

THE CUSTOMER

- and –

THE SUPPLIER

CALL-OFF TERMS

relating to

DOCUMENT MANAGEMENT SOLUTIONS

CONTRACT REF

390_22

FORM OF CONTRACT

This contract is made on the 23 day of June 2023

BETWEEN

- (1) UK Health Security Agency (UKHSA) whose registered office is at UKHSA, Nobel House, 17 Smith Square, London SW1P 3JR (the "**Customer**"); and
- (2) Restore PLC which is a company registered in England and Wales under registration number 73033872 and whose registered office is at Unit 5, Redhill Distribution Centre, Redhill, Surrey, RH1 5DY (the "**Supplier**")

WHEREAS

- (A) The Customer wishes to have the following goods and/or services namely Document Management Solutions provided pursuant to the ESPO Framework Agreement (reference 390_22). ESPO selected framework suppliers, including the Supplier, to provide Goods and/or Services.
- (B) The Supplier undertook to provide the Goods and/or Services on the terms set out in the Framework Agreement.
- (C) ESPO and the Supplier have agreed that public sector bodies within the UK may enter into Contracts under the Framework Agreement with the Supplier for the Supplier to supply Goods and/or Services.
- (D) The Customer and the Supplier enter into this Contract pursuant to the Framework Agreement on the terms hereinafter appearing.

NOW IT IS AGREED THAT

1. The Supplier will provide the goods and/or services in accordance with the terms of this call-off contract reference number C163003 and Contract Documents.
2. The Customer will pay the Supplier the amount due in accordance with the terms of the call off agreement and the Contract Documents.
3. The following documents comprise the Contract Documents and shall be deemed to form and be read and construed as part of this Agreement:
 - This Form of Contract
 - The Master Contract Schedule and the Call-Off Terms
 - The documents as listed below

Schedule 1 - Pricing

IN WITNESS OF the hands of the Parties or their duly authorised representatives:

Signed and on behalf of RESTORE PLC 	Signed for and on behalf of UK HEALTH SECURITY AGENCY 
Date Signed: 28/06/2023	Date Signed: 29/06/2023

This document relates to and forms part of the Call-Off Terms

Document Reference C163003

MASTER CONTRACT SCHEDULE

(ESPO Framework Reference 390_22)

1. TERM
Commencement Date 01 June 2023 Expiry Date 31 May 2024 Extension Period In accordance with termination assistance in Clause 5 of the call-off terms.
2. GOODS AND/OR SERVICES REQUIREMENTS
Goods and/or Services required Secure storage Inventory Management Retrieval of records Disposal/physical destruction Reporting
Standards Quality Standards As per the ESPO framework Technical Standards As per the ESPO framework

Disaster Recovery and Business Continuity



BCP - Public
Customer Version_2

3. SUPPLIER SOLUTION

Supplier Solution

Suppliers Premises – Restore Records Management

9 Beam Reach, Coldharbour Lane, Rainham, Essex, EM13 9YB
Restore Records Management, Chalcroft Business Park, Burnetts Ln, Southampton SO30 2PA
Zeus, 1 Tally Cl, Pendlebury, Manchester M27 8WJ

The provision of document management services

1. Secure storage at Restore's access controlled facilities.
2. Intake and indexing of box and file data to be held on Restore's O'Neils Management System.
3. Retrieval and refile of existing files or boxes
4. All boxes and files to be accessible to UKHSA staff via secure on-line portal or via Restore Customer Care Team email.
5. Box and file level retrieval of physical files within Service Delivery SLA's
6. Secure destruction services

Records will be stored at Restore facilities. Access to the sites is restricted to Restore staff. Customer staff may attend supplier sites by arrangement.

Files/Boxes will be delivered to authorised requesters at any of the customers current locations using Restore's own fleet of secure, GPS tracked vehicles.

Transport

Restore will use its fleet of secure vehicles to provide daily collection and delivery services to and from the Trust's multiple sites at the priority service levels below:

Service Delivery SLA's

Priority	Cut off & Delivery Time	Rate
Next Day Delivery or Collection	Order Cut Off Time 16:00 for delivery by 17:00 Next Day	
Emergency Delivery – 4 Hours	Order Cut Off Time 13:00 for delivery within 4 hours	

This contract is not based on minimum quantities. The Customer has the right to increase storage requirements or decrease and remove storage items at any time during the contract period.

