review carried out in accordance with paragraph 4.4.1, a request by the Contracting Authority or otherwise) shall be subject to the Variation Procedure and shall not be implemented until Approved by the Customer.

96.1.10 The Contracting Authority may, where it is reasonable to do so, Approve and require changes or amendments to the Security Management Plan to be implemented on timescales faster than set out in the Variation Procedure but, without prejudice to their effectiveness, all such changes and amendments shall thereafter be subject to the Variation Procedure for the purposes of formalising and documenting the relevant change or amendment for the purposes of this Call Off Contract.

## **97. BREACH OF SECURITY**

1.295 Either party shall notify the other in accordance with the agreed security incident management process (as detailed in the Security Management Plan if one exists) upon becoming aware of any Breach of Security or any potential or attempted Breach of Security.

1.296 Without prejudice to the security incident management process, upon becoming aware of any of the circumstances referred to in paragraph 5.1, the Supplier shall:

97.1.1 immediately take all reasonable steps (which shall include any action or changes reasonably required by the Customer) necessary to:

- (a) minimise the extent of actual or potential harm caused by any Breach of Security;
- (b) remedy such Breach of Security to the extent possible and protect the integrity of the Contracting Authority and the provision of the Services to the extent within its control against any such Breach of Security or attempted Breach of Security;
- (c) prevent an equivalent breach in the future exploiting the same root cause failure; and
- (d) as soon as reasonably practicable provide to the Customer, where the Contracting Authority so requests, full details (using the reporting mechanism defined by the Security Management Plan if one exists) of the Breach of Security or attempted Breach of Security, including a root cause analysis where required by the Customer.

1.297 In the event that any action is taken in response to a Breach of Security or potential or attempted Breach of Security that demonstrates non-compliance of the Security Management Plan with the Security policy or the requirements of this Call Off Schedule, then any required change to the Security Management Plan shall be at no cost to the Customer.

## **ANNEX 1: SECURITY POLICY**

NOT USED

## **ANNEX 2: SECURITY MANAGEMENT PLAN**

NOT USED



## CALL OFF SCHEDULE 9: BUSINESS CONTINUITY AND DISASTER RECOVERY

### 98. DEFINITIONS

1.298 In this Call Off Schedule 9, the following definitions shall apply:

"Business Continuity Plan"	212	has the meaning given to it in paragraph 2.2.1(b) of this Call Off Schedule;
"Disaster Recovery Plan"	213	has the meaning given to it in 2.2.1(c) of this Call Off Schedule;
"Disaster Recovery System"	214	means the system embodied in the processes and procedures for restoring the provision of Services following the occurrence of a disaster;
"Review Report"	215	has the meaning given to it in paragraph 6.2 of this Call Off Schedule;
"Supplier's Proposals"	216	has the meaning given to it in paragraph 6.2.3 of this Call Off Schedule;

### 99. BCDR PLAN

1.299 Within thirty 30 Working Days from the Call Off Commencement Date the Supplier shall prepare and deliver to the Contracting Authority for the Contracting Authority's written approval a plan, which shall detail the processes and arrangements that the Supplier shall follow to:

99.1.1 ensure continuity of the business processes and operations supported by the Services following any failure or disruption of any element of the Services; and

99.1.2 the recovery of the Services in the event of a Disaster.

1.300 The BCDR Plan shall:

99.1.3 be divided into three parts:

- (a) Part A which shall set out general principles applicable to the BCDR Plan;
- (b) Part B which shall relate to business continuity (the "**Business Continuity Plan**"); and
- (c) Part C which shall relate to disaster recovery (the "**Disaster Recovery Plan**"); and

99.1.4 unless otherwise required by the Contracting Authority in writing, be based upon and be consistent with the provisions of paragraphs 3, 4 and 5.

1.301 Following receipt of the draft BCDR Plan from the Supplier, the Contracting Authority shall:

99.1.5 review and comment on the draft BCDR Plan as soon as reasonably practicable; and

99.1.6 notify the Supplier in writing that it approves or rejects the draft BCDR Plan no later than twenty (20) Working Days after the date on which the draft BCDR Plan is first delivered to the Customer.

1.302 If the Contracting Authority rejects the draft BCDR Plan:

- 99.1.7 the Contracting Authority shall inform the Supplier in writing of its reasons for its rejection; and
- 99.1.8 the Supplier shall then revise the draft BCDR Plan (taking reasonable account of the Contracting Authority comments) and shall re-submit a revised draft BCDR Plan to the Contracting Authority for the Contracting Authority's approval within twenty (20) Working Days of the date of the Contracting Authority's notice of rejection. The provisions of paragraphs 2.3 and 2.4 of this Call Off Schedule shall apply again to any resubmitted draft BCDR Plan, provided that either Party may refer any disputed matters for resolution by the Dispute Resolution Procedure at any time.

#### **100. PART A OF THE BCDR PLAN AND GENERAL PRINCIPLES AND REQUIREMENTS**

1.303 Part A of the BCDR Plan shall:

- 100.1.1 set out how the business continuity and disaster recovery elements of the BCDR Plan link to each other;
- 100.1.2 provide details of how the invocation of any element of the BCDR Plan may impact upon the operation of the provision of the Services and any Services provided to the Contracting Authority by a Related Supplier;
- 100.1.3 contain an obligation upon the Supplier to liaise with the Contracting Authority and (at the Contracting Authority request) any Related Suppliers with respect to issues concerning business continuity and disaster recovery where applicable;
- 100.1.4 detail how the BCDR Plan links and interoperates with any overarching and/or connected disaster recovery or business continuity plan of the Contracting Authority and any of its other Related Supplier in each case as notified to the Supplier by the Contracting Authority from time to time;
- 100.1.5 contain a communication strategy including details of an incident and problem management service and advice and help desk facility which can be accessed via multi-channels (including but without limitation a web-site (with FAQs), e-mail, phone and fax) for both portable and desk top configurations, where required by the Customer;
- 100.1.6 contain a risk analysis, including:
- (a) failure or disruption scenarios and assessments and estimates of frequency of occurrence;
  - (b) identification of any single points of failure within the provision of Services and processes for managing the risks arising therefrom;
  - (c) identification of risks arising from the interaction of the provision of Services and with the Services provided by a Related Supplier; and
  - (d) a business impact analysis (detailing the impact on business processes and operations) of different anticipated failures or disruptions;
- 100.1.7 provide for documentation of processes, including business processes, and procedures;
- 100.1.8 set out key contact details (including roles and responsibilities) for the Supplier (and any Sub-Contractors) and for the Customer;
- 100.1.9 identify the procedures for reverting to "normal service";

- 100.1.10 set out method(s) of recovering or updating data collected (or which ought to have been collected) during a failure or disruption to ensure that there is no more than the accepted amount of data loss and to preserve data integrity;
  - 100.1.11 identify the responsibilities (if any) that the Contracting Authority has agreed it will assume in the event of the invocation of the BCDR Plan; and
  - 100.1.12 provide for the provision of technical advice and assistance to key contacts at the Contracting Authority as notified by the Contracting Authority from time to time to inform decisions in support of the Contracting Authority's business continuity plans.
- 1.304The BCDR Plan shall be designed so as to ensure that:
- 100.1.13 the Services are provided in accordance with this Call Off Contract at all times during and after the invocation of the BCDR Plan;
  - 100.1.14 the adverse impact of any Disaster, service failure, or disruption on the operations of the Contracting Authority is minimal as far as reasonably possible;
  - 100.1.15 it complies with the relevant provisions of [ISO/IEC 27002] and all other industry standards from time to time in force; and
  - 100.1.16 there is a process for the management of disaster recovery testing detailed in the BCDR Plan.
- 1.305The BCDR Plan shall be upgradeable and sufficiently flexible to support any changes to the Services or to the business processes facilitated by and the business operations supported by the provision of Services.
- 1.306The Supplier shall not be entitled to any relief from its obligations under the Service Levels or to any increase in the Charges to the extent that a Disaster occurs as a consequence of any breach by the Supplier of this Call Off Contract.

## 101. BUSINESS CONTINUITY PLAN - PRINCIPLES AND CONTENTS

- 1.307The Business Continuity Plan shall set out the arrangements that are to be invoked to ensure that the business processes and operations facilitated by the provision of Services remain supported and to ensure continuity of the business operations supported by the Services including, unless the Contracting Authority expressly states otherwise in writing:
- 101.1.1 the alternative processes (including business processes), options and responsibilities that may be adopted in the event of a failure in or disruption to the provision of Services; and
  - 101.1.2 the steps to be taken by the Supplier upon resumption of the provision of Services in order to address any prevailing effect of the failure or disruption including a root cause analysis of the failure or disruption.
- 1.308The Business Continuity Plan shall:
- 101.1.3 address the various possible levels of failures of or disruptions to the provision of Services;
  - 101.1.4 set out the Services to be provided and the steps to be taken to remedy the different levels of failures of and disruption to the Services (such goods, services and steps, the **"Business Continuity Services"**);
  - 101.1.5 specify any applicable Service Levels with respect to the provision of the Business Continuity Services and details of any agreed relaxation to the Service Levels

in respect of the provision of other Services during any period of invocation of the Business Continuity Plan; and

- 101.1.6 clearly set out the conditions and/or circumstances under which the Business Continuity Plan is invoked.

## **102. DISASTER RECOVERY PLAN - PRINCIPLES AND CONTENTS**

1.309 The Disaster Recovery Plan shall be designed so as to ensure that upon the occurrence of a Disaster the Supplier ensures continuity of the business operations of the Contracting Authority supported by the Services following any Disaster or during any period of service failure or disruption with, as far as reasonably possible, minimal adverse impact.

1.310 The Disaster Recovery Plan shall be invoked only upon the occurrence of a Disaster.

1.311 The Disaster Recovery Plan shall include the following:

- 102.1.1 the technical design and build specification of the Disaster Recovery System;

- 102.1.2 details of the procedures and processes to be put in place by the Supplier in relation to the Disaster Recovery System and the provision of the Disaster Recovery Services and any testing of the same including but not limited to the following:

- (a) data centre and disaster recovery site audits;
- (b) backup methodology and details of the Supplier's approach to data back-up and data verification;
- (c) identification of all potential disaster scenarios;
- (d) risk analysis;
- (e) documentation of processes and procedures;
- (f) hardware configuration details;
- (g) network planning including details of all relevant data networks and communication links;
- (h) invocation rules;
- (i) Service recovery procedures; and
- (j) steps to be taken upon resumption of the provision of Services to address any prevailing effect of the failure or disruption of the provision of Services;

- 102.1.3 any applicable Service Levels with respect to the provision of the Disaster Recovery Services and details of any agreed relaxation to the Service Levels in respect of the provision of other Services during any period of invocation of the Disaster Recovery Plan;

- 102.1.4 details of how the Supplier shall ensure compliance with security standards ensuring that compliance is maintained for any period during which the Disaster Recovery Plan is invoked;

- 102.1.5 access controls to any disaster recovery sites used by the Supplier in relation to its obligations pursuant to this Schedule; and

- 102.1.6 testing and management arrangements.

### 103. REVIEW AND AMENDMENT OF THE BCDR PLAN

1.312 The Supplier shall review the BCDR Plan (and the risk analysis on which it is based):

- 103.1.1 on a regular basis and as a minimum once every six (6) months;
- 103.1.2 within three calendar months of the BCDR Plan (or any part) having been invoked pursuant to paragraph 7; and
- 103.1.3 where the Contracting Authority requests any additional reviews (over and above those provided for in paragraphs 6.1.1 and 6.1.2 of this Call Off Schedule) by notifying the Supplier to such effect in writing, whereupon the Supplier shall conduct such reviews in accordance with the Contracting Authority written requirements. Prior to starting its review, the Supplier shall provide an accurate written estimate of the total costs payable by the Contracting Authority for the Contracting Authority's approval. The costs of both Parties of any such additional reviews shall be met by the Contracting Authority except that the Supplier shall not be entitled to charge the Contracting Authority for any costs that it may incur above any estimate without the Contracting Authority prior written approval.

1.313 Each review of the BCDR Plan pursuant to paragraph 6.1 of this Call off Schedule shall be a review of the procedures and methodologies set out in the BCDR Plan and shall assess their suitability having regard to any change to the Services or any underlying business processes and operations facilitated by or supported by the Services which have taken place since the later of the original approval of the BCDR Plan or the last review of the BCDR Plan and shall also have regard to any occurrence of any event since that date (or the likelihood of any such event taking place in the foreseeable future) which may increase the likelihood of the need to invoke the BCDR Plan. The review shall be completed by the Supplier within the period required by the BCDR Plan or, if no such period is required, within such period as the Contracting Authority shall reasonably require. The Supplier shall, within twenty (20) Working Days of the conclusion of each such review of the BCDR Plan, provide to the Contracting Authority a report (a "**Review Report**") setting out:

- 103.1.4 the findings of the review;
- 103.1.5 any changes in the risk profile associated with the provision of Services;
- and
- 103.1.6 the Supplier's proposals (the "**Supplier's Proposals**") for addressing any changes in the risk profile and its proposals for amendments to the BCDR Plan following the review detailing the impact (if any and to the extent that the Supplier can reasonably be expected to be aware of the same) that the implementation of such proposals may have on any goods, services or systems provided by a third party.

1.314 Following receipt of the Review Report and the Supplier's Proposals, the Contracting Authority shall:

- 103.1.7 review and comment on the Review Report and the Supplier's Proposals as soon as reasonably practicable; and
- 103.1.8 notify the Supplier in writing that it approves or rejects the Review Report and the Supplier's Proposals no later than twenty (20) Working Days after the date on which they are first delivered to the Customer.

1.315 If the Contracting Authority rejects the Review Report and/or the Supplier's Proposals:

103.1.9 the Contracting Authority shall inform the Supplier in writing of its reasons for its rejection; and

103.1.10 the Supplier shall then revise the Review Report and/or the Supplier's Proposals as the case may be (taking reasonable account of the Contracting Authority's comments and carrying out any necessary actions in connection with the revision) and shall re-submit a revised Review Report and/or revised Supplier's Proposals to the Contracting Authority for the Contracting Authority's approval within twenty (20) Working Days of the date of the Contracting Authority's notice of rejection. The provisions of paragraphs 6.3 and 6.4 of this Call Off Schedule shall apply again to any resubmitted Review Report and Supplier's Proposals, provided that either Party may refer any disputed matters for resolution by the Dispute Resolution Procedure at any time.

1.316 The Supplier shall as soon as is reasonably practicable after receiving the Contracting Authority approval of the Supplier's Proposals (having regard to the significance of any risks highlighted in the Review Report) effect any change in its practices or procedures necessary so as to give effect to the Supplier's Proposals. Any such change shall be at the Supplier's expense unless it can be reasonably shown that the changes are required because of a material change to the risk profile of the Services.

#### **104. TESTING OF THE BCDR PLAN**

1.317 The Supplier shall test the BCDR Plan on a regular basis (and in any event not less than once in every Contract Year). Subject to paragraph 7.2 of this Call Off Schedule, the Contracting Authority may require the Supplier to conduct additional tests of some or all aspects of the BCDR Plan at any time where the Contracting Authority considers it necessary, including where there has been any change to the Services or any underlying business processes, or on the occurrence of any event which may increase the likelihood of the need to implement the BCDR Plan.

1.318 If the Contracting Authority requires an additional test of the BCDR Plan, it shall give the Supplier written notice and the Supplier shall conduct the test in accordance with the Contracting Authority requirements and the relevant provisions of the BCDR Plan. The Supplier's costs of the additional test shall be borne by the Contracting Authority unless the BCDR Plan fails the additional test in which case the Supplier's costs of that failed test shall be borne by the Supplier.

1.319 The Supplier shall undertake and manage testing of the BCDR Plan in full consultation with the Contracting Authority and shall liaise with the Contracting Authority in respect of the planning, performance, and review, of each test, and shall comply with the reasonable requirements of the Contracting Authority in this regard. Each test shall be carried out under the supervision of the Contracting Authority or its nominee.

1.320 The Supplier shall ensure that any use by it or any Sub-Contractor of "live" data in such testing is first approved with the Customer. Copies of live test data used in any such testing shall be (if so required by the Customer) destroyed or returned to the Contracting Authority on completion of the test.

1.321 The Supplier shall, within twenty (20) Working Days of the conclusion of each test, provide to the Contracting Authority a report setting out:

104.1.1 the outcome of the test;

104.1.2 any failures in the BCDR Plan (including the BCDR Plan's procedures) revealed by the test; and

104.1.3 the Supplier's proposals for remedying any such failures.

1.322 Following each test, the Supplier shall take all measures requested by the Customer, (including requests for the re-testing of the BCDR Plan) to remedy any failures in the BCDR Plan and such remedial activity and re-testing shall be completed by the Supplier, at no additional cost to the Customer, by the date reasonably required by the Contracting Authority and set out in such notice.

1.323 For the avoidance of doubt, the carrying out of a test of the BCDR Plan (including a test of the BCDR Plan's procedures) shall not relieve the Supplier of any of its obligations under this Call Off Contract.

1.324 The Supplier shall also perform a test of the BCDR Plan in the event of any major reconfiguration of the Services or as otherwise reasonably requested by the Customer.

#### **105. INVOCATION OF THE BCDR PLAN**

1.325 In the event of a complete loss of service or in the event of a Disaster, the Supplier shall immediately invoke the BCDR Plan (and shall inform the Contracting Authority promptly of such invocation). In all other instances the Supplier shall invoke or test the BCDR Plan only with the prior consent of the Customer.

## CALL OFF SCHEDULE 10: EXIT MANAGEMENT

### 106. DEFINITIONS

1.326 In this Call Off Schedule, the following definitions shall apply:

<b>"Exclusive Assets"</b>	217 means those Supplier Assets used by the Supplier or a Key Sub-Contractor which are used exclusively in the provision of the Services;
<b>"Exit Information"</b>	218 has the meaning given to it in paragraph 4.1 of this Call Off Schedule;
<b>"Exit Manager"</b>	219 means the person appointed by each Party pursuant to paragraph 3.4 of this Call Off Schedule for managing the Parties' respective obligations under this Call Off Schedule;
<b>"Net Book Value"</b>	220 means the net book value of the relevant Supplier Asset(s) calculated in accordance with the depreciation policy of the Supplier set out in the letter in the agreed form from the Supplier to the Customer of even date with this Call Off Contract;
<b>"Non-Exclusive Assets"</b>	221 means those Supplier Assets (if any) which are used by the Supplier or a Key Sub-Contractor in connection with the Services but which are also used by the Supplier or Key Sub-Contractor for other purposes;
<b>"Registers"</b>	222 means the register and configuration database referred to in paragraphs 3.1.1 and 3.1.2 of this Call Off Schedule;
<b>"Termination Assistance"</b>	223 means the activities to be performed by the Supplier pursuant to the Exit Plan, and any other assistance required by the Contracting Authority pursuant to the Termination Assistance Notice;
<b>"Termination Assistance Notice"</b>	224 has the meaning given to it in paragraph 6.1 of this Call Off Schedule;
<b>"Termination Assistance Period"</b>	225 means in relation to a Termination Assistance Notice, the period specified in the Termination Assistance Notice for which the Supplier is required to provide the Termination Assistance as such period may be extended pursuant to paragraph 6.2 of this Call Off Schedule;
<b>"Transferable Assets"</b>	226 means those of the Exclusive Assets which are capable of legal transfer to the Customer;



<b>"Transferable Contracts"</b>	227 means the Sub-Contracts, licences for Supplier Background IPR, Project Specific IPR, licences for Third Party IPR or other agreements which are necessary to enable the Contracting Authority or any Replacement Supplier to perform the Services or the Replacement Goods and/or Replacement Services, including in relation to licences all relevant Documentation;
<b>"Transferring Assets"</b>	228 has the meaning given to it in paragraph 9.2.1 of this Call Off Schedule;
<b>"Transferring Contracts"</b>	229 has the meaning given to it in paragraph 9.2.3 of this Call Off Schedule.

## 107.INTRODUCTION

1.327 This Call Off Schedule describes provisions that should be included in the Exit Plan, the duties and responsibilities of the Supplier to the Contracting Authority leading up to and covering the Call Off Expiry Date and the transfer of service provision to the Contracting Authority and/or a Replacement Supplier.

1.328 The objectives of the exit planning and service transfer arrangements are to ensure a smooth transition of the availability of the Services from the Supplier to the Contracting Authority and/or a Replacement Supplier at the Call Off Expiry Date.

## 108.OBLIGATIONS DURING THE CALL OFF CONTRACT PERIOD TO FACILITATE EXIT

1.329 During the Call Off Contract Period, the Supplier shall:

- 108.1.1 create and maintain a Register of all:
- (a) Supplier Assets, detailing their:
    - (i) make, model and asset number;
    - (ii) ownership and status as either Exclusive Assets or Non-Exclusive Assets;
    - (iii) Net Book Value;
    - (iv) condition and physical location; and
    - (v) use (including technical specifications); and
  - (b) Sub-Contracts and other relevant agreements (including relevant software licences, maintenance and support agreements and equipment rental and lease agreements) required for the performance of the Services;
- 108.1.2 create and maintain a configuration database detailing the technical infrastructure and operating procedures through which the Supplier provides the Services, which shall contain sufficient detail to permit the Contracting Authority and/or Replacement Supplier to understand how the Supplier provides the Services and to enable the smooth transition of the Services with the minimum of disruption;
- 108.1.3 agree the format of the Registers with the Contracting Authority as part of the process of agreeing the Exit Plan; and

108.1.4 at all times keep the Registers up to date, in particular in the event that Assets, Sub-Contracts or other relevant agreements are added to or removed from the Services.

1.330The Supplier shall:

108.1.5 procure that all Exclusive Assets listed in the Registers are clearly marked to identify that they are exclusively used for the provision of the Services under this Call Off Contract; and

108.1.6 (unless otherwise agreed by the Contracting Authority in writing) procure that all licences for Third Party IPR and all Sub-Contracts shall be assignable and/or capable of novation at the request of the Contracting Authority to the Contracting Authority (and/or its nominee) and/or any Replacement Supplier upon the Supplier ceasing to provide the Services (or part of them) without restriction (including any need to obtain any consent or approval) or payment by the Customer.

1.331 Where the Supplier is unable to procure that any Sub-Contract or other agreement referred to in paragraph 3.2.2 of this Call Off Schedule which the Supplier proposes to enter into after the Call Off Commencement Date is assignable and/or capable of novation to the Contracting Authority (and/or its nominee) and/or any Replacement Supplier without restriction or payment, the Supplier shall promptly notify the Contracting Authority of this and the Parties shall (acting reasonably and without undue delay) discuss the appropriate action to be taken which, where the Contracting Authority so directs, may include the Supplier seeking an alternative Sub-Contractor or provider of Services to which the relevant agreement relates.

1.332 Each Party shall appoint a person for the purposes of managing the Parties' respective obligations under this Call Off Schedule and provide written notification of such appointment to the other Party within three (3) months of the Call Off Commencement Date. The Supplier's Exit Manager shall be responsible for ensuring that the Supplier and its employees, agents and Sub-Contractors comply with this Call Off Schedule. The Supplier shall ensure that its Exit Manager has the requisite Authority to arrange and procure any resources of the Supplier as are reasonably necessary to enable the Supplier to comply with the requirements set out in this Call Off Schedule. The Parties' Exit Managers will liaise with one another in relation to all issues relevant to the termination of this Call Off Contract and all matters connected with this Call Off Schedule and each Party's compliance with it.

## **109. OBLIGATIONS TO ASSIST ON RE-TENDERING OF SERVICES**

1.333 On reasonable notice at any point during the Call Off Contract Period, the Supplier shall provide to the Contracting Authority and/or its potential Replacement Suppliers (subject to the potential Replacement Suppliers entering into reasonable written confidentiality undertakings), the following material and information in order to facilitate the preparation by the Contracting Authority of any invitation to tender and/or to facilitate any potential Replacement Suppliers undertaking due diligence:

109.1.1 details of the Service(s);

109.1.2 a copy of the Registers, updated by the Supplier up to the date of delivery of such Registers;

109.1.3 an inventory of the Contracting Authority's Data in the Supplier's possession or control;

109.1.4 details of any key terms of any third party contracts and licences, particularly as regards charges, termination, assignment and novation;

- 109.1.5 a list of on-going and/or threatened disputes in relation to the provision of the Services;
- 109.1.6 all information relating to Transferring Supplier Employees required to be provided by the Supplier under this Call Off Contract; and
- 109.1.7 such other material and information as the Contracting Authority shall reasonably require,
- (together, the “**Exit Information**”).
- 1.334The Supplier acknowledges that the Contracting Authority may disclose the Supplier's Confidential Information to an actual or prospective Replacement Supplier or any third party whom the Contracting Authority is considering engaging to the extent that such disclosure is necessary in connection with such engagement (except that the Contracting Authority may not under this paragraph 4.2 of this Call Off Schedule disclose any Supplier's Confidential Information which is information relating to the Supplier's or its Sub-Contractors' prices or costs).
- 1.335The Supplier shall:
- 109.1.8 notify the Contracting Authority within five (5) Working Days of any material change to the Exit Information which may adversely impact upon the provision of any Services and shall consult with the Contracting Authority regarding such proposed material changes; and
- 109.1.9 provide complete updates of the Exit Information on an as-requested basis as soon as reasonably practicable and in any event within ten (10) Working Days of a request in writing from the Customer.
- 1.336The Supplier may charge the Contracting Authority for its reasonable additional costs to the extent the Contracting Authority requests more than four (4) updates in any six (6) month period.
- 1.337The Exit Information shall be accurate and complete in all material respects and the level of detail to be provided by the Supplier shall be such as would be reasonably necessary to enable a third party to:
- 109.1.10 prepare an informed offer for those Services; and
- 109.1.11 not be disadvantaged in any subsequent procurement process compared to the Supplier (if the Supplier is invited to participate).

## 110. **EXIT PLAN**

- 1.338The Supplier shall, within three (3) months after the Call Off Commencement Date, deliver to the Contracting Authority an Exit Plan which:
- 110.1.1 sets out the Supplier's proposed methodology for achieving an orderly transition of the Services from the Supplier to the Contracting Authority and/or its Replacement Supplier on the expiry or termination of this Call Off Contract;
- 110.1.2 complies with the requirements set out in paragraph 5.3 of this Call Off Schedule;
- 110.1.3 is otherwise reasonably satisfactory to the Customer.
- 1.339The Parties shall use reasonable endeavours to agree the contents of the Exit Plan. If the Parties are unable to agree the contents of the Exit Plan within twenty (20) Working Days of its submission, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.

1.340 Unless otherwise specified by the Contracting Authority or Approved, the Exit Plan shall set out, as a minimum:

- 110.1.4 how the Exit Information is obtained;
- 110.1.5 the management structure to be employed during both transfer and cessation of the Services;
- 110.1.6 the management structure to be employed during the Termination Assistance Period;
- 110.1.7 a detailed description of both the transfer and cessation processes, including a timetable;
- 110.1.8 how the Services will transfer to the Replacement Supplier and/or the Customer, including details of the processes, documentation, data transfer, systems migration, security and the segregation of the Contracting Authority's technology components from any technology components operated by the Supplier or its Sub-Contractors (where applicable);
- 110.1.9 details of contracts (if any) which will be available for transfer to the Contracting Authority and/or the Replacement Supplier upon the Call Off Expiry Date together with any reasonable costs required to effect such transfer (and the Supplier agrees that all assets and contracts used by the Supplier in connection with the provision of the Services will be available for such transfer);
- 110.1.10 proposals for the training of key members of the Replacement Supplier's personnel in connection with the continuation of the provision of the Services following the Call Off Expiry Date charged at rates agreed between the Parties at that time;
- 110.1.11 proposals for providing the Contracting Authority or a Replacement Supplier copies of all documentation:
  - (a) used in the provision of the Services and necessarily required for the continued use thereof, in which the Intellectual Property Rights are owned by the Supplier; and
  - (b) relating to the use and operation of the Services;
- 110.1.12 proposals for the assignment or novation of the provision of all services, leases, maintenance agreements and support agreements utilised by the Supplier in connection with the performance of the supply of the Services;
- 110.1.13 proposals for the identification and return of all the Contracting Authority's Property in the possession of and/or control of the Supplier or any third party (including any Sub-Contractor);
- 110.1.14 proposals for the disposal of any redundant Services and materials;
- 110.1.15 procedures to deal with requests made by the Contracting Authority and/or a Replacement Supplier for Staffing Information pursuant to Call Off Schedule 11 (Staff Transfer);
- 110.1.16 how each of the issues set out in this Call Off Schedule will be addressed to facilitate the transition of the Services from the Supplier to the Replacement Supplier and/or the Contracting Authority with the aim of ensuring that there is no disruption to or degradation of the Services during the Termination Assistance Period; and
- 110.1.17 proposals for the supply of any other information or assistance reasonably required by the Contracting Authority or a Replacement Supplier in order to effect an orderly handover of the provision of the Services.

## 111. TERMINATION ASSISTANCE

1.341 The Contracting Authority shall be entitled to require the provision of Termination Assistance at any time during the Call Off Contract Period by giving written notice to the Supplier (a "**Termination Assistance Notice**") at least four (4) months prior to the Call Off Expiry Date or as soon as reasonably practicable (but in any event, not later than one (1) month) following the service by either Party of a Termination Notice. The Termination Assistance Notice shall specify:

- 111.1.1 the date from which Termination Assistance is required;
- 111.1.2 the nature of the Termination Assistance required; and
- 111.1.3 the period during which it is anticipated that Termination Assistance will be required, which shall continue no longer than twelve (12) months after the date that the Supplier ceases to provide the Services.

1.342 The Contracting Authority shall have an option to extend the Termination Assistance Period beyond the period specified in the Termination Assistance Notice provided that such extension shall not extend for more than six (6) months after the date the Supplier ceases to provide the Services or, if applicable, beyond the end of the Termination Assistance Period and provided that it shall notify the Supplier to such effect no later than twenty (20) Working Days prior to the date on which the provision of Termination Assistance is otherwise due to expire. The Contracting Authority shall have the right to terminate its requirement for Termination Assistance by serving not less than (20) Working Days' written notice upon the Supplier to such effect.

## 112. TERMINATION ASSISTANCE PERIOD

1.343 Throughout the Termination Assistance Period, or such shorter period as the Contracting Authority may require, the Supplier shall:

- 112.1.1 continue to provide the Services (as applicable) and, if required by the Contracting Authority pursuant to paragraph 6.1 of this Call Off Schedule, provide the Termination Assistance;
- 112.1.2 in addition to providing the Services and the Termination Assistance, provide to the Contracting Authority any reasonable assistance requested by the Contracting Authority to allow the Services to continue without interruption following the termination or expiry of this Call Off Contract and to facilitate the orderly transfer of responsibility for and conduct of the Services to the Contracting Authority and/or its Replacement Supplier;
- 112.1.3 use all reasonable endeavours to reallocate resources to provide such assistance as is referred to in paragraph 7.1.2 of this Call Off Schedule without additional costs to the Customer;
- 112.1.4 provide the Services and the Termination Assistance at no detriment to the Service Level Performance Measures, save to the extent that the Parties agree otherwise in accordance with paragraph 7.3; and
- 112.1.5 at the Contracting Authority's request and on reasonable notice, deliver up-to-date Registers to the Customer.

1.344 Without prejudice to the Supplier's obligations under paragraph 7.1.3 of this Call Off Schedule, if it is not possible for the Supplier to reallocate resources to provide such assistance as is referred to in paragraph 7.1.2 of this Call Off Schedule without additional costs to the Customer, any additional costs incurred by the Supplier in

providing such reasonable assistance which is not already in the scope of the Termination Assistance or the Exit Plan shall be subject to the Variation Procedure.

- 1.345 If the Supplier demonstrates to the Contracting Authority's reasonable satisfaction that transition of the Services and provision of the Termination Assist during the Termination Assistance Period will have a material, unavoidable adverse effect on the Supplier's ability to meet one or more particular Service Level Performance Measure(s), the Parties shall vary the relevant Service Level Performance Measure(s) and/or the applicable Service Credits to take account of such adverse effect.

### **113. TERMINATION OBLIGATIONS**

- 1.346 The Supplier shall comply with all of its obligations contained in the Exit Plan.

- 1.347 Upon termination or expiry (as the case may be) or at the end of the Termination Assistance Period (or earlier if this does not adversely affect the Supplier's performance of the Services and the Termination Assistance and its compliance with the other provisions of this Call Off Schedule), the Supplier shall:

- 113.1.1 cease to use the Contracting Authority's Data;
- 113.1.2 provide the Contracting Authority and/or the Replacement Supplier with a complete and uncorrupted version of the Contracting Authority's Data in electronic form (or such other format as reasonably required by the Customer);
- 113.1.3 erase from any computers, storage devices and storage media that are to be retained by the Supplier after the end of the Termination Assistance Period all the Contracting Authority's Data and promptly certify to the Contracting Authority that it has completed such deletion;
- 113.1.4 return to the Contracting Authority such of the following as is in the Supplier's possession or control:
  - (a) all materials created by the Supplier under this Call Off Contract in which the IPRs are owned by the Customer;
  - (b) any equipment which belongs to the Customer;
  - (c) any items that have been on-charged to the Customer, such as consumables; and
  - (d) all Contracting Authority's Property issued to the Supplier under Clause 31 of this Call Off Contract (Contracting Authority Property). Such Contracting Authority Property shall be handed back to the Contracting Authority in good working order (allowance shall be made only for reasonable wear and tear);
  - (e) any sums prepaid by the Contracting Authority in respect of Services not Delivered by the Call Off Expiry Date;
- 113.1.5 vacate any Contracting Authority Premises;
- 113.1.6 remove the Supplier Equipment together with any other materials used by the Supplier to supply the Services and shall leave the Sites in a clean, safe and tidy condition. The Supplier is solely responsible for making good any damage to the Sites or any objects contained thereon, other than fair wear and tear, which is caused by the Supplier and/or any Supplier Personnel;

113.1.7 provide access during normal working hours to the Contracting Authority and/or the Replacement Supplier for up to twelve (12) months after expiry or termination to:

- (a) such information relating to the Services as remains in the possession or control of the Supplier; and
- (b) such members of the Supplier Personnel as have been involved in the design, development and provision of the Services and who are still employed by the Supplier, provided that the Contracting Authority and/or the Replacement Supplier shall pay the reasonable costs of the Supplier actually incurred in responding to requests for access under this paragraph.