4. KEY PERSONNEL

Key Personnel of the Supplier to be involved in the provision of the Goods, Services and Deliverables

[Redacted content]

Customer Key Personnel

[Redacted content]

5. PERFORMANCE OF THE SERVICES

Implementation Plan and Milestones

Milestone	Deliverables	Milestone Date	Responsible
Contract Start Date	Contract commences	01/06/2023	Supplier
Contract Review Meetings	Quarterly meetings	Quarterley	Customer/Supplier
Reports	Reports to be emailed to UKHSA	Monthly	Supplier

Critical Service Failure

- (i) In relation to the required Good and/or Services a Critical Service Failure shall mean a delay in servicing the demand for consumables and collection of documents ordered by the Customer or more than once in any consecutive month

Clause 9.1 provides you with a right to terminate the Contract if a critical service failure occurs. It is intended that the definition of a critical service failure should link to a specific threshold of service level performance. The intention is to provide certainty over what level of service would trigger a terminate right.

Management Information

Management Information to be provided in accordance with clause 7 of the Call-Off Terms

Monthly spend data to be sent to UKHSA broken down by department

6. CHARGES AND PAYMENT

The estimated Year 1 charges used to calculate contract value in the first contract year is £27,205.

Monthly Charges	Charge (£)
Cubic Foot Storage Rate (per month)	
Storage Rate (per month) R10 (1.0 cuft)	
Storage Rate (per month) R14 (1.4 cuft)	
Storage Rate (per month) R15 (1.5 cuft box)	
Storage Rate (per month) R17 (1.7 cuft)	
Collections and Deliveries	
New Box (including Data Entry up to 50 Keystrokes)	
New File (including Data Entry up to 50 Keystrokes)	
Retrieval per Box	
Retrieval per File	
Transport – Next Day Delivery for up to 20 boxes (Order before 16:00)	
Transport – Next Day Collection for up to 20 boxes (Order before 16:00)	
Transport – Same day for up to 20 boxes (Order before 11:00)	
Transport – 4 Hour Emergency Delivery for up to 20 boxes (Order by 16:00)	
Confidential Destruction	
Destruction per box (excluding retrieval)	
Destruction per file (excluding retrieval)	
Additional Services	
Reboxing (Excluding Flatpack)	
Unsuccessful Search Charge	
Supplies	
1.4 cuft Flat Pack Box per box (Minimum order QTY of 20)	
1.7 cuft Flat Pack Box per box (Minimum order QTY of 20)	
Box/File Barcodes	

End of Contract Charges

Service	Charge (£)
Exit fee/perm out – Per box (Including Retrieval)	
Exit fee/perm out – Per file (Including Retrieval)	

Contract rates are subject to an annual price increase.

7. CONFIDENTIAL INFORMATION

The following information shall be deemed Commercially Sensitive Information:

All information relating to this contract including retrieval and storage of highly sensitive documents

8. AGREED AMENDMENTS TO THE CALL-OFF TERMS

The following amendments shall be deemed to be made to the Call-Off Terms:

N/A

9. PROCESSING, PERSONAL DATA AND DATA SUBJECTS

The Supplier shall comply with any further written instructions with respect to processing by the Customer.

Any such further instructions shall be incorporated into this section 9 of the Master Contract Schedule

If the customer wishes the Supplier to perform any processing of personal data on the customer's behalf, the customer should complete the details of that processing in the second column of this table to assure itself of compliance with data protection legislation

Description	Details
Subject matter of the processing	The subject matter of the processing is personal data of individuals presented in UKHSA records held with Restore
Duration of the processing	The processing shall last for the duration of the contract, 01/06/2023-31/05/2024

Nature and purposes of the processing	This will include collection, recording, organisation, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, or destruction of data upon explicit request of UKHSA The purpose of which will be statutory and legal obligations	
Type of Personal Data	Name, address, data of birth, NI number, telephone number, email address, staff/employee number, salary/pay, photographs, health data, biometric data Additional types of personal data listed in <u>UKHSA privacy notice - GOV.UK (www.gov.uk)</u>	
Categories of Data Subject	Children, employees, multiple, patients, members of the public, users of a particular website	
Plan for return and destruction of the data once the processing is complete unless requirement under union or member state law to preserve that type of data.	Personal data collected from staff using Restore services: 7 years from expiry of contract Personal data contained within physical records held by Restore: Returned or destroyed upon request by Customer	