1.348 Upon termination or expiry (as the case may be) or at the end of the Termination Assistance Period (or earlier if this does not adversely affect the Supplier's performance of the Services and the Termination Assistance and its compliance with the other provisions of this Call Off Schedule), each Party shall return to the other Party (or if requested, destroy or delete) all Confidential Information of the other Party and shall certify that it does not retain the other Party's Confidential Information save to the extent (and for the limited period) that such information needs to be retained by the Party in question for the purposes of providing or receiving any Services or Termination Services or for statutory compliance purposes.

1.349 Except where this Call Off Contract provides otherwise, all licences, leases and authorisations granted by the Contracting Authority to the Supplier in relation to the Services shall be terminated with effect from the end of the Termination Assistance Period.

#### 114. ASSETS AND SUB-CONTRACTS

1.350 Following notice of termination of this Call Off Contract and during the Termination Assistance Period, the Supplier shall not, without the Contracting Authority prior written consent:

114.1.1 terminate, enter into or vary any Sub-Contract;

114.1.2 (subject to normal maintenance requirements) make material modifications to, or dispose of, any existing Supplier Assets or acquire any new Supplier Assets; or

114.1.3 terminate, enter into or vary any licence for software in connection with the provision of Services.

1.351 Within twenty (20) Working Days of receipt of the up-to-date Registers provided by the Supplier pursuant to paragraph 7.1.5 of this Call Off Schedule, the Contracting Authority shall provide written notice to the Supplier setting out:

114.1.4 which, if any, of the Transferable Assets the Contracting Authority requires to be transferred to the Contracting Authority and/or the Replacement Supplier ("**Transferring Assets**");

114.1.5 which, if any, of:

- (a) the Exclusive Assets that are not Transferable Assets; and
- (b) the Non-Exclusive Assets,

the Contracting Authority and/or the Replacement Supplier requires the continued use of; and

114.1.6 which, if any, of Transferable Contracts the Contracting Authority requires to be assigned or novated to the Contracting Authority and/or the Replacement Supplier (the “**Transferring Contracts**”),

in order for the Contracting Authority and/or its Replacement Supplier to provide the Services from the expiry of the Termination Assistance Period. Where requested by the Contracting Authority and/or its Replacement Supplier, the Supplier shall provide all reasonable assistance to the Contracting Authority and/or its Replacement Supplier to enable it to determine which Transferable Assets and Transferable Contracts the Contracting Authority and/or its Replacement Supplier requires to provide the Services or the Replacement Goods and/or Replacement Services.

1.352 With effect from the expiry of the Termination Assistance Period, the Supplier shall sell the Transferring Assets to the Contracting Authority and/or its nominated Replacement Supplier for a consideration equal to their Net Book Value, except where the cost of the Transferring Asset has been partially or fully paid for through the Call Off Contract Charges at the Call Off expiry Date, in which case the Contracting Authority shall pay the Supplier the Net Book Value of the Transferring Asset less the amount already paid through the Call Off Contract Charges.

1.353 Risk in the Transferring Assets shall pass to the Contracting Authority or the Replacement Supplier (as appropriate) at the end of the Termination Assistance Period and title to the Transferring Assets shall pass to the Contracting Authority or the Replacement Supplier (as appropriate) on payment for the same.

1.354 Where the Supplier is notified in accordance with paragraph 9.2.2 of this Call Off Schedule that the Contracting Authority and/or the Replacement Supplier requires continued use of any Exclusive Assets that are not Transferable Assets or any Non-Exclusive Assets, the Supplier shall as soon as reasonably practicable:

114.1.7 procure a non-exclusive, perpetual, royalty-free licence (or licence on such other terms that have been agreed by the Customer) for the Contracting Authority and/or the Replacement Supplier to use such assets (with a right of sub-licence or assignment on the same terms); or failing which

114.1.8 procure a suitable alternative to such assets and the Contracting Authority or the Replacement Supplier shall bear the reasonable proven costs of procuring the same.

1.355 The Supplier shall as soon as reasonably practicable assign or procure the novation to the Contracting Authority and/or the Replacement Supplier of the Transferring Contracts. The Supplier shall execute such documents and provide such other assistance as the Contracting Authority reasonably requires to effect this novation or assignment.

1.356 The Contracting Authority shall:

114.1.9 accept assignments from the Supplier or join with the Supplier in procuring a novation of each Transferring Contract; and

114.1.10 once a Transferring Contract is novated or assigned to the Contracting Authority and/or the Replacement Supplier, carry out, perform and discharge all the obligations and liabilities created by or arising under that Transferring Contract and exercise its rights arising under that Transferring Contract, or as applicable, procure that the Replacement Supplier does the same.

1.357 The Supplier shall hold any Transferring Contracts on trust for the Contracting Authority until such time as the transfer of the relevant Transferring Contract to the Contracting Authority and/or the Replacement Supplier has been effected.



- 1.358 The Supplier shall indemnify the Contracting Authority (and/or the Replacement Supplier, as applicable) against each loss, liability and cost arising out of any claims made by a counterparty to a Transferring Contract which is assigned or novated to the Contracting Authority (and/or Replacement Supplier) pursuant to paragraph 9.6 of this Call Off Schedule in relation to any matters arising prior to the date of assignment or novation of such Transferring Contract.

#### **115. SUPPLIER PERSONNEL**

- 1.359 The Contracting Authority and Supplier agree and acknowledge that in the event of the Supplier ceasing to provide the Services or part of them for any reason, Call Off Schedule 11 (Staff Transfer) shall apply.
- 1.360 The Supplier shall not take any step (expressly or implicitly and directly or indirectly by itself or through any other person) to dissuade or discourage any employees engaged in the provision of the Services from transferring their employment to the Contracting Authority and/or the Replacement Supplier.
- 1.361 During the Termination Assistance Period, the Supplier shall give the Contracting Authority and/or the Replacement Supplier reasonable access to the Supplier's personnel to present the case for transferring their employment to the Contracting Authority and/or the Replacement Supplier.
- 1.362 The Supplier shall immediately notify the Contracting Authority or, at the direction of the Customer, the Replacement Supplier of any period of notice given by the Supplier or received from any person referred to in the Staffing Information, regardless of when such notice takes effect.
- 1.363 The Supplier shall not for a period of twelve (12) months from the date of transfer re-employ or re-engage or entice any employees, suppliers or Sub-Contractors whose employment or engagement is transferred to the Contracting Authority and/or the Replacement Supplier, unless approval has been obtained from the Contracting Authority which shall not be unreasonably withheld.

#### **116. CHARGES**

- 1.364 Except as otherwise expressly specified in this Call Off Contract, the Supplier shall not make any charges for the services provided by the Supplier pursuant to, and the Contracting Authority shall not be obliged to pay for costs incurred by the Supplier in relation to its compliance with, this Call Off Schedule including the preparation and implementation of the Exit Plan, the Termination Assistance and any activities mutually agreed between the Parties to carry on after the expiry of the Termination Assistance Period.

#### **117. APPORTIONMENTS**

- 1.365 All outgoings and expenses (including any remuneration due) and all rents, royalties and other periodical payments receivable in respect of the Transferring Assets and Transferring Contracts shall be apportioned between the Contracting Authority and the Supplier and/or the Replacement Supplier and the Supplier (as applicable) as follows:
- 117.1.1 the amounts shall be annualised and divided by 365 to reach a daily rate;
- 117.1.2 the Contracting Authority shall be responsible for (or shall procure that the Replacement Supplier shall be responsible for) or entitled to (as the case may be)

that part of the value of the invoice pro rata to the number of complete days following the transfer, multiplied by the daily rate; and

117.1.3 the Supplier shall be responsible for or entitled to (as the case may be) the rest of the invoice.

1.366 Each Party shall pay (and/or the Contracting Authority shall procure that the Replacement Supplier shall pay) any monies due under paragraph 12.1 of this Call Off Schedule as soon as reasonably practicable.

## CALL OFF SCHEDULE 11: STAFF TRANSFER

### 118. DEFINITIONS

In this Schedule, the following definitions shall apply:

<b>“Admission Agreement”</b>	The agreement to be entered into by which the Supplier agrees to participate in the Schemes as amended from time to time;
<b>“Eligible Employee”</b>	any Fair Deal Employee who at the relevant time is an eligible employee as defined in the Admission Agreement;
<b>“Fair Deal Employees”</b>	those Transferring Contracting Authority Employees who are on the Relevant Transfer Date entitled to the protection of New Fair Deal and any Transferring Former Supplier Employees who originally transferred pursuant to a Relevant Transfer under the Employment Regulations (or the predecessor legislation to the Employment Regulations), from employment with a public sector employer and who were once eligible to participate in the Schemes and who at the Relevant Transfer Date become entitled to the protection of New Fair Deal;
<b>“Former Supplier”</b>	a supplier supplying services to the Contracting Authority before the Relevant Transfer Date that are the same as or substantially similar to the Services (or any part of the Services) and shall include any sub-contractor of such supplier (or any sub-contractor of any such sub-contractor);
<b>“New Fair Deal”</b>	the revised Fair Deal position set out in the HM Treasury guidance: <i>“Fair Deal for staff pensions: staff transfer from central government”</i> issued in October 2013;
<b>“Notified Sub-contractor”</b>	a Sub-contractor identified in the Annex to this Schedule to whom Transferring Contracting Authority Employees and/or Transferring Former Supplier Employees will transfer on a Relevant Transfer Date;
<b>“Replacement Sub-contractor”</b>	a sub-contractor of the Replacement Supplier to whom Transferring Supplier Employees will transfer on a Service Transfer Date (or any sub-contractor of any such sub-contractor);
<b>“Relevant Transfer”</b>	a transfer of employment to which the Employment Regulations applies;
<b>“Relevant Transfer Date”</b>	in relation to a Relevant Transfer, the date upon which the Relevant Transfer takes place;
<b>“Schemes”</b>	the Principal Civil Service Pension Scheme available to employees of the civil service and employees of bodies under the Superannuation Act 1972, as governed by rules adopted by Parliament; the Partnership Pension Account and its (i) Ill health Benefits Scheme and (ii) Death Benefits

Scheme; the Civil Service Additional Voluntary Contribution Scheme; and the 2015 New Scheme (with effect from a date to be notified to the Supplier by the Minister for the Cabinet Office);

**“Service Transfer”**

any transfer of the Services (or any part of the Services), for whatever reason, from the Supplier or any Sub-contractor to a Replacement Supplier or a Replacement Sub-contractor;

**“Service Transfer Date”**

the date of a Service Transfer;

**“Staffing Information”**

in relation to all persons identified on the Supplier's Provisional Supplier Personnel List or Supplier's Final Supplier Personnel List, as the case may be, such information as the Contracting Authority may reasonably request (subject to all applicable provisions of the DPA), but including in an anonymised format:

- (a) their ages, dates of commencement of employment or engagement and gender;
- (b) details of whether they are employed, self employed contractors or consultants, agency workers or otherwise;
- (c) the identity of the employer or relevant contracting Party;
- (d) their relevant contractual notice periods and any other terms relating to termination of employment, including redundancy procedures, and redundancy payments;
- (e) their wages, salaries and profit sharing arrangements as applicable;
- (f) details of other employment-related benefits, including (without limitation) medical insurance, life assurance, pension or other retirement benefit schemes, share option schemes and company car schedules applicable to them;
- (g) any outstanding or potential contractual, statutory or other liabilities in respect of such individuals (including in respect of personal injury claims);
- (h) details of any such individuals on long term sickness absence, parental leave, maternity leave or other authorised long term absence;
- (i) copies of all relevant documents and materials relating to such information, including copies of relevant contracts of employment (or relevant

standard contracts if applied generally in respect of such employees); and

- (j) any other “employee liability information” as such term is defined in regulation 11 of the Employment Regulations;

**“Supplier's Final Supplier Personnel List”**

a list provided by the Supplier of all Supplier Personnel who will transfer under the Employment Regulations on the Relevant Transfer Date;

**“Supplier's Provisional Supplier Personnel List”**

a list prepared and updated by the Supplier of all Supplier Personnel who are engaged in or wholly or mainly assigned to the provision of the Services or any relevant part of the Services which it is envisaged as at the date of such list will no longer be provided by the Supplier;

**“Transferring Contracting Authority Employees”**

those employees of the Contracting Authority to whom the Employment Regulations will apply on the Relevant Transfer Date;

**“Transferring Former Supplier Employees”**

in relation to a Former Supplier, those employees of the Former Supplier to whom the Employment Regulations will apply on the Relevant Transfer Date; and

**“Transferring Supplier Employees”**

those employees of the Supplier and/or the Supplier's Sub-contractors to whom the Employment Regulations will apply on the Service Transfer Date.

## **119.INTERPRETATION**

Where a provision in this Schedule imposes an obligation on the Supplier to provide an indemnity, undertaking or warranty, the Supplier shall procure that each of its Sub-contractors shall comply with such obligation and provide such indemnity, undertaking or warranty to the Customer, Former Supplier, Replacement Supplier or Replacement Sub-contractor, as the case may be.

## **PART A**

### **TRANSFERRING CONTRACTING AUTHORITY EMPLOYEES AT COMMENCEMENT OF SERVICES**

#### **120. RELEVANT TRANSFERS**

1.367 The Contracting Authority and the Supplier agree that:

- 120.1.1 the commencement of the provision of the Services or of each relevant part of the Services will be a Relevant Transfer in relation to the Transferring Contracting Authority Employees; and
- 120.1.2 as a result of the operation of the Employment Regulations, the contracts of employment between the Contracting Authority and the Transferring Contracting Authority Employees (except in relation to any terms disapplied through operation of regulation 10(2) of the Employment Regulations) will have effect on and from the Relevant Transfer Date as if originally made between the Supplier and/or any Notified Sub-contractor and each such Transferring Contracting Authority Employee.

1.368 The Contracting Authority shall comply with all its obligations under the Employment Regulations and shall perform and discharge all its obligations in respect of the Transferring Contracting Authority Employees in respect of the period arising up to (but not including) the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part to the period up to (but not including) the Relevant Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between: (i) the Customer; and (ii) the Supplier and/or any Notified Sub-contractor (as appropriate).

#### **121. CONTRACTING AUTHORITY INDEMNITIES**

1.369 Subject to Paragraph 2.2, the Contracting Authority shall indemnify the Supplier and any Notified Sub-contractor against any Employee Liabilities in respect of any Transferring Contracting Authority Employee (or, where applicable any employee representative as defined in the Employment Regulations) arising from or as a result of:

- 121.1.1 any act or omission by the Contracting Authority occurring before the Relevant Transfer Date;
- 121.1.2 the breach or non-observance by the Contracting Authority before the Relevant Transfer Date of:
  - (a) any collective agreement applicable to the Transferring Contracting Authority Employees; and/or
  - (b) any custom or practice in respect of any Transferring Contracting Authority Employees which the Contracting Authority is contractually bound to honour;
- 121.1.3 any claim by any trade union or other Authority or person representing the Transferring Contracting Authority Employees arising from or connected with any failure by the Contracting Authority to comply with any legal obligation to such trade union, Authority or person arising before the Relevant Transfer Date;

- 121.1.4 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
- (a) in relation to any Transferring Contracting Authority Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising before the Relevant Transfer Date; and
  - (b) in relation to any employee who is not a Transferring Contracting Authority Employee and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Contracting Authority to the Supplier and/or any Notified Sub-contractor as appropriate, to the extent that the proceeding, claim or demand by the HMRC or other statutory authority relates to financial obligations arising before the Relevant Transfer Date.
- 121.1.5 a failure of the Contracting Authority to discharge, or procure the discharge of, all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Contracting Authority Employees arising before the Relevant Transfer Date;
- 121.1.6 any claim made by or in respect of any person employed or formerly employed by the Contracting Authority other than a Transferring Contracting Authority Employee for whom it is alleged the Supplier and/or any Notified Sub-contractor as appropriate may be liable by virtue of the Employment Regulations and/or the Acquired Rights Directive; and
- 121.1.7 any claim made by or in respect of a Transferring Contracting Authority Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Contracting Authority Employee relating to any act or omission of the Contracting Authority in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Supplier or any Sub-contractor to comply with regulation 13(4) of the Employment Regulations.
- 1.370 The indemnities in Paragraph 2.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Supplier or any Sub-contractor (whether or not a Notified Sub-contractor) whether occurring or having its origin before, on or after the Relevant Transfer Date including any Employee Liabilities:
- 121.1.8 arising out of the resignation of any Transferring Contracting Authority Employee before the Relevant Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Supplier and/or any Sub-contractor to occur in the period from (and including) the Relevant Transfer Date; or
- 121.1.9 arising from the failure by the Supplier or any Sub-contractor to comply with its obligations under the Employment Regulations.
- 1.371 If any person who is not identified by the Contracting Authority as a Transferring Contracting Authority Employee claims, or it is determined in relation to any person who is not identified by the Contracting Authority as a Transferring Contracting Authority Employee, that his/her contract of employment has been transferred from the Contracting Authority to the Supplier and/or any Notified Sub-contractor pursuant to the Employment Regulations or the Acquired Rights Directive then:

121.1.10 the Supplier shall, or shall procure that the Notified Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Customer; and

121.1.11 the Contracting Authority may offer (or may procure that a third party may offer) employment to such person within 15 Working Days of receipt of the notification by the Supplier and/or any Notified Sub-contractor, or take such other reasonable steps as the Contracting Authority considers appropriate to deal with the matter provided always that such steps are in compliance with Law.