CALL-OFF TERMS

1. GENERAL PROVISIONS

1.1 Definitions

In the Contract unless the context otherwise requires the following provisions shall have the meanings given to them below:

"Adjustment Date"	means the date (if any) provided for under clause [11] of this Contract;
"Affiliate"	means in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control of that body corporate from time to time;
"Affected Party"	means the party seeking to claim relief in respect of a Force Majeure;
"Approval"	means the prior written consent of the Customer and "Approve" and "Approved" shall be construed accordingly;
"Auditor"	means the National Audit Office or an auditor appointed by the Audit Commission as the context requires;
"BCDR Plan"	means any plan relating to business continuity and disaster recovery as referred to in the Master Contract Schedule and/or any other Contract Document;
"Call-off Terms"	means these terms and conditions in respect of the provision of the Goods and/or Services, together with the schedules hereto;
"Change in Law"	means any change in Law or policy which impacts on the supply of the Goods and/or Services and performance of the Call-off Terms which comes into force after the Commencement Date;
"Commencement Date"	means the date set out in the Master Contract Schedule and/or the Form of Contract Document;
"Commercially Sensitive Information"	means the confidential information listed in set out at Schedule 9 of the Framework Agreement (if any) the Master Contract Schedule and/or a Contract Document comprising of commercially sensitive information relating to the Supplier, its IPR or its business or which the Supplier has indicated to the Customer that, if disclosed by the Customer, would cause the Supplier significant commercial disadvantage or material financial loss;
"Confidential Information"	means the Customer's Confidential Information and/or the Supplier's Confidential Information;
"Continuous Improvement Plan"	means a plan for improving the provision of the Goods and/or Services and/or reducing the Contract Charges produced by the Supplier pursuant to schedule 6 of the Framework Agreement;

"Contract"	means the contract entered into by the Customer and the Supplier pursuant to Framework Schedule 4 (Ordering Procedure) of the Framework Agreement comprising of the Form of Contract Document, these Call-Off Terms, the schedules hereto, the Master Contract Schedule and any other Contract Document;
"Contract Document"	means all documents listed in the Form of Contract Document and/or within a schedule referred to in the Form of Contract Document;
"Contract Period"	means the period from the Commencement Date to: a) the Expiry Date or as extended pursuant to clause 3 (Contract Period); or b) such earlier date of termination of the Contract in accordance with Law or the provisions of the Contract;
"Contract Charge(s)"	means the price(s) (exclusive of any applicable VAT), payable to the Supplier by the Customer under the Contract, as set out in the Master Contract Schedule and/or any other Contract Document, for the full and proper performance by the Supplier of its obligations under the Contract less any Service Credits;
"Contract Year"	means each consecutive twelve (12) Month period during the Contract Period commencing on the Commencement Date;
"Contracting Authority"	means any contracting authority as defined in Regulation 2 of the Public Contracts Regulations 2015 other than the Customer;
"Control"	means control as defined in section 1124 Corporation Tax Act 2010 and "Controls" and "Controlled" shall be interpreted accordingly;
"Controller"	has the meaning set out under the Data Protection Legislation;
"Conviction"	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 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.);
"Critical Service Failure"	shall have the meaning given in the Master Contract Schedule and/or any other Contract Document;

"Customer Data"	means: (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, and which: (i) are supplied to the Supplier by or on behalf of the Customer; or (ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or (b) any Personal Data for which the Customer is the Controller;
"Customer Pre-Existing IPR"	shall mean any Intellectual Property Rights vested in or licensed to the Customer prior to or independently of the performance by the Supplier of its obligations under the Contract and including guidance, specifications, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models and designs;
"Customer's Premises"	the premises identified in the Master Contract Schedule and/or any other Contract Document and which are to be made available for use by the Supplier for the provision of the Goods and/or Services on the terms set out in the Contract;
"Customer Responsibilities"	means the responsibilities of the Customer set out in the Master Contract Schedule and/or any other Contract Document;
"Customer's Invitation to Tender"	has the meaning given to it in the definition of ITT Response in this clause;
"Customer's Representative"	means the representative appointed by the Customer from time to time in relation to the Contract;
"Customer's Confidential Information"	means all Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, know-how, personnel, and suppliers to the Customer, including all IPRs belonging to them, together with all information derived from any of the above, and any other information clearly designated as being confidential (whether or not it is marked "confidential") or which ought reasonably be considered to be confidential;
"Data Loss Event"	means any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;

"Data Protection Legislation"	means all applicable data protection and privacy legislation in force from time to time in the UK including the GDPR; the Data Protection Act 2018; the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority which are applicable to a Party;
"Data Protection Impact Assessment"	means an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Officer"	has the meaning set out under the Data Protection Legislation;
"Data Subject"	has the meaning set out under the Data Protection Legislation;
"Data Subject Access Request"	means a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
"Default"	means any breach of the obligations of the relevant Party (in the case of the Supplier, the Staff) including fundamental breach or breach of a fundamental term or any other default, act, omission, negligence or negligent statement in connection with or in relation to the subject-matter of the Contract;
"Delay Payments"	means the amounts set out or amounts calculated in accordance with the formula set out in the Master Contract Schedule and/or any other Contract Document;
"Deliverables"	means those deliverables listed in the Master Contract Schedule and/or any other Contract Document (if any);
"Delivery"	means the time at which the Goods and/or Services have been delivered and "Deliver" and "Delivered" shall be construed accordingly;
"Dispute Resolution Procedure"	means the dispute resolution procedure set out in clause 42.2;
"Employment Checks"	means the pre-appointment checks that are required by law and applicable guidance, including verification of identity checks, right to work checks, registration and qualification checks, employment history and reference checks, criminal record checks and occupational health checks;
"Environmental Information Regulations"	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;

"Equality Legislation"	means the Equality Act 2010, the Human Rights Act 1998 and such other acts, legislation and other Law relating to discrimination (whether in age, race, gender, religion, disability, sexual orientation or otherwise) in employment and to ensure, among others; equality of access to goods and services; promotion of good relations between groups in society; the provision of reasonable adjustments for people with disabilities; and equality in employment; equality legislation shall help organisations and providers to meet their obligations under anti-discrimination laws;
"Equipment"	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 the Contract which do not include the Goods and/or Services;
"ESPO"	means Leicestershire County Council, acting in its capacity as servicing authority to a joint committee known as ESPO, established under the Local Government Act 1972 (section 101 (5) and section 102) and section 9EB of the Local Government Act 2000, whose place of business is at of Barnsdale Way, Grove Park, Enderby, Leicester, LE19 1ES;
"Expiry Date"	means the date expressed to be the Expiry Date as set out in the Master Contract Schedule and/or any other Contract Document;
"Form of Contract"	means the document in the form set out at Schedule 3 of the Framework Agreement signed by the Customer and the Supplier and which lists all of the Contract Documents;
"FOIA"	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;

"Force Majeure"

means any event, occurrence or cause affecting the performance by either the Customer or the Supplier of its obligations arising from:

- a) acts, events, omissions, happenings or non-happenings beyond the reasonable control of the Affected Party;
- b) riots, war or armed conflict, acts of terrorism, nuclear, biological or chemical warfare;
- c) acts of government, local government or Regulatory Bodies;
- d) fire, flood or any disaster acts, events, omissions, happenings or non-happenings beyond the reasonable control of the Affected Party;
- e) an industrial dispute affecting a third party for which a substitute third party is not reasonably available but excluding:
 - i) any industrial dispute relating [only] to the Supplier, the Supplier's Staff or any other failure in the Supplier or the Sub-Contractor's supply chain; and
 - ii) any event or occurrence which is attributable to the wilful act, neglect or failure to take reasonable precautions against the event or occurrence by the Party concerned;

"GDPR"

means the General Data Protection Regulation (Regulation (EU) 2016/679) as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act of 2018;

"GHG emissions"

means emissions of the greenhouse gases listed at Annex A of the 1998 Kyoto Protocol to the United Nations Framework Convention on Climate Change, as may be amended from time to time including carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen trifluoride (NF₃), hydrofluorocarbons, perfluorocarbons, and sulphur hexafluoride (SF₆), each expressed as a total in units of carbon dioxide equivalent;