1.372 If an offer referred to in Paragraph 2.3.2 is accepted, or if the situation has otherwise been resolved by the Customer, the Supplier shall, or shall procure that the Notified Sub-contractor shall, immediately release the person from his/her employment or alleged employment.

1.373 If by the end of the 15 Working Day period specified in Paragraph 2.3.2:

121.1.12 no such offer of employment has been made;

121.1.13 such offer has been made but not accepted; or

121.1.14 the situation has not otherwise been resolved,

the Supplier and/or any Notified Sub-contractor may within 5 Working Days give notice to terminate the employment or alleged employment of such person.

1.374 Subject to the Supplier and/or any Notified Sub-contractor acting in accordance with the provisions of Paragraphs 2.3 to 2.5 and in accordance with all applicable proper employment procedures set out in applicable Law, the Contracting Authority shall indemnify the Supplier and/or any Notified Sub-contractor (as appropriate) against all Employee Liabilities arising out of the termination pursuant to the provisions of Paragraph 2.5 provided that the Supplier takes, or procures that the Notified Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.

1.375 The indemnity in Paragraph 2.6:

121.1.15 shall not apply to:

(a) any claim for:

(i) discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or

(ii) equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,

in any case in relation to any alleged act or omission of the Supplier and/or any Sub-contractor; or

(b) any claim that the termination of employment was unfair because the Supplier and/or Notified Sub-contractor neglected to follow a fair dismissal procedure; and

121.1.16 shall apply only where the notification referred to in Paragraph 2.3.1 is made by the Supplier and/or any Notified Sub-contractor (as appropriate) to the Contracting Authority within 6 months of the Call Off Commencement Date.

1.376 If any such person as is referred to in Paragraph 2.3 is neither re-employed by the Contracting Authority nor dismissed by the Supplier and/or any Notified Sub-contractor within the time scales set out in Paragraph 2.5 such person shall be



treated as having transferred to the Supplier and/or any Notified Sub-contractor and the Supplier shall, or shall procure that the Notified Sub-contractor shall, comply with such obligations as may be imposed upon it under applicable Law.

## **122.SUPPLIER INDEMNITIES AND OBLIGATIONS**

1.377 Subject to Paragraph 3.2 the Supplier shall indemnify the Contracting Authority against any Employee Liabilities in respect of any Transferring Contracting Authority Employee (or, where applicable any employee representative as defined in the Employment Regulations) arising from or as a result of:

- 122.1.1 any act or omission by the Supplier or any Sub-contractor whether occurring before, on or after the Relevant Transfer Date;
- 122.1.2 the breach or non-observance by the Supplier or any Sub-contractor on or after the Relevant Transfer Date of:
  - (a) any collective agreement applicable to the Transferring Contracting Authority Employees; and/or
  - (b) any custom or practice in respect of any Transferring Contracting Authority Employees which the Supplier or any Sub-contractor is contractually bound to honour;
- 122.1.3 any claim by any trade union or other Authority or person representing any Transferring Contracting Authority Employees arising from or connected with any failure by the Supplier or any Sub-contractor to comply with any legal obligation to such trade union, Authority or person arising on or after the Relevant Transfer Date;
- 122.1.4 any proposal by the Supplier or a Sub-contractor made before the Relevant Transfer Date to make changes to the terms and conditions of employment or working conditions of any Transferring Contracting Authority Employees to their material detriment on or after their transfer to the Supplier or the relevant Sub-contractor (as the case may be) on the Relevant Transfer Date, or to change the terms and conditions of employment or working conditions of any person who would have been a Transferring Contracting Authority Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the Employment Regulations) before the Relevant Transfer Date as a result of or for a reason connected to such proposed changes;
- 122.1.5 any statement communicated to or action undertaken by the Supplier or any Sub-contractor to, or in respect of, any Transferring Contracting Authority Employee before the Relevant Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Contracting Authority in writing;
- 122.1.6 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
  - (a) in relation to any Transferring Contracting Authority Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date; and
  - (b) in relation to any employee who is not a Transferring Contracting Authority Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment

from the Contracting Authority to the Supplier or a Sub-contractor, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date;

122.1.7 a failure of the Supplier or any Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Contracting Authority Employees in respect of the period from (and including) the Relevant Transfer Date; and

122.1.8 any claim made by or in respect of a Transferring Contracting Authority Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Contracting Authority Employee relating to any act or omission of the Supplier or any Sub-contractor in relation to their obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the Contracting Authority failure to comply with its obligations under regulation 13 of the Employment Regulations.

1.378The indemnities in Paragraph 3.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Contracting Authority whether occurring or having its origin before, on or after the Relevant Transfer Date including, without limitation, any Employee Liabilities arising from the Contracting Authority failure to comply with its obligations under the Employment Regulations.

1.379The Supplier shall comply, and shall procure that each Sub-contractor shall comply, with all its obligations under the Employment Regulations (including its obligation to inform and consult in accordance with regulation 13 of the Employment Regulations) and shall perform and discharge, and shall procure that each Sub-contractor shall perform and discharge, all its obligations in respect of the Transferring Contracting Authority Employees, from (and including) the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part to the period from and including the Relevant Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between the Contracting Authority and the Supplier.

## **123.INFORMATION**

The Supplier shall, and shall procure that each Sub-contractor shall, promptly provide to the Contracting Authority in writing such information as is necessary to enable the Contracting Authority to carry out its duties under regulation 13 of the Employment Regulations. The Contracting Authority shall promptly provide to the Supplier and each Notified Sub-contractor in writing such information as is necessary to enable the Supplier and each Notified Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations.

## **124.PRINCIPLES OF GOOD EMPLOYMENT PRACTICE**

1.380The Parties agree that the Principles of Good Employment Practice issued by the Cabinet Office in December 2010 apply to the treatment by the Supplier of employees whose employment begins after the Relevant Transfer Date, and the

Supplier undertakes to treat such employees in accordance with the provisions of the Principles of Good Employment Practice.

1.381 The Supplier shall, and shall procure that each Sub-contractor shall, comply with any requirement notified to it by the Contracting Authority relating to pensions in respect of any Transferring Contracting Authority Employee as set down in:

124.1.1 the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector of January 2000, revised 2007;

124.1.2 HM Treasury's guidance "Staff Transfers from Central Government: A Fair Deal for Staff Pensions of 1999;

124.1.3 HM Treasury's guidance "Fair deal for staff pensions: procurement of Bulk Transfer Agreements and Related Issues" of June 2004; and/or

124.1.4 the New Fair Deal.

1.382 Any changes embodied in any statement of practice, paper or other guidance that replaces any of the documentation referred to in Paragraphs 5.1 or 5.2 shall be agreed in accordance with the Variation Procedure.

## **125. PENSIONS**

The Supplier shall, and shall procure that each of its Sub-contractors shall, comply with the pensions provisions in the following Annex.

## **ANNEX TO PART A**

### **PENSIONS**

#### **126. PARTICIPATION**

1.383 The Supplier undertakes to enter into the Admission Agreement.

1.384 The Supplier and the Customer:

126.1.1 undertake to do all such things and execute any documents (including the Admission Agreement) as may be required to enable the Supplier to participate in the Schemes in respect of the Fair Deal Employees;

126.1.2 agree that the Contracting Authority is entitled to make arrangements with the Authority responsible for the Schemes for the Contracting Authority to be notified if the Supplier breaches the Admission Agreement;

126.1.3 notwithstanding Paragraph 1.2.2 of this Annex, the Supplier shall notify the Contracting Authority in the event that it breaches the Admission Agreement; and

126.1.4 agree that the Contracting Authority may terminate this Call Off Contract for material default in the event that the Supplier breaches the Admission Agreement.

1.385 The Supplier shall bear its own costs and all costs that the Contracting Authority reasonably incurs in connection with the negotiation, preparation and execution of documents to facilitate the Supplier participating in the Schemes.

#### **127. FUTURE SERVICE BENEFITS**

1.386 The Supplier shall procure that the Fair Deal Employees, shall be either admitted into, or offered continued membership of, the relevant section of the Schemes that they currently contribute to, or were eligible to join immediately prior to the Relevant Transfer Date and the Supplier shall procure that the Fair Deal Employees continue to accrue benefits in accordance with the provisions governing the relevant section of Schemes for service from (and including) the Relevant Transfer Date.

1.387 The Supplier undertakes that should it cease to participate in the Schemes for whatever reason at a time when it has Eligible Employees, that it will, at no extra cost to the Customer, provide to any Fair Deal Employee who immediately prior to such cessation remained an Eligible Employee with access to an occupational pension scheme certified by the Government Actuary's Department or any actuary nominated by the Contracting Authority in accordance with relevant guidance produced by the Government Actuary's Department as providing benefits which are broadly comparable to those provided by the Schemes at the relevant date.

1.388 The Parties acknowledge that the Civil Service Compensation Scheme and the Civil Service Injury Benefit Scheme (established pursuant to section 1 of the Superannuation Act 1972) are not covered by the protection of New Fair Deal.

#### **128. FUNDING**

1.389 The Supplier undertakes to pay to the Schemes all such amounts as are due under the Admission Agreement and shall deduct and pay to the Schemes such employee contributions as are required by the Schemes.

1.390 The Supplier shall indemnify and keep indemnified the Contracting Authority on demand against any claim by, payment to, or loss incurred by, the Schemes in respect of the failure to account to the Schemes for payments received and the non-

payment or the late payment of any sum payable by the Supplier to or in respect of the Schemes.

#### **129. PROVISION OF INFORMATION**

The Supplier and the Contracting Authority respectively undertake to each other:

- 1.391 to provide all information which the other Party may reasonably request concerning matters (i) referred to in this Annex and (ii) set out in the Admission Agreement, and to supply the information as expeditiously as possible; and
- 1.392 not to issue any announcements to the Fair Deal Employees prior to the Relevant Transfer Date concerning the matters stated in this Annex without the consent in writing of the other Party (not to be unreasonably withheld or delayed).

#### **130. INDEMNITY**

The Supplier undertakes to the Contracting Authority to indemnify and keep indemnified the Contracting Authority on demand from and against all and any Losses whatsoever arising out of or in connection with any liability towards the Fair Deal Employees arising in respect of service on or after the Relevant Transfer Date which relate to the payment of benefits under an occupational pension scheme (within the meaning provided for in section 1 of the Pension Schemes Act 1993) or the Schemes.

#### **131. EMPLOYER OBLIGATION**

The Supplier shall comply with the requirements of the Pensions Act 2008 and the Transfer of Employment (Pension Protection) Regulations 2005.

#### **132. SUBSEQUENT TRANSFERS**

The Supplier shall:

- 1.393 not adversely affect pension rights accrued by any Fair Deal Employee in the period ending on the date of the relevant future transfer;
- 1.394 provide all such co-operation and assistance as the Schemes and the Replacement Supplier and/or the Contracting Authority may reasonably require to enable the Replacement Supplier to participate in the Schemes in respect of any Eligible Employee and to give effect to any transfer of accrued rights required as part of participation under New Fair Deal; and
- 1.395 for the period either:
  - 132.1.1 after notice (for whatever reason) is given, in accordance with the other provisions of this Call Off Contract, to terminate the Agreement or any part of the Services; or
  - 132.1.2 after the date which is two (2) years prior to the date of expiry of this Call Off Contract,
    - ensure that no change is made to pension, retirement and death benefits provided for or in respect of any person who will transfer to the Replacement Supplier or the Customer, no category of earnings which were not previously pensionable are made pensionable and the contributions (if any) payable by such employees are not reduced without (in any case) the prior approval of the Contracting Authority (such approval not to be unreasonably withheld). Save that this sub-paragraph

shall not apply to any change made as a consequence of participation in an Admission Agreement.

## **PART B**

### **TRANSFERRING FORMER SUPPLIER EMPLOYEES AT COMMENCEMENT OF SERVICES**

#### **133.RELEVANT TRANSFERS**

1.396The Contracting Authority and the Supplier agree that:

- 133.1.1 the commencement of the provision of the Services or of any relevant part of the Services will be a Relevant Transfer in relation to the Transferring Former Supplier Employees; and
- 133.1.2 as a result of the operation of the Employment Regulations, the contracts of employment between each Former Supplier and the Transferring Former Supplier Employees (except in relation to any terms disapplied through the operation of regulation 10(2) of the Employment Regulations) shall have effect on and from the Relevant Transfer Date as if originally made between the Supplier and/or Notified Sub-contractor and each such Transferring Former Supplier Employee.

1.397The Contracting Authority shall procure that each Former Supplier shall comply with all its obligations under the Employment Regulations and shall perform and discharge all its obligations in respect of all the Transferring Former Supplier Employees in respect of the period up to (but not including) the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part in respect of the period up to (but not including) the Relevant Transfer Date) and the Supplier shall make, and the Contracting Authority shall procure that each Former Supplier makes, any necessary apportionments in respect of any periodic payments.

#### **134.FORMER SUPPLIER INDEMNITIES**

1.398Subject to Paragraph 2.2, the Contracting Authority shall procure that each Former Supplier shall indemnify the Supplier and any Notified Sub-contractor against any Employee Liabilities in respect of any Transferring Former Supplier Employee (or, where applicable any employee representative as defined in the Employment Regulations) arising from or as a result of:

- 134.1.1 any act or omission by the Former Supplier arising before the Relevant Transfer Date;
- 134.1.2 the breach or non-observance by the Former Supplier arising before the Relevant Transfer Date of:
  - (a) any collective agreement applicable to the Transferring Former Supplier Employees; and/or
  - (b) any custom or practice in respect of any Transferring Former Supplier Employees which the Former Supplier is contractually bound to honour;
- 134.1.3 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
  - (a) in relation to any Transferring Former Supplier Employee, to the extent that the proceeding, claim or demand by HMRC

or other statutory authority relates to financial obligations arising before the Relevant Transfer Date; and

- (b) in relation to any employee who is not a Transferring Former Supplier Employee and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Former Supplier to the Supplier and/or any Notified Sub-contractor as appropriate, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations in respect of the period to (but excluding) the Relevant Transfer Date;

134.1.4 a failure of the Former Supplier to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Former Supplier Employees in respect of the period to (but excluding) the Relevant Transfer Date;

134.1.5 any claim made by or in respect of any person employed or formerly employed by the Former Supplier other than a Transferring Former Supplier Employee for whom it is alleged the Supplier and/or any Notified Sub-contractor as appropriate may be liable by virtue of this Call Off Contract and/or the Employment Regulations and/or the Acquired Rights Directive; and

134.1.6 any claim made by or in respect of a Transferring Former Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Former Supplier Employee relating to any act or omission of the Former Supplier in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Supplier or any Sub-contractor to comply with regulation 13(4) of the Employment Regulations.

1.399The indemnities in Paragraph 2.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Supplier or any Sub-contractor whether occurring or having its origin before, on or after the Relevant Transfer Date including, without limitation, any Employee Liabilities:

134.1.7 arising out of the resignation of any Transferring Former Supplier Employee before the Relevant Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Supplier or any Sub-contractor to occur in the period from (and including) the Relevant Transfer Date; or

134.1.8 arising from the failure by the Supplier and/or any Sub-contractor to comply with its obligations under the Employment Regulations.

1.400If any person who is not identified by the Contracting Authority as a Transferring Former Supplier Employee claims, or it is determined in relation to any person who is not identified by the Contracting Authority as a Transferring Former Supplier Employee, that his/her contract of employment has been transferred from a Former Supplier to the Supplier and/or any Notified Sub-contractor pursuant to the Employment Regulations or the Acquired Rights Directive then:

134.1.9 the Supplier shall, or shall procure that the Notified Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Contracting Authority and, where required by the Customer, to the Former Supplier; and

134.1.10 the Former Supplier may offer (or may procure that a third party may offer) employment to such person within 15 Working Days of the notification by the



Supplier and/or the Notified Sub-contractor or take such other reasonable steps as the Former Supplier considers appropriate to deal with the matter provided always that such steps are in compliance with applicable Law.

1.401 If an offer referred to in Paragraph 2.3.2 is accepted, or if the situation has otherwise been resolved by the Former Supplier and/or the Customer, the Supplier shall, or shall procure that the Notified Sub-contractor shall, immediately release the person from his/her employment or alleged employment.

1.402 If by the end of the 15 Working Day period specified in Paragraph 2.3.2:

134.1.11 no such offer of employment has been made;

134.1.12 such offer has been made but not accepted; or

134.1.13 the situation has not otherwise been resolved,

the Supplier and/or any Notified Sub-contractor may within 5 Working Days give notice to terminate the employment or alleged employment of such person.

1.403 Subject to the Supplier and/or any Notified Sub-contractor acting in accordance with the provisions of Paragraphs 2.3 to 2.5 and in accordance with all applicable proper employment procedures set out in Law, the Contracting Authority shall procure that the Former Supplier indemnifies the Supplier and/or any Notified Sub-contractor (as appropriate) against all Employee Liabilities arising out of the termination pursuant to the provisions of Paragraph 2.5 provided that the Supplier takes, or shall procure that the Notified Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.

1.404 The indemnity in Paragraph 2.6:

134.1.14 shall not apply to:

(a) any claim for:

(i) discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or

(ii) equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,

in any case in relation to any alleged act or omission of the Supplier and/or any Sub-contractor; or

(b) any claim that the termination of employment was unfair because the Supplier and/or Notified Sub-contractor neglected to follow a fair dismissal procedure; and

134.1.15 shall apply only where the notification referred to in Paragraph 2.3.1 is made by the Supplier and/or any Notified Sub-contractor (as appropriate) to the Contracting Authority and, if applicable, the Former Supplier, within 6 months of the Call Off Commencement Date.

1.405 If any such person as is described in Paragraph 2.3 is neither re-employed by the Former Supplier nor dismissed by the Supplier and/or any Notified Sub-contractor within the time scales set out in Paragraph 2.5, such person shall be treated as having transferred to the Supplier or Notified Sub-contractor and the Supplier shall, or shall procure that the Notified Sub-contractor shall, comply with such obligations as may be imposed upon it under the Law.

### 135. SUPPLIER INDEMNITIES AND OBLIGATIONS

1.406 Subject to Paragraph 3.2, the Supplier shall indemnify the Contracting Authority and/or the Former Supplier against any Employee Liabilities in respect of any Transferring Former Supplier Employee (or, where applicable any employee representative as defined in the Employment Regulations) arising from or as a result of:

- 135.1.1 any act or omission by the Supplier or any Sub-contractor whether occurring before, on or after the Relevant Transfer Date;
- 135.1.2 the breach or non-observance by the Supplier or any Sub-contractor on or after the Relevant Transfer Date of:
  - (a) any collective agreement applicable to the Transferring Former Supplier Employee; and/or
  - (b) any custom or practice in respect of any Transferring Former Supplier Employees which the Supplier or any Sub-contractor is contractually bound to honour;
- 135.1.3 any claim by any trade union or other Authority or person representing any Transferring Former Supplier Employees arising from or connected with any failure by the Supplier or a Sub-contractor to comply with any legal obligation to such trade union, Authority or person arising on or after the Relevant Transfer Date;
- 135.1.4 any proposal by the Supplier or a Sub-contractor prior to the Relevant Transfer Date to make changes to the terms and conditions of employment or working conditions of any Transferring Former Supplier Employees to their material detriment on or after their transfer to the Supplier or a Sub-contractor (as the case may be) on the Relevant Transfer Date, or to change the terms and conditions of employment or working conditions of any person who would have been a Transferring Former Supplier Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the Employment Regulations) before the Relevant Transfer Date as a result of or for a reason connected to such proposed changes;
- 135.1.5 any statement communicated to or action undertaken by the Supplier or a Sub-contractor to, or in respect of, any Transferring Former Supplier Employee before the Relevant Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Contracting Authority and/or the Former Supplier in writing;
- 135.1.6 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
  - (a) in relation to any Transferring Former Supplier Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date; and
  - (b) in relation to any employee who is not a Transferring Former Supplier Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Former Supplier to the Supplier or a Sub-contractor, to the extent that the proceeding, claim or demand by the HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date;

135.1.7 a failure of the Supplier or any Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Former Supplier Employees in respect of the period from (and including) the Relevant Transfer Date; and

135.1.8 any claim made by or in respect of a Transferring Former Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Former Supplier Employee relating to any act or omission of the Supplier or any Sub-contractor in relation to obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the Former Supplier's failure to comply with its obligations under regulation 13 of the Employment Regulations.

1.407 The indemnities in Paragraph 3.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Former Supplier whether occurring or having its origin before, on or after the Relevant Transfer Date including, without limitation, any Employee Liabilities arising from the Former Supplier's failure to comply with its obligations under the Employment Regulations.

1.408 The Supplier shall comply, and shall procure that each Sub-contractor shall comply, with all its obligations under the Employment Regulations (including without limitation its obligation to inform and consult in accordance with regulation 13 of the Employment Regulations) and shall perform and discharge, and shall procure that each Sub-contractor shall perform and discharge, all its obligations in respect of all the Transferring Former Supplier Employees, on and from the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part to the period from (and including) the Relevant Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between the Supplier and the Former Supplier.

## **136. INFORMATION**

The Supplier shall, and shall procure that each Sub-contractor shall, promptly provide to the Contracting Authority and/or at the Contracting Authority direction, the Former Supplier, in writing such information as is necessary to enable the Contracting Authority and/or the Former Supplier to carry out their respective duties under regulation 13 of the Employment Regulations. The Contracting Authority shall procure that the Former Supplier shall promptly provide to the Supplier and each Notified Sub-contractor in writing such information as is necessary to enable the Supplier and each Notified Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations.

## **137. PRINCIPLES OF GOOD EMPLOYMENT PRACTICE**

1.409 The Supplier shall, and shall procure that each Sub-contractor shall, comply with any requirement notified to it by the Contracting Authority relating to pensions in respect of any Transferring Former Supplier Employee as set down in:

137.1.1 the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector of January 2000, revised 2007;

137.1.2 HM Treasury's guidance "Staff Transfers from Central Government: A Fair Deal for Staff Pensions of 1999;

137.1.3 HM Treasury's guidance: "Fair deal for staff pensions: procurement of Bulk Transfer Agreements and Related Issues" of June 2004; and/or

137.1.4 the New Fair Deal.

1.410 Any changes embodied in any statement of practice, paper or other guidance that replaces any of the documentation referred to in Paragraph 5.1 shall be agreed in accordance with the Variation Procedure.

### **138. PROCUREMENT OBLIGATIONS**

Notwithstanding any other provisions of this Part B, where in this Part B the Contracting Authority accepts an obligation to procure that a Former Supplier does or does not do something, such obligation shall be limited so that it extends only to the extent that the Contracting Authority contract with the Former Supplier contains a contractual right in that regard which the Contracting Authority may enforce, or otherwise so that it requires only that the Contracting Authority must use reasonable endeavours to procure that the Former Supplier does or does not act accordingly.

### **139. PENSIONS**

The Supplier shall, and shall procure that each Sub-contractor shall, comply with the pensions provisions in the following Annex in respect of any Transferring Former Supplier Employees who transfer from the Former Supplier to the Supplier.

## **ANNEX TO PART B**

### **PENSIONS**

#### **140. PARTICIPATION**

1.411 The Supplier undertakes to enter into the Admission Agreement.

1.412 The Supplier and the Customer:

140.1.1 undertake to do all such things and execute any documents (including the Admission Agreement) as may be required to enable the Supplier to participate in the Schemes in respect of the Fair Deal Employees;

140.1.2 agree that the Contracting Authority is entitled to make arrangements with the Authority responsible for the Schemes for the Contracting Authority to be notified if the Supplier breaches the Admission Agreement;

140.1.3 notwithstanding Paragraph 1.2.2 of this Annex, the Supplier shall notify the Contracting Authority in the event that it breaches the Admission Agreement; and

140.1.4 agree that the Contracting Authority may terminate this Call Off Contract for material default in the event that the Supplier breaches the Admission Agreement.

1.413 The Supplier shall bear its own costs and all costs that the Contracting Authority reasonably incurs in connection with the negotiation, preparation and execution of documents to facilitate the Supplier participating in the Schemes.

#### **141. FUTURE SERVICE BENEFITS**

1.414 If the Supplier is rejoining the Schemes for the first time, the Supplier shall procure that the Fair Deal Employees shall be either admitted to or offered continued membership of the relevant section of the Schemes that they became eligible to join on the Relevant Transfer Date and shall continue to accrue or accrue benefits in accordance with the provisions governing the relevant section of the Schemes for service from (and including) the Relevant Transfer Date.

1.415 If staff have already been readmitted to the Schemes, the Supplier shall procure that the Fair Deal Employees, shall be either admitted into, or offered continued membership of, the relevant section of the Schemes that they currently contribute to, or were eligible to join immediately prior to the Relevant Transfer Date and the Supplier shall procure that the Fair Deal Employees continue to accrue benefits in accordance with the provisions governing the relevant section of the Schemes for service from (and including) the Relevant Transfer Date.

1.416 The Supplier undertakes that should it cease to participate in the Schemes for whatever reason at a time when it has Eligible Employees, that it will, at no extra cost to the Customer, provide to any Fair Deal Employee who immediately prior to such cessation remained an Eligible Employee with access to an occupational pension scheme certified by the Government Actuary's Department or any actuary nominated by the Contracting Authority in accordance with relevant guidance produced by the Government Actuary's Department as providing benefits which are broadly comparable to those provided by the Schemes at the relevant date.

1.417 The Parties acknowledge that the Civil Service Compensation Scheme and the Civil Service Injury Benefit Scheme (established pursuant to section 1 of the Superannuation Act 1972) are not covered by the protection of New Fair Deal.

#### **142. FUNDING**

1.418 The Supplier undertakes to pay to the Schemes all such amounts as are due under the Admission Agreement and shall deduct and pay to the Schemes such employee contributions as are required by the Schemes.

1.419 The Supplier shall indemnify and keep indemnified the Contracting Authority on demand against any claim by, payment to, or loss incurred by the Schemes in respect of the failure to account to the Schemes for payments received and the non-payment or the late payment of any sum payable by the Supplier to or in respect of the Schemes.

#### **143. PROVISION OF INFORMATION**

The Supplier and the Contracting Authority respectively undertake to each other:

1.420 to provide all information which the other Party may reasonably request concerning matters (i) referred to in this Annex and (ii) set out in the Admission Agreement, and to supply the information as expeditiously as possible; and

1.421 not to issue any announcements to the Fair Deal Employees prior to the Relevant Transfer Date concerning the matters stated in this Annex without the consent in writing of the other Party (not to be unreasonably withheld or delayed).

#### **144. INDEMNITY**

The Supplier undertakes to the Contracting Authority to indemnify and keep indemnified the Contracting Authority on demand from and against all and any Losses whatsoever arising out of or in connection with any liability towards the Fair Deal Employees arising in respect of service on or after the Relevant Transfer Date which relate to the payment of benefits under an occupational pension scheme (within the meaning provided for in section 1 of the Pension Schemes Act 1993) or the Schemes.

#### **145. EMPLOYER OBLIGATION**

The Supplier shall comply with the requirements of the Pensions Act 2008 and the Transfer of Employment (Pension Protection) Regulations 2005.

#### **146. SUBSEQUENT TRANSFERS**

The Supplier shall:

1.422 not adversely affect pension rights accrued by any Fair Deal Employee in the period ending on the date of the relevant future transfer;

1.423 provide all such co-operation and assistance as the Schemes and the Replacement Supplier and/or the Contracting Authority may reasonably require to enable the Replacement Supplier to participate in the Schemes in respect of any Eligible Employee and to give effect to any transfer of accrued rights required as part of participation under the New Fair Deal; and

1.424 for the period either

146.1.1 after notice (for whatever reason) is given, in accordance with the other provisions of this Call Off Contract, to terminate the Agreement or any part of the Services; or

146.1.2 after the date which is two (2) years prior to the date of expiry of this Call Off Contract,

ensure that no change is made to pension, retirement and death benefits provided for or in respect of any person who will transfer to the Replacement Supplier or the Customer, no category of earnings which were not previously pensionable are made pensionable and the contributions (if any) payable by such employees are not reduced without (in any case) the prior approval of the Contracting Authority (such approval not to be unreasonably withheld). Save that this sub-paragraph shall not apply to any change made as a consequence of participation in an Admission Agreement.

## **PART C**

### **NO TRANSFER OF EMPLOYEES AT COMMENCEMENT OF SERVICES**

#### **147. PROCEDURE IN THE EVENT OF TRANSFER**

1.425 The Contracting Authority and the Supplier agree that the commencement of the provision of the Services or of any part of the Services will not be a Relevant Transfer in relation to any employees of the Contracting Authority and/or any Former Supplier.

1.426 If any employee of the Contracting Authority and/or a Former Supplier claims, or it is determined in relation to any employee of the Contracting Authority and/or a Former Supplier, that his/her contract of employment has been transferred from the Contracting Authority and/or the Former Supplier to the Supplier and/or any Sub-contractor pursuant to the Employment Regulations or the Acquired Rights Directive then:

147.1.1 the Supplier shall, and shall procure that the relevant Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Contracting Authority and, where required by the Customer, give notice to the Former Supplier; and

147.1.2 the Contracting Authority and/or the Former Supplier may offer (or may procure that a third party may offer) employment to such person within 15 Working Days of the notification by the Supplier or the Sub-contractor (as appropriate) or take such other reasonable steps as the Contracting Authority or Former Supplier (as the case may be) considers appropriate to deal with the matter provided always that such steps are in compliance with applicable Law.

1.427 If an offer referred to in Paragraph 1.2.2 is accepted (or if the situation has otherwise been resolved by the Contracting Authority and/or the Former Supplier), the Supplier shall, or shall procure that the Sub-contractor shall, immediately release the person from his/her employment or alleged employment.

1.428 If by the end of the 15 Working Day period specified in Paragraph 1.2.2:

147.1.3 no such offer of employment has been made;

147.1.4 such offer has been made but not accepted; or

147.1.5 the situation has not otherwise been resolved,

the Supplier and/or the Sub-contractor may within 5 Working Days give notice to terminate the employment or alleged employment of such person.

#### **148. INDEMNITIES**

1.429 Subject to the Supplier and/or the relevant Sub-contractor acting in accordance with the provisions of Paragraphs 1.2 to 1.4 and in accordance with all applicable employment procedures set out in applicable Law and subject also to Paragraph 2.4, the Contracting Authority shall:

148.1.1 indemnify the Supplier and/or the relevant Sub-contractor against all Employee Liabilities arising out of the termination of the employment of any employees of the Contracting Authority referred to in Paragraph 1.2 made pursuant to the provisions of Paragraph 1.4 provided that the Supplier takes, or shall procure that the Notified Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities; and



148.1.2 procure that the Former Supplier indemnifies the Supplier and/or any Notified Sub-contractor against all Employee Liabilities arising out of termination of the employment of the employees of the Former Supplier made pursuant to the provisions of Paragraph 1.4 provided that the Supplier takes, or shall procure that the relevant Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.

1.430 If any such person as is described in Paragraph 1.2 is neither re employed by the Contracting Authority and/or the Former Supplier as appropriate nor dismissed by the Supplier and/or any Sub-contractor within the 15 Working Day period referred to in Paragraph 1.4 such person shall be treated as having transferred to the Supplier and/or the Sub-contractor (as appropriate) and the Supplier shall, or shall procure that the Sub-contractor shall, comply with such obligations as may be imposed upon it under Law.

1.431 Where any person remains employed by the Supplier and/or any Sub-contractor pursuant to Paragraph 2.2, all Employee Liabilities in relation to such employee shall remain with the Supplier and/or the Sub-contractor and the Supplier shall indemnify the Contracting Authority and any Former Supplier, and shall procure that the Sub-contractor shall indemnify the Contracting Authority and any Former Supplier, against any Employee Liabilities that either of them may incur in respect of any such employees of the Supplier and/or employees of the Sub-contractor.

1.432 The indemnities in Paragraph 2.1:

148.1.3 shall not apply to:

(a) any claim for:

- (i) discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or
- (ii) equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,

in any case in relation to any alleged act or omission of the Supplier and/or any Sub-contractor; or

(b) any claim that the termination of employment was unfair because the Supplier and/or any Sub-contractor neglected to follow a fair dismissal procedure; and

148.1.4 shall apply only where the notification referred to in Paragraph 1.2.1 is made by the Supplier and/or any Sub-contractor to the Contracting Authority and, if applicable, Former Supplier within 6 months of the Call Off Commencement Date.

## **149. PROCUREMENT OBLIGATIONS**

Where in this Part C the Contracting Authority accepts an obligation to procure that a Former Supplier does or does not do something, such obligation shall be limited so that it extends only to the extent that the Contracting Authority contract with the Former Supplier contains a contractual right in that regard which the Contracting Authority may enforce, or otherwise so that it requires only that the Contracting Authority must use reasonable endeavours to procure that the Former Supplier does or does not act accordingly.