"Good Industry Practice"

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 body engaged within the relevant industry or business sector;

"Goods and/or Services"

means the goods and/or services to be supplied as specified in the Form of Contract, Master Contract Schedule and/or any other Contract Document;

"Holding Company"	shall have the meaning given to it in section 1159 and Schedule 6 of the Companies Act 2006;
"Implementation Plan"	means the plan referred to in the Master Contract Schedule and/or any other Contract Document produced and updated in accordance with Schedule 2;
"Information"	has the meaning given under section 84 of the FOIA;
"Initial Term"	the period commencing on the Commencement Date and ending on the Expiry Date;
"Intellectual Property Rights" or "IPRs"	means: a) copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, service marks, logos, database rights, trade marks, rights in internet domain names and website addresses and other rights in trade or business names, design rights (whether registrable or otherwise), Know-How, trade secrets and, moral rights and other similar rights or obligations; 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 c) all other rights whether registrable or not having equivalent or similar effect in any country or jurisdiction (including the United Kingdom) and the right to sue for passing off;
ITT Response	means the response submitted by the Supplier to the Invitation to Tender issued by the Customer on [insert date] ("the Customer's Invitation to Tender");]
"Key Personnel"	means the individuals (if any) identified in section 3 of the Master Contract Schedule and/or any other Contract Document;
"Know-How"	means all ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the Goods and/or Services but excluding know-how already in the Supplier's or the Customer's possession before the Commencement Date;
"Law"	means any act of parliament, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, exercise of the royal prerogative, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, directives or requirements of any regulatory body with which the Supplier is bound to comply;
"Management Information"	means the management information specified in Framework Schedule 7 (Management Information Requirements);

"Master Contract Schedule"	means the schedule attached to the Form of Contract at Schedule 3 of the Framework Agreement;
"Milestone"	means an event or task described in the Implementation Plan which must be completed by the corresponding date set out in such plan;
"Milestone Date"	means the date set against the relevant Milestone in the Implementation Plan;
"Mirror Framework"	means any framework agreement entered into by the Supplier and the Trading Company
"Month"	means calendar month and "Monthly" shall be interpreted accordingly;
"Normal Business Hours"	means 9.00 am to 5.00 pm local UK time, each Working Day;
"Parent Company"	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;
"Party"	means the Supplier or the Customer and "Parties" shall mean both of them;
"Personal Data"	has the meaning set out under the Data Protection Legislation;
"Personal Data Breach"	has the meaning set out under the Data Protection Legislation;
"Premises"	means the location where the Goods and/or Services are to be provided, as set out in the Master Contract Schedule and/or any other Contract Document;
"Processor"	has the meaning set out under the Data Protection Legislation;

"Prohibited Act"

means:

a) to directly or indirectly offer, promise or give any person working for or engaged by the Customer and/or ESPO a financial or other advantage to:

i) induce that person to perform improperly a relevant function or activity; or

ii) reward that person for improper performance of a relevant function or activity; or

b) to commit any offence:

i) under the Bribery Act 2010;

ii) under legislation creating offences concerning fraudulent acts;

iii) at common law concerning fraudulent acts relating to the Contract or any other contract with ESPO and/or Customer and/or any other Contracting Authority; or

iv) involving slavery or human trafficking; or

c) defrauding, attempting to defraud or conspiring to defraud ESPO and/or the Customer or any other Contracting Authority.

"Project Specific IPRs"

means:

(a) IPRs in the Goods and/or Services and Deliverables provided by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of the Contract and all updates and amendments of these items created during the Contract Period; and/or

(b) IPRs arising as a result of the provision of the Goods and/or Services and Deliverables by the Supplier (or by a third party on behalf of the Supplier) under the Contract,

"Property"

means the property, other than real property and IPR, issued or made available to the Supplier by the Customer in connection with the Contract;

"Protective Measures"

means 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 such measures adopted by it;