## **PART D**

### **EMPLOYMENT EXIT PROVISIONS**

#### **150. PRE-SERVICE TRANSFER OBLIGATIONS**

1.433 The Supplier agrees that within 20 Working Days of the earliest of:

- 150.1.1 receipt of a notification from the Contracting Authority of a Service Transfer or intended Service Transfer;
- 150.1.2 receipt of the giving of notice of early termination or any Partial Termination of this Call Off Contract;
- 150.1.3 the date which is 12 months before the end of the Term; and
- 150.1.4 receipt of a written request of the Contracting Authority at any time (provided that the Contracting Authority shall only be entitled to make one such request in any 6 month period),

it shall provide in a suitably anonymised format so as to comply with the DPA, the Supplier's Provisional Supplier Personnel List, together with the Staffing Information in relation to the Supplier's Provisional Supplier Personnel List and it shall provide an updated Supplier's Provisional Supplier Personnel List at such intervals as are reasonably requested by the Customer.

1.434 At least 20 Working Days prior to the Service Transfer Date, the Supplier shall provide to the Contracting Authority or at the direction of the Contracting Authority to any Replacement Supplier and/or any Replacement Sub-contractor:

- 150.1.5 the Supplier's Final Supplier Personnel List, which shall identify which of the Supplier Personnel are Transferring Supplier Employees; and
- 150.1.6 the Staffing Information in relation to the Supplier's Final Supplier Personnel List (insofar as such information has not previously been provided).

1.435 The Contracting Authority shall be permitted to use and disclose information provided by the Supplier under Paragraphs 1.1 and 1.2 for the purpose of informing any prospective Replacement Supplier and/or Replacement Sub-contractor.

1.436 The Supplier warrants, for the benefit of the Customer, any Replacement Supplier, and any Replacement Sub-contractor that all information provided pursuant to Paragraphs 1.1 and 1.2 shall be true and accurate in all material respects at the time of providing the information.

1.437 From the date of the earliest event referred to in Paragraph 1.1, the Supplier agrees, that it shall not, and agrees to procure that each Sub-contractor shall not, assign any person to the provision of the Services who is not listed on the Supplier's Provisional Supplier Personnel List and shall not without the approval of the Contracting Authority (not to be unreasonably withheld or delayed):

- 150.1.7 replace or re-deploy any Supplier Personnel listed on the Supplier Provisional Supplier Personnel List other than where any replacement is of equivalent grade, skills, experience and expertise and is employed on the same terms and conditions of employment as the person he/she replaces;
- 150.1.8 make, promise, propose or permit any material changes to the terms and conditions of employment of the Supplier Personnel (including any payments connected with the termination of employment);

- 150.1.9 increase the proportion of working time spent on the Services (or the relevant part of the Services) by any of the Supplier Personnel save for fulfilling assignments and projects previously scheduled and agreed;
- 150.1.10 introduce any new contractual or customary practice concerning the making of any lump sum payment on the termination of employment of any employees listed on the Supplier's Provisional Supplier Personnel List;
- 150.1.11 increase or reduce the total number of employees so engaged, or deploy any other person to perform the Services (or the relevant part of the Services); or
- 150.1.12 terminate or give notice to terminate the employment or contracts of any persons on the Supplier's Provisional Supplier Personnel List save by due disciplinary process,

and shall promptly notify, and procure that each Sub-contractor shall promptly notify, the Contracting Authority or, at the direction of the Customer, any Replacement Supplier and any Replacement Sub-contractor of any notice to terminate employment given by the Supplier or relevant Sub-contractor or received from any persons listed on the Supplier's Provisional Supplier Personnel List regardless of when such notice takes effect.

1.438 During the Term, the Supplier shall provide, and shall procure that each Sub-contractor shall provide, to the Contracting Authority any information the Contracting Authority may reasonably require relating to the manner in which the Services are organised, which shall include:

- 150.1.13 the numbers of employees engaged in providing the Services;
- 150.1.14 the percentage of time spent by each employee engaged in providing the Services; and
- 150.1.15 a description of the nature of the work undertaken by each employee by location.

1.439 The Supplier shall provide, and shall procure that each Sub-contractor shall provide, all reasonable cooperation and assistance to the Customer, any Replacement Supplier and/or any Replacement Sub-contractor to ensure the smooth transfer of the Transferring Supplier Employees on the Service Transfer Date including providing sufficient information in advance of the Service Transfer Date to ensure that all necessary payroll arrangements can be made to enable the Transferring Supplier Employees to be paid as appropriate. Without prejudice to the generality of the foregoing, within 5 Working Days following the Service Transfer Date, the Supplier shall provide, and shall procure that each Sub-contractor shall provide, to the Contracting Authority or, at the direction of the Customer, to any Replacement Supplier and/or any Replacement Sub-contractor (as appropriate), in respect of each person on the Supplier's Final Supplier Personnel List who is a Transferring Supplier Employee:

- 150.1.16 the most recent month's copy pay slip data;
- 150.1.17 details of cumulative pay for tax and pension purposes;
- 150.1.18 details of cumulative tax paid;
- 150.1.19 tax code;
- 150.1.20 details of any voluntary deductions from pay; and
- 150.1.21 bank/building society account details for payroll purposes.

## **151. EMPLOYMENT REGULATIONS EXIT PROVISIONS**

- 1.440 The Contracting Authority and the Supplier acknowledge that subsequent to the commencement of the provision of the Services, the identity of the provider of the Services (or any part of the Services) may change (whether as a result of termination or Partial Termination of this Call Off Contract or otherwise) resulting in the Services being undertaken by a Replacement Supplier and/or a Replacement Sub-contractor. Such change in the identity of the supplier of such services may constitute a Relevant Transfer to which the Employment Regulations and/or the Acquired Rights Directive will apply. The Contracting Authority and the Supplier further agree that, as a result of the operation of the Employment Regulations, where a Relevant Transfer occurs, the contracts of employment between the Supplier and the Transferring Supplier Employees (except in relation to any contract terms disapplied through operation of regulation 10(2) of the Employment Regulations) will have effect on and from the Service Transfer Date as if originally made between the Replacement Supplier and/or a Replacement Sub-contractor (as the case may be) and each such Transferring Supplier Employee.
- 1.441 The Supplier shall, and shall procure that each Sub-contractor shall, comply with all its obligations in respect of the Transferring Supplier Employees arising under the Employment Regulations in respect of the period up to (and including) the Service Transfer Date and shall perform and discharge, and procure that each Sub-contractor shall perform and discharge, all its obligations in respect of all the Transferring Supplier Employees arising in respect of the period up to (and including) the Service Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part to the period ending on (and including) the Service Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between: (i) the Supplier and/or the Sub-contractor (as appropriate); and (ii) the Replacement Supplier and/or Replacement Sub-contractor.
- 1.442 Subject to Paragraph 2.4, the Supplier shall indemnify the Contracting Authority and/or the Replacement Supplier and/or any Replacement Sub-contractor against any Employee Liabilities in respect of any Transferring Supplier Employee (or, where applicable any employee representative as defined in the Employment Regulations) arising from or as a result of:
- 151.1.1 any act or omission of the Supplier or any Sub-contractor whether occurring before, on or after the Service Transfer Date;
- 151.1.2 the breach or non-observance by the Supplier or any Sub-contractor occurring on or before the Service Transfer Date of:
- (a) any collective agreement applicable to the Transferring Supplier Employees; and/or
  - (b) any other custom or practice with a trade union or staff association in respect of any Transferring Supplier Employees which the Supplier or any Sub-contractor is contractually bound to honour;
- 151.1.3 any claim by any trade union or other Authority or person representing any Transferring Supplier Employees arising from or connected with any failure by the Supplier or a Sub-contractor to comply with any legal obligation to such trade union, Authority or person arising on or before the Service Transfer Date;

- 151.1.4 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
- (a) in relation to any Transferring Supplier Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on and before the Service Transfer Date; and
  - (b) in relation to any employee who is not a Transferring Supplier Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Supplier to the Contracting Authority and/or Replacement Supplier and/or any Replacement Sub-contractor, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or before the Service Transfer Date;
- 151.1.5 a failure of the Supplier or any Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Supplier Employees in respect of the period up to (and including) the Service Transfer Date);
- 151.1.6 any claim made by or in respect of any person employed or formerly employed by the Supplier or any Sub-contractor other than a Transferring Supplier Employee for whom it is alleged the Contracting Authority and/or the Replacement Supplier and/or any Replacement Sub-contractor may be liable by virtue of this Call Off Contract and/or the Employment Regulations and/or the Acquired Rights Directive; and
- 151.1.7 any claim made by or in respect of a Transferring Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Supplier Employee relating to any act or omission of the Supplier or any Sub-contractor in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Contracting Authority and/or Replacement Supplier to comply with regulation 13(4) of the Employment Regulations.
- 1.443The indemnities in Paragraph 2.3 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Replacement Supplier and/or any Replacement Sub-contractor whether occurring or having its origin before, on or after the Service Transfer Date, including any Employee Liabilities:
- 151.1.8 arising out of the resignation of any Transferring Supplier Employee before the Service Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Replacement Supplier and/or any Replacement Sub-contractor to occur in the period on or after the Service Transfer Date); or
- 151.1.9 arising from the Replacement Supplier's failure, and/or Replacement Sub-contractor's failure, to comply with its obligations under the Employment Regulations.
- 1.444If any person who is not a Transferring Supplier Employee claims, or it is determined in relation to any person who is not a Transferring Supplier Employee, that his/her contract of employment has been transferred from the Supplier or any Sub-contractor to the Replacement Supplier and/or Replacement Sub-contractor pursuant to the Employment Regulations or the Acquired Rights Directive, then:

- 151.1.10 the Contracting Authority shall procure that the Replacement Supplier shall, or any Replacement Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Supplier; and
- 151.1.11 the Supplier may offer (or may procure that a Sub-contractor may offer) employment to such person within 15 Working Days of the notification by the Replacement Supplier and/or any and/or Replacement Sub-contractor or take such other reasonable steps as it considers appropriate to deal with the matter provided always that such steps are in compliance with Law.
- 1.445 If such offer is accepted, or if the situation has otherwise been resolved by the Supplier or a Sub-contractor, the Contracting Authority shall procure that the Replacement Supplier shall, or procure that the Replacement Sub-contractor shall, immediately release or procure the release of the person from his/her employment or alleged employment.
- 1.446 If after the 15 Working Day period specified in Paragraph 2.5.2 has elapsed:
- 151.1.12 no such offer of employment has been made;
- 151.1.13 such offer has been made but not accepted; or
- 151.1.14 the situation has not otherwise been resolved
- the Contracting Authority shall advise the Replacement Supplier and/or Replacement Sub-contractor, as appropriate that it may within 5 Working Days give notice to terminate the employment or alleged employment of such person.
- 1.447 Subject to the Replacement Supplier and/or Replacement Sub-contractor acting in accordance with the provisions of Paragraphs 2.5 to 2.7, and in accordance with all applicable proper employment procedures set out in applicable Law, the Supplier shall indemnify the Replacement Supplier and/or Replacement Sub-contractor against all Employee Liabilities arising out of the termination pursuant to the provisions of Paragraph 2.7 provided that the Replacement Supplier takes, or shall procure that the Replacement Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.
- 1.448 The indemnity in Paragraph 2.8:
- 151.1.15 shall not apply to:
- (a) any claim for:
    - (i) discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or
    - (ii) equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,
 in any case in relation to any alleged act or omission of the Replacement Supplier and/or Replacement Sub-contractor; or
  - (b) any claim that the termination of employment was unfair because the Replacement Supplier and/or Replacement Sub-contractor neglected to follow a fair dismissal procedure; and
- 151.1.16 shall apply only where the notification referred to in Paragraph 2.5.1 is made by the Replacement Supplier and/or Replacement Sub-contractor to the Supplier within 6 months of the Service Transfer Date .

1.449 If any such person as is described in Paragraph 2.5 is neither re-employed by the Supplier or any Sub-contractor nor dismissed by the Replacement Supplier and/or Replacement Sub-contractor within the time scales set out in Paragraphs 2.5 to 2.7, such person shall be treated as a Transferring Supplier Employee and the Replacement Supplier and/or Replacement Sub-contractor shall comply with such obligations as may be imposed upon it under applicable Law.

1.450 The Supplier shall comply, and shall procure that each Sub-contractor shall comply, with all its obligations under the Employment Regulations and shall perform and discharge, and shall procure that each Sub-contractor shall perform and discharge, all its obligations in respect of the Transferring Supplier Employees before and on the Service Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part in respect of the period up to (and including) the Service Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between:

151.1.17 the Supplier and/or any Sub-contractor; and

151.1.18 the Replacement Supplier and/or the Replacement Sub-contractor.

1.451 The Supplier shall, and shall procure that each Sub-contractor shall, promptly provide to the Contracting Authority and any Replacement Supplier and/or Replacement Sub-contractor, in writing such information as is necessary to enable the Customer, the Replacement Supplier and/or Replacement Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations. The Contracting Authority shall procure that the Replacement Supplier and/or Replacement Sub-contractor, shall promptly provide to the Supplier and each Sub-contractor in writing such information as is necessary to enable the Supplier and each Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations.

1.452 Subject to Paragraph 2.14, the Contracting Authority shall procure that the Replacement Supplier indemnifies the Supplier on its own behalf and on behalf of any Replacement Sub-contractor and its sub-contractors against any Employee Liabilities in respect of each Transferring Supplier Employee (or, where applicable any employee representative (as defined in the Employment Regulations) of any Transferring Supplier Employee) arising from or as a result of:

151.1.19 any act or omission of the Replacement Supplier and/or Replacement Sub-contractor;

151.1.20 the breach or non-observance by the Replacement Supplier and/or Replacement Sub-contractor on or after the Service Transfer Date of:

(a) any collective agreement applicable to the Transferring Supplier Employees; and/or

(b) any custom or practice in respect of any Transferring Supplier Employees which the Replacement Supplier and/or Replacement Sub-contractor is contractually bound to honour;

151.1.21 any claim by any trade union or other Authority or person representing any Transferring Supplier Employees arising from or connected with any failure by the Replacement Supplier and/or Replacement Sub-contractor to comply with any legal obligation to such trade union, Authority or person arising on or after the Relevant Transfer Date;

- 151.1.22 any proposal by the Replacement Supplier and/or Replacement Sub-contractor to change the terms and conditions of employment or working conditions of any Transferring Supplier Employees on or after their transfer to the Replacement Supplier or Replacement Sub-contractor (as the case may be) on the Relevant Transfer Date, or to change the terms and conditions of employment or working conditions of any person who would have been a Transferring Supplier Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the Employment Regulations) before the Relevant Transfer Date as a result of or for a reason connected to such proposed changes;
- 151.1.23 any statement communicated to or action undertaken by the Replacement Supplier or Replacement Sub-contractor to, or in respect of, any Transferring Supplier Employee on or before the Relevant Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Supplier in writing;
- 151.1.24 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
- (a) in relation to any Transferring Supplier Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising after the Service Transfer Date; and
  - (b) in relation to any employee who is not a Transferring Supplier Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Supplier or Sub-contractor, to the Replacement Supplier or Replacement Sub-contractor to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising after the Service Transfer Date;
- 151.1.25 a failure of the Replacement Supplier or Replacement Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Supplier Employees in respect of the period from (and including) the Service Transfer Date; and
- 151.1.26 any claim made by or in respect of a Transferring Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Supplier Employee relating to any act or omission of the Replacement Supplier or Replacement Sub-contractor in relation to obligations under regulation 13 of the Employment Regulations.
- 1.453 The indemnities in Paragraph 2.13 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Supplier and/or any Sub-contractor (as applicable) whether occurring or having its origin before, on or after the Relevant Transfer Date, including any Employee Liabilities arising from the failure by the Supplier and/or any Sub-contractor (as applicable) to comply with its obligations under the Employment Regulations.



## **ANNEX : LIST OF NOTIFIED SUB-CONTRACTORS**

REDACTION

## CALL OFF SCHEDULE 12: DISPUTE RESOLUTION PROCEDURE

### 152. DEFINITIONS

1.454 In this Call Off Schedule 12, the following definitions shall apply:

"CEDR"	230 the Centre for Effective Dispute Resolution of International Dispute Resolution Centre, 70 Fleet Street, London, EC4Y 1EU;
"Counter Notice"	231 has the meaning given to it in paragraph 6.2 of this Call Off Schedule;
"Exception"	232 a deviation of project tolerances in accordance with PRINCE2 methodology in respect of this Call Off Contract or in the supply of the Services;
"Expert"	233 the person appointed by the Parties in accordance with paragraph 5.2 of this Call Off Schedule 12; and
"Mediation Notice"	234 has the meaning given to it in paragraph 3.2 of this Call Off Schedule;
"Mediator"	235 the independent third party appointed in accordance with paragraph 4.2 of this Call Off Schedule 12.

### 153. INTRODUCTION

1.455 If a Dispute arises then:

- 153.1.1 the representative of the Contracting Authority and the Supplier Representative shall attempt in good faith to resolve the Dispute; and
- 153.1.2 if such attempts are not successful within a reasonable time either Party may give to the other a Dispute Notice.

1.456 The Dispute Notice shall set out:

- 153.1.3 the material particulars of the Dispute;
- 153.1.4 the reasons why the Party serving the Dispute Notice believes that the Dispute has arisen; and
- 153.1.5 if the Party serving the Dispute Notice believes that the Dispute should be dealt with under the Expedited Dispute Timetable as set out in paragraph 2.6 of this Call Off Schedule, the reason why.

1.457 Unless agreed otherwise in writing, the Parties shall continue to comply with their respective obligations under this Call Off Contract regardless of the nature of the Dispute and notwithstanding the referral of the Dispute to the Dispute Resolution Procedure.

1.458 Subject to paragraph 3.2 of this Call Off Schedule, the Parties shall seek to resolve Disputes:

- 153.1.6 first by commercial negotiation (as prescribed in paragraph 3 of this Call Off Schedule);

- 153.1.7 then by mediation (as prescribed in paragraph 4 of this Call Off Schedule); and
- 153.1.8 lastly by recourse to arbitration (as prescribed in paragraph 6 of this Call Off Schedule) or litigation (in accordance with Clause 57 of this Call Off Contract (Governing Law and Jurisdiction)).
- 1.459 Specific issues shall be referred to Expert Determination (as prescribed in paragraph 5 of this Call Off Schedule) where specified under the provisions of this Call Off Contract and may also be referred to Expert Determination where otherwise appropriate as specified in paragraph 5 of this Call Off Schedule.
- 1.460 In exceptional circumstances where the use of the times in this Call Off Schedule would be unreasonable, including (by way of example) where one Party would be materially disadvantaged by a delay in resolving the Dispute, the Parties may agree to use the Expedited Dispute Timetable. If the Parties are unable to reach agreement on whether to use of the Expedited Dispute Timetable within five (5) Working Days of the issue of the Dispute Notice, the use of the Expedited Dispute Timetable shall be at the sole discretion of the Customer.
- 1.461 If the use of the Expedited Dispute Timetable is determined in accordance with paragraph 2.5 or is otherwise specified under the provisions of this Call Off Contract, then the following periods of time shall apply in lieu of the time periods specified in the applicable paragraphs:
- 153.1.9 in paragraph 3.2.3, ten (10) Working Days;
- 153.1.10 in paragraph 4.2, ten (10) Working Days;
- 153.1.11 in paragraph 5.2, five (5) Working Days; and
- 153.1.12 in paragraph 6.2, ten (10) Working Days.
- 1.462 If at any point it becomes clear that an applicable deadline cannot be met or has passed, the Parties may (but shall be under no obligation to) agree in writing to extend the deadline. Any agreed extension shall have the effect of delaying the start of the subsequent stages by the period agreed in the extension.

#### 154. COMMERCIAL NEGOTIATIONS

- 1.463 Following the service of a Dispute Notice, the Contracting Authority and the Supplier shall use reasonable endeavours to resolve the Dispute as soon as possible, by discussion between the Contracting Authority [*insert role*] and the Supplier's [*insert role*].
- 1.464 If:
- 154.1.1 either Party is of the reasonable opinion that the resolution of a Dispute by commercial negotiation, or the continuance of commercial negotiations, will not result in an appropriate solution;
- 154.1.2 the Parties have already held discussions of a nature and intent (or otherwise were conducted in the spirit) that would equate to the conduct of commercial negotiations in accordance with this paragraph 3 of this Call Off Schedule; or
- 154.1.3 the Parties have not settled the Dispute in accordance with paragraph 3.1 of this Call Off Schedule within thirty (30) Working Days of service of the Dispute Notice,
- either Party may serve a written notice to proceed to mediation (a "**Mediation Notice**") in accordance with paragraph 4 of this Call Off Schedule.

## **155.MEDIATION**

- 1.465 If a Mediation Notice is served, the Parties shall attempt to resolve the dispute in accordance with CEDR's Model Mediation Agreement which shall be deemed to be incorporated by reference into this Call Off Contract.
- 1.466 If the Parties are unable to agree on the joint appointment of a Mediator within thirty (30) Working Days from service of the Mediation Notice then either Party may apply to CEDR to nominate the Mediator.
- 1.467 If the Parties are unable to reach a settlement in the negotiations at the mediation, and only if the Parties so request and the Mediator agrees, the Mediator shall produce for the Parties a non-binding recommendation on terms of settlement. This shall not attempt to anticipate what a court might order but shall set out what the Mediator suggests are appropriate settlement terms in all of the circumstances.
- 1.468 Any settlement reached in the mediation shall not be legally binding until it has been reduced to writing and signed by, or on behalf of, the Parties (in accordance with the Variation Procedure where appropriate). The Mediator shall assist the Parties in recording the outcome of the mediation.

## **156.EXPERT DETERMINATION**

- 1.469 If a Dispute relates to any aspect of the technology underlying the provision of the Services or otherwise relates to a financial technical or other aspect of a technical nature (as the Parties may agree) and the Dispute has not been resolved by discussion or mediation, then either Party may request (which request will not be unreasonably withheld or delayed) by written notice to the other that the Dispute is referred to an Expert for determination.
- 1.470 The Expert shall be appointed by agreement in writing between the Parties, but in the event of a failure to agree within ten (10) Working Days, or if the person appointed is unable or unwilling to act, the Expert shall be appointed on the instructions of the relevant professional Authority.
- 1.471 The Expert shall act on the following basis:
- 156.1.1 he/she shall act as an expert and not as an arbitrator and shall act fairly and impartially;
- 156.1.2 the Expert's determination shall (in the absence of a material failure to follow the agreed procedures) be final and binding on the Parties;
- 156.1.3 the Expert shall decide the procedure to be followed in the determination and shall be requested to make his/her determination within thirty (30) Working Days of his appointment or as soon as reasonably practicable thereafter and the Parties shall assist and provide the documentation that the Expert requires for the purpose of the determination;
- 156.1.4 any amount payable by one Party to another as a result of the Expert's determination shall be due and payable within twenty (20) Working Days of the Expert's determination being notified to the Parties;
- 156.1.5 the process shall be conducted in private and shall be confidential; and
- 156.1.6 the Expert shall determine how and by whom the costs of the determination, including his/her fees and expenses, are to be paid.

## **157.ARBITRATION**

1.472 The Contracting Authority may at any time before court proceedings are commenced refer the Dispute to arbitration in accordance with the provisions of paragraph 6.4 of this Call Off Schedule.

1.473 Before the Supplier commences court proceedings or arbitration, it shall serve written notice on the Contracting Authority of its intentions and the Contracting Authority shall have fifteen (15) Working Days following receipt of such notice to serve a reply (a “**Counter Notice**”) on the Supplier requiring the Dispute to be referred to and resolved by arbitration in accordance with paragraph 6.4 of this Call Off Schedule or be subject to the jurisdiction of the courts in accordance with Clause 57 of this Call Off Contract (Governing Law and Jurisdiction). The Supplier shall not commence any court proceedings or arbitration until the expiry of such fifteen (15) Working Day period.

1.474 If:

157.1.1 the Counter Notice requires the Dispute to be referred to arbitration, the provisions of paragraph 6.4 of this Call Off Schedule shall apply;

157.1.2 the Counter Notice requires the Dispute to be subject to the exclusive jurisdiction of the courts in accordance with Clause 61 of this Call Off Contract (Governing Law and Jurisdiction), the Dispute shall be so referred to the courts and the Supplier shall not commence arbitration proceedings;

157.1.3 the Contracting Authority does not serve a Counter Notice within the fifteen (15) Working Days period referred to in paragraph 6.2 of this Call Off Schedule, the Supplier may either commence arbitration proceedings in accordance with paragraph 6.4 of this Call Off Schedule or commence court proceedings in the courts in accordance with Clause 57 of this Call Off Contract (Governing Law and Jurisdiction) which shall (in those circumstances) have exclusive jurisdiction.

1.475 In the event that any arbitration proceedings are commenced pursuant to paragraphs 6.1 to 6.3 of this Call Off Schedule, the Parties hereby confirm that:

157.1.4 all disputes, issues or claims arising out of or in connection with this Call Off Contract (including as to its existence, validity or performance) shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration (“**LCIA**”) (subject to paragraphs 6.4.5 to 6.4.7 of this Call Off Schedule);

157.1.5 the arbitration shall be administered by the LCIA;

157.1.6 the LCIA procedural rules in force at the date that the Dispute was referred to arbitration shall be applied and are deemed to be incorporated by reference into this Call Off Contract and the decision of the arbitrator shall be binding on the Parties in the absence of any material failure to comply with such rules;

157.1.7 if the Parties fail to agree the appointment of the arbitrator within ten (10) days from the date on which arbitration proceedings are commenced or if the person appointed is unable or unwilling to act, the arbitrator shall be appointed by the LCIA;

157.1.8 the chair of the arbitral tribunal shall be British;

157.1.9 the arbitration proceedings shall take place in London and in the English language; and

157.1.10 the seat of the arbitration shall be London.

## 158. URGENT RELIEF

1.476 Either Party may at any time take proceedings or seek remedies before any court or tribunal of competent jurisdiction:

158.1.1 for interim or interlocutory remedies in relation to this Call Off Contract or infringement by the other Party of that Party's Intellectual Property Rights; and/or

158.1.2 where compliance with paragraph 2.1 of this Call Off Schedule and/or referring the Dispute to mediation may leave insufficient time for that Party to commence proceedings before the expiry of the limitation period.

### CALL OFF SCHEDULE 13: VARIATION FORM

No of Order Form being varied:

.....

Variation Form No:

.....

BETWEEN:

[insert name of Customer] ("**the Customer**")

and

[insert name of Supplier] ("**the Supplier**")

1. This Call Off Contract is varied as follows and shall take effect on the date signed by both Parties:

***[Guidance Note: Insert details of the Variation]***

2. Words and expressions in this Variation shall have the meanings given to them in this Call Off Contract.
3. This Call Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.
- 4.

Customer Signed by an authorised signatory for and on behalf of the

Signatur  
e

Date

Name (in  
Capitals)

Address

.....  
Signed by an authorised signatory to sign for and on behalf of the Supplier

Signatur  
e

Date

Name (in  
Capitals)

Address

---

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## **CALL OFF SCHEDULE 14: ALTERNATIVE AND/OR ADDITIONAL CLAUSES**

### **159.INTRODUCTION**

1.477 This Call Off Schedule 14 specifies the range of Alternative Clauses and Additional Clauses that may be requested in the Order Form and, if requested in the Order Form, shall apply to this Call Off Contract.

### **160.CLAUSES SELECTED**

1.478 The Contracting Authority may, in the Order Form, request the following Alternative Clauses:

- 160.1.1 Scots Law (see paragraph 4.1 of this Call Off Schedule);
- 160.1.2 Northern Ireland Law (see paragraph 4.2 of this Call Off Schedule);
- 160.1.3 Non-Crown Bodies (see paragraph 4.3 of this Call Off Schedule);
- 160.1.4 Non-FOIA Public Bodies (see paragraph 4.4 of this Call Off Schedule);
- 160.1.5 Financial Limits (see paragraph 4.5 of this Call Off Schedule).

1.479 The Contracting Authority may, in the Order Form, request the following Additional Clauses should apply:

- 160.1.6 Security Measures (see paragraph 5.1 of this Call Off Schedule);
- 160.1.7 NHS Additional Clauses (see paragraph 6.1 of this Call Off Schedule)
- 160.1.8 MOD ("Ministry of Defence") Additional or Alternative Clauses (see paragraph 7 of this Call Off Schedule)

### **161.IMPLEMENTATION**

1.480 The appropriate changes have been made in this Call Off Contract to implement the Alternative and/or Additional Clauses specified in paragraph 2.1 of this Call Off Schedule and the Additional Clauses specified in paragraphs 2.2 and 2.2.1 of this Call Off Schedule shall be deemed to be incorporated into this Call Off Contract.

### **162.ALTERNATIVE CLAUSES**

#### **1.481 SCOTS LAW**

- 162.1.1 Law and Jurisdiction (Clause 57)
  - (a) References to "England and Wales" in the original Clause 57 of this Call Off Contract (Law and Jurisdiction) shall be replaced with "Scotland".
  - (b) Where legislation is expressly mentioned in this Call Off Contract the adoption of Clause 4.1.1 (a) shall have the effect of substituting the equivalent Scots legislation.

#### **1.482 NORTHERN IRELAND LAW**

- 162.1.2 Law and Jurisdiction (Clause 57)
  - (a) References to "England and Wales" in the original Clause 57 of this Call Off Contract (Law and Jurisdiction) shall be replaced with "Northern Ireland".

- (b) Where legislation is expressly mentioned in this Call Off Contract the adoption of Clause 4.1.1(a) shall have the effect of substituting the equivalent Northern Ireland legislation.

162.1.3 Insolvency Event

In Call Off Schedule 1 (Definitions), reference to "section 123 of the Insolvency Act 1986" in limb f) of the definition of Insolvency Event shall be replaced with "Article 103 of the Insolvency (NI) Order 1989".

1.483 **NON-CROWN BODIES**

Clause 46.3.1(a) of this Call Off Contract (Official Secrets Act and Finance Act) shall be deleted.

1.484 **NON-FOIA PUBLIC BODIES**

Replace Clause 34.5 of this Call Off Contract (Freedom of Information) with "The Contracting Authority has notified the Supplier that the Contracting Authority is exempt from the provisions of FOIA and EIR."

1.485 **FINANCIAL LIMITS**

In Clause 36.2.1(b)(i) remove the monetary amount and the percentage stated therein and replace respectively with:

[enter monetary amount in words] [£ X]

[enter percentage in words] [£ X]

In Clause 36.2.1(b)(ii) remove the monetary amount and the percentage stated therein and replace respectively with:

[enter monetary amount in words] [£ X]

[enter percentage in words] [£ X]

In Clause 36.2.1(b)(iii) remove the monetary amount and the percentage stated therein and replace respectively with:

[enter monetary amount in words] [£ X]

[enter percentage in words] [£ X]

163. **ADDITIONAL CLAUSES: GENERAL**

1.486 **SECURITY MEASURES**

163.1.1 The following definitions to be added to Call Off Schedule 1 (Definitions) to the Call Off Form and the Call Off Terms:

**"Document"** includes specifications, plans, drawings, photographs and books;

**"Secret Matter"** means any matter connected with or arising out of the performance of this Call Off Contract which has been, or may hereafter be, by a notice in writing given by the Contracting Authority to the Supplier be designated 'top secret', 'secret', or 'confidential';

**"Servant"** where the Supplier is a Authority corporate shall include a director of that Authority and any person occupying in relation to that Authority the position of director by whatever name called.