"Quality Standards"	means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardisation or other reputable or equivalent body (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 (as may be further detailed in the Master Contract Schedule and/or any other Contract Document) and any other applicable quality standards, Government codes of practice and guidance;
"Regulated Activity"	means any work which is currently defined as a regulated activity relating to children or vulnerable adults within the meaning of Schedule 4 Part 1 (Children) or Part 2 (Vulnerable Adults) of the Safeguarding Vulnerable Groups Act 2006;
"Regulatory Bodies"	means those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the Customer;
"Replacement Goods and/or Services"	means any goods and/or services which are substantially similar to any of the Goods and/or Services and which the Customer receives in substitution for any of the Goods and/or Services following the expiry or termination of the Contract, whether those Services are provided by the Customer internally and/or by any third party;
"Request for Information"	means a request for information or an apparent request relating to the Contract or the provision of the Goods and/or Services or an apparent request for such information under the Code of Practice on Access to Government Information, FOIA or the Environmental Information Regulations;
"Service Credits"	means the sums referred to or sums calculated in accordance with Schedule 1 being payable by the Supplier in respect of any failure by the Supplier to meet one or more Service Levels;
"Service Levels"	means any service levels applicable to the provision of the Services as referred to Schedule 1;
"Services"	means all services comprised in the Goods and/or Services to be supplied as referred to in the Form of Contract, the Master Contract Schedule and the Contract Documents;
"Sites"	means any premises from which the Services are provided or from which the Supplier manages, organises or otherwise directs the provision or the use of the Services;
"Specification"	means the specification in Framework Schedule 1 (Goods and/or Services);

"Staff"	means all persons employed by the Supplier and/or any Sub-Contractor to perform its obligations under the Contract together with the Supplier's and/or any Sub-Contractor's servants, consultants, agents, Suppliers and Sub-Contractors used in the performance of its obligations under the Contract;
"Sub-Contract"	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 Goods and/or Services or any part thereof or facilities, goods or services necessary for the provision of the Goods and/or Services or any part thereof or necessary for the management, direction or control of the Goods and/or Services or any part thereof;
"Sub-Contractor"	means the third party with whom the Supplier enters into a Sub-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;
"Sub-processor"	means any third party appointed to process Personal Data on behalf of the Supplier related to this Contract;
"Supplier"	means the person, firm or company with whom the Customer enters into the Contract as identified in the Form of Contract
"Supplier Personnel"	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Sub-Contractor engaged in the performance of its obligations under this Contract;
"Supplier Pre-Existing IPR"	shall mean any Intellectual Property Rights vested in or licensed to the Supplier prior to or independently of the performance by the Customer of its obligations under the Contract and including, for the avoidance of doubt, guidance, specifications, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models and designs;
"Supplier's Representative"	means the representative appointed by the Supplier from time to time in relation to the Contract;
"Supplier's Confidential Information"	means any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, know-how, personnel and Suppliers of the Supplier, including IPRs, together with information derived from the above, and 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;
"Technical Standards"	means the technical standards set out in the Framework Agreement and if applicable the Master Contract Schedule and/or another Contract Document referred to in the Form of Contract;

"Tender"	means the tender submitted by the Supplier to the Customer in response to the Customer's invitation to Suppliers for formal offers to supply it with the Goods and/or Services pursuant to the Framework Agreement;
"Valid Invoice"	means an invoice issued by the Supplier to the Customer that complies with clause 11.2.2;
"Variation"	has the meaning given to it in clause 32;
"Variation Procedure"	means the procedure set out in clause 32;
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and
"Working Day"	means any day other than a Saturday or Sunday or public holiday in England and Wales.

1.2 Interpretation

The interpretation and construction of the Contract shall be subject to the following provisions:

- 1.2.1 words importing the singular meaning include where the context so admits the plural meaning and vice versa;
- 1.2.2 words importing the masculine include the feminine and the neuter;
- 1.2.3 the words "include", "includes" and "including" "for example" and "in particular" and words of similar effect are to be construed as if they were immediately followed by the words "without limitation" and shall not limit the general effect of the words which precede them;
- 1.2.4 references to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- 1.2.5 the schedules form part of the Contract and shall have effect as if set out in full in the body of the Contract. Any reference to the Contract includes the schedules;
- 1.2.6 references to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
- 1.2.7 headings are included in the Contract for ease of reference only and shall not affect the interpretation or construction of the Contract;
- 1.2.8 references to "clauses" and "schedules" are, unless otherwise provided, references to the clauses of and schedules to this Contract. References to "paragraphs" are, unless otherwise provided, references to paragraphs of the schedule in which the references are made;