**58. [SECURITY MEASURES]**

- 58.1. The Supplier shall not, either before or after the completion or termination of this Call Off Contract, do or permit to be done anything which it knows or ought reasonably to know may result in information about a secret matter being:
- 58.1.1. without the prior consent in writing of the Customer, disclosed to or acquired by a person who is an alien or who is a British subject by virtue only of a certificate of naturalisation in which his name was included;
  - 58.1.2. disclosed to or acquired by a person as respects whom the Contracting Authority has given to the Supplier a notice in writing which has not been cancelled stating that the Contracting Authority requires that secret matters shall not be disclosed to that person;
  - 58.1.3. without the prior consent in writing of the Customer, disclosed to or acquired by any person who is not a servant of the Supplier; or
  - 58.1.4. disclosed to or acquired by a person who is an employee of the Supplier except in a case where it is necessary for the proper performance of this Call Off Contract that such person shall have the information.
- 58.2. Without prejudice to the provisions of Clause 58.1, the Supplier shall, both before and after the completion or termination of this Call Off Contract, take all reasonable steps to ensure:
- 58.2.1. no such person as is mentioned in Clauses 58.1, 58.1.1 or 58.1.2 hereof shall have access to any item or document under the control of the Supplier containing information about a secret matter except with the prior consent in writing of the Customer;
  - 58.2.2. that no visitor to any premises in which there is any item to be supplied under this Call Off Contract or where Services are being supplied shall see or discuss with the Supplier or any person employed by him any secret matter unless the visitor is authorised in writing by the Contracting Authority so to do;
  - 58.2.3. that no photograph of any item to be supplied under this Call Off Contract or any portions of the Services shall be taken except insofar as may be necessary for the proper performance of this Call Off Contract or with the prior consent in writing of the Customer, and that no such photograph shall, without such consent, be published or otherwise circulated;

- 58.2.4. that all information about any secret matter and every document model or other item which contains or may reveal any such information is at all times strictly safeguarded, and that, except insofar as may be necessary for the proper performance of this Call Off Contract or with the prior consent in writing of the Customer, no copies of or extracts from any such document, model or item shall be made or used and no designation of description which may reveal information about the nature or contents of any such document, model or item shall be placed thereon; and
- 58.2.5. that if the Contracting Authority gives notice in writing to the Supplier at any time requiring the delivery to the Contracting Authority of any such document, model or item as is mentioned in Clause 58.2.3, that document, model or item (including all copies of or extracts therefrom) shall forthwith be delivered to the Contracting Authority who shall be deemed to be the owner thereof and accordingly entitled to retain the same.
- 58.3. The decision of the Contracting Authority on the question whether the Supplier has taken or is taking all reasonable steps as required by the foregoing provisions of this Clause 58 shall be final and conclusive.
- 58.4. If and when directed by the Customer, the Supplier shall furnish full particulars of all people who are at any time concerned with any secret matter.
- 58.5. If and when directed by the Customer, the Supplier shall secure that any person employed by it who is specified in the direction, or is one of a class of people who may be so specified, shall sign a statement that he understands that the Official Secrets Act, 1911 to 1989 and, where applicable, the Atomic Energy Act 1946, apply to the person signing the statement both during the carrying out and after expiry or termination of a Call Off Contract.
- 58.6. If, at any time either before or after the expiry or termination of this Call Off Contract, it comes to the notice of the Supplier that any person acting without lawful authority is seeking or has sought to obtain information concerning this Call Off Contract or anything done or to be done in pursuance thereof, the matter shall be forthwith reported by the Supplier to the Contracting Authority and the report shall, in each case, be accompanied by a statement of the facts, including, if possible, the name, address and occupation of that person, and the Supplier shall be responsible for making all such arrangements as it may consider appropriate to ensure that if any such occurrence comes to the knowledge of any person employed by it, that person shall forthwith report the matter to the Supplier with a statement of the facts as aforesaid.
- 58.7. The Supplier shall place every person employed by it, other than a Sub-Contractor, who in its opinion has or will have such

knowledge of any secret matter as to appreciate its significance, under a duty to the Supplier to observe the same obligations in relation to that matter as are imposed on the Supplier by Clauses 58.1 and 58.2 and shall, if directed by the Customer, place every person who is specified in the direction or is one of a class of people so specified, under the like duty in relation to any secret matter which may be specified in the direction, and shall at all times use its best endeavours to ensure that every person upon whom obligations are imposed by virtue of this Clause 58 observes the said obligations, and the Supplier shall give such instructions and information to every such person as may be necessary for that purpose, and shall, immediately upon becoming aware of any act or omission which is or would be a breach of the said obligations, report the facts to the Supplier with all necessary particulars.

58.8. The Supplier shall, if directed by the Customer, include in the Sub-Contract provisions in such terms as the Contracting Authority may consider appropriate for placing the Sub-Contractor under obligations in relation to secrecy and security corresponding to those placed on the Supplier by this Clause 58, but with such variations (if any) as the Contracting Authority may consider necessary. Further the Supplier shall:

58.8.1. give such notices, directions, requirements and decisions to its Sub-Contractors as may be necessary to bring the provisions relating to secrecy and security which are included in Sub-Contracts under this Clause 58 into operation in such cases and to such extent as the Contracting Authority may direct;

58.8.2. if there comes to its notice any breach by the Sub-Contractor of the obligations of secrecy and security included in their Sub-Contracts in pursuance of this Clause 58, notify such breach forthwith to the Customer; and

58.8.3. if and when so required by the Customer, exercise its power to determine the Sub-Contract under the provision in that Sub-Contract which corresponds to Clause 58.11.

58.9. The Supplier shall give the Contracting Authority such information and particulars as the Contracting Authority may from time to time require for the purposes of satisfying the Contracting Authority that the obligations imposed by or under the foregoing provisions of this Clause 58 have been and are being observed and as to what the Supplier has done or is doing or proposes to do to secure the observance of those obligations and to prevent any breach thereof, and the Supplier shall secure that a representative of the Contracting Authority duly authorised in writing shall be entitled at reasonable times to enter and inspect any premises in which anything is being done or is to be done under this Call Off Contract or in which there is or will be any item to be supplied under this Call Off Contract, and also to inspect any document or item in any such premises or which is being made or used for the purposes of this Call Off Contract and that any such representative shall be

given all such information as he may require on the occasion of, or arising out of, any such inspection.

58.10. Nothing in this Clause 58 shall prevent any person from giving any information or doing anything on any occasion when it is, by virtue of any enactment, the duty of that person to give that information or do that thing.

58.11. If the Contracting Authority shall consider that any of the following events has occurred:

58.11.1. that the Supplier has committed a breach of, or failed to comply with any of, the foregoing provisions of this Clause 58; or

58.11.2. that the Supplier has committed a breach of any obligations in relation to secrecy or security imposed upon it by any other contract with the Customer, or with any department or person acting on behalf of the Crown; or

58.11.3. that by reason of an act or omission on the part of the Supplier, or of a person employed by the Supplier, which does not constitute such a breach or failure as is mentioned in 58.11.2, information about a secret matter has been or is likely to be acquired by a person who, in the opinion of the Customer, ought not to have such information;

and shall also decide that the interests of the State require the termination of this Call Off Contract, the Contracting Authority may by notice in writing terminate this Call Off Contract forthwith.

58.12. A decision of the Contracting Authority to terminate this Call Off Contract in accordance with the provisions of Clause 58.11 shall be final and conclusive and it shall not be necessary for any notice of such termination to specify or refer in any way to the event or considerations upon which the Contracting Authority decision is based.

58.13. Supplier's notice

58.13.1. The Supplier may within five (5) Working Days of the termination of this Call Off Contract in accordance with the provisions of Clause 58.11, give the Contracting Authority notice in writing requesting the Contracting Authority to state whether the event upon which the Contracting Authority decision to terminate was based is an event mentioned in Clauses 58.11, 58.11.1 or 58.11.2 and to give particulars of that event; and

58.13.2. the Contracting Authority shall within ten (10) Working Days of the receipt of such a request give notice in writing to the Supplier containing such a statement and particulars as are required by the request.

58.14. Matters pursuant to termination

58.14.1. The termination of this Call Off Contract pursuant to Clause 58.11 shall be without prejudice to any rights of either party which shall have accrued before the date of such termination;

58.14.2. The Supplier shall be entitled to be paid for any work or thing done under this Call Off Contract and accepted but not paid for by the Contracting Authority at the date of such termination either at the price which would have been payable under this Call Off Contract if this Call Off Contract had not been terminated, or at a reasonable price;

58.14.3. The Contracting Authority may take over any work or thing done or made under this Call Off Contract (whether completed or not) and not accepted at the date of such termination which the Contracting Authority may by notice in writing to the Supplier given within thirty (30) Working Days from the time when the provisions of this Clause 58 shall have effect, elect to take over, and the Supplier shall be entitled to be paid for any work or thing so taken over a price which, having regard to the stage which that work or thing has reached and its condition at the time it is taken over, is reasonable. The Supplier shall in accordance with directions given by the Customer, deliver any work or thing taken over under this Clause, and take all such other steps as may be reasonably necessary to enable the Contracting Authority to have the full benefit of any work or thing taken over under this Clause; and

58.14.4. Save as aforesaid, the Supplier shall not be entitled to any payment from the Contracting Authority after the termination of this Call Off Contract

58.15. If, after notice of termination of this Call Off Contract pursuant to the provisions of 58.11:

58.15.1. the Contracting Authority shall not within ten (10) Working Days of the receipt of a request from the Supplier, furnish such a statement and particulars as are detailed in Clause 58.13.1; or

58.15.2. the Contracting Authority shall state in the statement and particulars detailed in Clause 58.13.2. that the event upon which the Contracting Authority decision to terminate this Call Off Contract was based is an event mentioned in Clause 58.11.3,

the respective rights and obligations of the Supplier and the Contracting Authority shall be terminated in accordance with the following provisions:

- 58.15.3. the Contracting Authority shall take over from the Supplier at a fair and reasonable price all unused and undamaged materials, bought-out parts and components and articles in course of manufacture in the possession of the Supplier upon the termination of this Call Off Contract under the provisions of Clause 58.11 and properly provided by or supplied to the Supplier for the performance of this Call Off Contract, except such materials, bought-out parts and components and articles in course of manufacture as the Supplier shall, with the concurrence of the Customer, elect to retain;
- 58.15.4. the Supplier shall prepare and deliver to the Contracting Authority within an agreed period or in default of agreement within such period as the Contracting Authority may specify, a list of all such unused and undamaged materials, bought-out parts and components and articles in course of manufacture liable to be taken over by or previously belonging to the Contracting Authority and shall deliver such materials and items in accordance with the directions of the Contracting Authority who shall pay to the Supplier fair and reasonable handling and delivery charges incurred in complying with such directions;
- 58.15.5. the Contracting Authority shall indemnify the Supplier against any commitments, liabilities or expenditure which are reasonably and properly chargeable by the Supplier in connection with this Call Off Contract to the extent to which the said commitments, liabilities or expenditure would otherwise represent an unavoidable loss by the Supplier by reason of the termination of this Call Off Contract;
- 58.15.6. if hardship to the Supplier should arise from the operation of this Clause 58.15 it shall be open to the Supplier to refer the circumstances to the Contracting Authority who, on being satisfied that such hardship exists shall make such allowance, if any, as in its opinion is reasonable and the decision of the Contracting Authority on any matter arising out of this Clause shall be final and conclusive; and
- subject to the operation of Clauses 58.15.3, 58.15.4, 58.15.5 and 58.15.6 termination of this Call Off Contract shall be without prejudice to any rights of either party that may have accrued before the date of such termination.

#### **164.NHS ADDITIONAL CLAUSES**

1.487The following new Clause [59] shall apply:

##### **59. CODING REQUIREMENTS**

- 59.1. Unless otherwise confirmed and/or agreed by the Contracting Authority in writing and subject to Clause 59.2, the Supplier shall ensure comprehensive product information relating to each



category of the Goods shall be placed by the Supplier into a GS1 certified data pool within the following timescales:

- 59.1.1. Prior to or on the Commencement Date, in relation to all categories of Goods to be provided as part of the Call Off Contract as at the Commencement Date; or
- 59.1.2. Where further categories of Goods are to be supplied in accordance with any Variation, prior to or on the date of implementation of such Variation.
- 59.2. Where it is not practical for whatever reason for the Supplier to comply with its obligations under Clause 59.1 within the timescales stated, the Supplier shall provide an implementation plan and suggested timetable within which the Supplier shall achieve such compliance. The implementation plan and suggested timetable must be submitted by the Supplier for agreement by the Contracting Authority prior to the first delivery of relevant Goods under the Call Off Contract (such agreement not to be unreasonably withheld or delayed). Any failure by the Parties to agree such a timetable and implementation plan shall be referred to and resolved in accordance with Call Off Schedule 12: Dispute Resolution Procedure. Once a timetable and implementation plan have been agreed by the Customer, the Supplier shall comply with such timetable and plan as a condition of this Call Off Contract.
- 59.3. Once product information relating to the Goods is placed by the Supplier into a GS1 certified data pool, the Supplier shall, during the Call Off Contract Period, keep such information updated with any changes to the product data relating to the Goods.

#### 165.MOD ADDITIONAL CLAUSES NOT USED

1.488The definition of Call Off Contract in Call Off Schedule 1 (Definitions) to the Call Off Terms shall be replaced with the following:

- 165.1.1 **"Call Off Contract"** means this written agreement between the Contracting Authority and the Supplier consisting of the Order Form and the Call Off Terms and the MoD Terms and Conditions.

1.489The following definitions shall be inserted into in Call Off Schedule 1 (Definitions) to the Call Off Terms:

1.490**"MoD Terms and Conditions"** means the contractual terms and conditions listed in Schedule [...] which form part of the Call Off Terms

- 165.1.2 **"Site"** shall include any of Her Majesty's Ships or Vessels and Service Stations.

- 165.1.3 **"Officer in charge"** shall include Officers Commanding Service Stations, Ships' Masters or Senior Officers, and Officers superintending Government Establishments.

1.491The following clauses shall be inserted into Clause 2 of this Call Off Contract (Due Diligence):

1.492 The Supplier confirms that it has had the opportunity to review the MoD Terms and Conditions and has raised all due diligence questions in relation to those documents with the Contracting Authority prior to the Commencement Date.

165.1.4 Where required by the Customer, the Supplier shall take such actions as are necessary to ensure that the MoD Terms and Conditions constitute legal, valid, binding and enforceable obligations on the Supplier.

1.493 The following new Clause [60] shall apply:

## **60. [ACCESS TO MOD SITES]**

60.1. In this Clause 60:

60.1.1. The Contracting Authority shall issue passes for those representatives of the Supplier who are approved for admission to the Site and a representative shall not be admitted unless in possession of such a pass. Passes shall remain the property of the Contracting Authority and shall be surrendered on demand or on completion of the supply of the Services.

60.1.2. The Supplier's representatives when employed within the boundaries of a Site, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force for the time being for the conduct of personnel at that Site. When on board ship, compliance shall be with the Ship's Regulations as interpreted by the Officer in charge. Details of such rules, regulations and requirements shall be provided, on request, by the Officer in charge.

60.1.3. The Supplier shall be responsible for the living accommodation and maintenance of its representatives while they are employed at a Site. Sleeping accommodation and messing facilities, if required, may be provided by the Contracting Authority wherever possible, at the discretion of the Officer in charge, at a cost fixed in accordance with current Ministry of Defence regulations. At Sites overseas, accommodation and messing facilities, if required, shall be provided wherever possible. The status to be accorded to the Supplier's personnel for messing purposes shall be at the discretion of the Officer in charge who shall, wherever possible give his decision before the commencement of this Call Off Contract where so asked by the Supplier. When sleeping accommodation and messing facilities are not available, a certificate to this effect may be required by the Contracting Authority and shall be obtained by the Supplier from the Officer in charge. Such certificate shall be presented to the Contracting Authority with other evidence relating to the costs of this Call Off Contract.

- 60.1.4. Where the Supplier's representatives are required by this Call Off Contract to join or visit a Site overseas, transport between the United Kingdom and the place of duty (but excluding transport within the United Kingdom) shall be provided for them free of charge by the Ministry of Defence whenever possible, normally by Royal Air Force or by MOD chartered aircraft. The Supplier shall make such arrangements through the Technical Branch named for this purpose in this Call Off Contract. When such transport is not available within a reasonable time, or in circumstances where the Supplier wishes its representatives to accompany material for installation which it is to arrange to be delivered, the Supplier shall make its own transport arrangements. The Contracting Authority shall reimburse the Supplier's reasonable costs for such transport of its representatives on presentation of evidence supporting the use of alternative transport and of the costs involved. Transport of the Supplier's representatives locally overseas which is necessary for the purpose of this Call Off Contract shall be provided wherever possible by the Ministry of Defence, or by the Officer in charge and, where so provided, shall be free of charge.
- 60.1.5. Out-patient medical treatment given to the Supplier's representatives by a Service Medical Officer or other Government Medical Officer at a Site overseas shall be free of charge. Treatment in a Service hospital or medical centre, dental treatment, the provision of dentures or spectacles, conveyance to and from a hospital, medical centre or surgery not within the Site and transportation of the Supplier's representatives back to the United Kingdom, or elsewhere, for medical reasons, shall be charged to the Supplier at rates fixed in accordance with current Ministry of Defence regulations.
- 60.1.6. Accidents to the Supplier's representatives which ordinarily require to be reported in accordance with Health and Safety at Work etc Act 1974, shall be reported to the Officer in charge so that the Inspector of Factories may be informed.
- 60.1.7. No assistance from public funds, and no messing facilities, accommodation or transport overseas shall be provided for dependants or members of the families of the Supplier's representatives. Medical or necessary dental treatment may, however, be provided for dependants or members of families on repayment at current Ministry of Defence rates.
- 60.1.8. The Supplier shall, wherever possible, arrange for funds to be provided to its representatives overseas through normal banking channels (e.g. by travellers' cheques). If banking or other suitable facilities are not available, the Contracting Authority shall, upon request by the Supplier and subject to any limitation required by the Supplier, make

arrangements for payments, converted at the prevailing rate of exchange (where applicable), to be made at the Site to which the Supplier's representatives are attached. All such advances made by the Contracting Authority shall be recovered from the Supplier.

## CALL OFF SCHEDULE 15: AUTHORISED PROCESS TEMPLATE

### Annex 1 – Call Off Schedule 15 - Authorised Processing Template

1. The contact details of the Customer Data Protection Officer is:  
REDACTION  
The contact details of the Suppliers Data Protection Officer is:  
REDACTION
2. The Processor shall comply with any further written instructions with respect to processing by the Controller.
3. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CCHR20A15</b>
<b>Date:</b>	<b>1 November 2020</b>
<b>Description Of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities,
Duration of the processing	For the duration of the Framework Contract plus 7 years.

Nature and purposes of the processing	To recruit and provide temporary personnel to the NHS Trust.
Type of Personal Data	Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure Information Qualifications or Certifications Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role Job application details Start date End date & reason for termination Contract type Compensation data

	<p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
Categories of Data Subject	

## **CALL OFF SCHEDULE 16: SUPPLIER TENDER RESPONSE**

REDACTION