- 1.2.9 terms or expressions contained in this Contract which are capitalised but which do not have an interpretation in clause 1 shall be interpreted in accordance with the Framework Agreement save for such words as do not have an interpretation in the Framework Agreement in which case they shall be interpreted in accordance with the common interpretation within the relevant market sector/industry where appropriate. Otherwise they shall be interpreted in accordance with the dictionary meaning;
- 1.2.10 reference to a clause is a reference to the whole of that clause unless stated otherwise; and
- 1.2.11 in the event of and only to the extent of any conflict between the Master Contract Schedule, these Call-Off Terms, any other Contract Document any document referred to in the clauses of the Contract and the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:
 - 1.2.11.1 the Framework Agreement;
 - 1.2.11.2 these Call-Off Terms;
 - 1.2.11.3 the Master Contract Schedule; and
 - 1.2.11.4 any other Contract Document or document referred to in these Call-Off Terms.

2. DUE DILIGENCE

- 2.1 The Supplier acknowledges that it:
 - 2.1.1 has made and shall make its own enquiries to satisfy itself as to the accuracy and adequacy of any information supplied to it by or on behalf of the Customer;
 - 2.1.2 has raised all relevant due diligence questions with the Customer before the Commencement Date; and
 - 2.1.3 has entered into this Contract in reliance on its own due diligence alone.
- 2.2 The Customer hereby confirms that it has all requisite authority to enter into the Contract.

3. CONTRACT PERIOD

- 3.1 This Contract shall take effect on the Commencement Date and shall continue for the Contract Period.
- 3.2 Subject to clause 3.4, the Customer may extend this Contract beyond the Initial Term by the Extension Period or Extension Periods. If the Customer wishes to extend this Contract, it shall give to the Supplier at least three (3) Months'

written notice of such intention before the expiry of the Initial Term or the then current Extension Period.

- 3.3 Subject to clause 3.4, if the Customer gives such notice then the Contract Period shall be extended by the Extension Period. The Contract Period shall not in any event exceed seven (7) years from the Commencement Date, and any Extension Period shall be reduced accordingly.
- 3.4 If the Customer does not wish to extend this Contract beyond the Initial Term or an Extension Period, this Contract shall expire on the expiry of the Initial Term or that Extension Period.

4. SUPPLY OF GOODS AND/OR SERVICES

4.1 Supply of the Goods and/or Services

- 4.1.1 The Supplier shall supply the Goods and/or Services during the Contract Period in accordance with the Customer's requirements as set out in this Contract in consideration for the payment of the Contract Charges. The Customer may inspect and examine the manner in which the Supplier supplies the Goods and/or Services at the Premises.
- 4.1.2 If the Customer informs the Supplier in writing that the Customer reasonably believes that any part of the Goods and/or Services does not meet the requirements of the Contract or differs in any way from those requirements, the Supplier shall at its own expense re-schedule and re-carry out the Goods and/or Services in accordance with the requirements of the Contract promptly and otherwise within such reasonable time as may be specified by the Customer.
- 4.1.3 The Supplier accepts responsibility for all damage to, shortage or loss of the Goods if:
- 4.1.3.1 the same is notified in writing to the Supplier within ten (10) Working Days of receipt of the Goods by the Customer or such longer period which is reasonable in the circumstances; and
- 4.1.3.2 the Goods have been handled by the Customer in accordance with the Supplier's instructions.
- 4.1.4 Pursuant to clause 4.1.3, the Supplier shall, so far as is reasonable in accordance with the Law, replace or repair the Goods (or part thereof) which have been proven, to the Supplier's reasonable satisfaction, to have been lost or damaged in transit.
- 4.1.5 The Supplier agrees that the Customer relies on the skill and judgment of the Supplier in the supply of the Goods and/or Services and the performance of its obligations under the Contract.

4.2 Provision and Removal of Equipment

- 4.2.1 Unless otherwise stated in the Master Contract Document and/or any other Contract Document, the Supplier shall provide all the Equipment necessary for the supply of the Goods and/or the Services.

- 4.2.2 The Supplier shall not deliver any Equipment or begin any work on the Premises without obtaining Approval.
- 4.2.3 All the Equipment brought onto the Premises shall be at the Supplier's own risk and the Customer shall have no liability for any loss of or damage to any Equipment unless and to the extent that the Supplier is able to demonstrate that such loss or damage was caused by or contributed to by the Customer's Default or the Customer maliciously. The Supplier shall be wholly responsible for the haulage or carriage of the Equipment to the Premises and the removal thereof when it is no longer required by the Customer, and in each case at the Supplier's sole cost. Unless otherwise stated in the Contract, the Equipment brought onto the Premises will remain the property of the Supplier.
- 4.2.4 The Supplier shall maintain all items of Equipment on the Premises in a safe, serviceable and clean condition.
- 4.2.5 The Supplier shall, at the Customer's written request, at its own expense and as soon as reasonably practicable:
- 4.2.5.1 remove from the Premises any Equipment which in the reasonable opinion of the Customer is hazardous, noxious or not in accordance with the Contract; and
- 4.2.5.2 replace it with a suitable substitute item of Equipment.
- 4.2.6 Upon termination or expiry of the Contract, the Supplier shall remove the Equipment together with any other materials used by the Supplier to supply the Goods and/or Services, and shall leave the Premises in a clean, safe and tidy condition. The Supplier is solely responsible for making good any damage to the Premises or any objects thereon, other than fair wear and tear, which is caused by the Supplier or Supplier's Staff.

4.3 **Quality**

- 4.3.1 The Supplier shall at all times comply with the Technical Standards and the Quality Standards, and where applicable, shall maintain accreditation with the relevant Technical Standards and Quality Standards authorisation body. Without prejudice thereto, to the extent that the standard to which the Goods and/or Services must be provided has not been specified in the Contract, the Supplier shall agree the relevant standard for the provision of the Goods and/or Services with the Customer prior to the supply of the Goods and/or Services commencing and, in any event, the Supplier shall perform its obligations under the Contract in accordance with the Law and Good Industry Practice.
- 4.3.2 The Supplier shall ensure that the Staff shall at all times during the Contract Period:
- 4.3.2.1 faithfully and diligently perform those duties and exercise such powers as necessary in connection with the provision of the Goods and/or Services;

- 4.3.2.2 obey all lawful instructions and reasonable directions of the Customer and provide the Goods and/or Services to the reasonable satisfaction of the Customer; and
 - 4.3.2.3 apply all due skill, care, diligence and are appropriately experienced, qualified and trained.
- 4.3.3 The Supplier shall perform its obligations under the Contract in a timely manner.
- 4.3.4 The Supplier shall supply the Goods and/or Services and, where relevant, install the Goods in accordance with the Specification in the Framework Agreement (as a minimum), the Master Contract Schedule and/or any other Contract Document and in accordance with all applicable Laws, including any obligation implied by sections 12, 13 and 14 of the Sale of Goods Act 1979 and section 2 of the Supply of Goods and Services Act 1982.
- 4.3.5 The Supplier shall at all times during the Contract Period ensure that:
 - 4.3.5.1 the Goods are free from defects in design and workmanship and are fit for the purpose that such Goods are ordinarily used for and for any particular purpose made known to the Supplier by the Customer prior to entry into this Contract; and
 - 4.3.5.2 the Goods and/or Services are supplied in accordance with the Supplier Solution.

4.4 **Delivery (Goods only)**

- 4.4.1 The Supplier shall make delivery of the Goods which as a minimum meet the requirements stated in the ITT Response. Delivery shall be at no cost to the Customer and shall be at the sole risk of the Supplier.
- 4.4.1 Ownership and passing of title in the Goods shall, without prejudice to any other rights or remedies of the Customer pass to the Customer on the earlier of payment by the Customer of the Contract Charge for those Goods or appropriation of the relevant Goods by the Supplier or the Customer to an order from the Customer.
- 4.4.2 Risk in the Goods shall, without prejudice to any other rights or remedies of the Customer pass to the Customer at the point when the Goods have been Delivered satisfactorily.

4.5 **Delivery**

- 4.5.1 The Supplier shall Deliver the Goods and provide the Services in accordance with the Implementation Plan and Milestones.
- 4.5.2 The issue by the Customer of a receipt note for Delivered Equipment or the Goods shall not constitute any acknowledgement of the condition, quantity or nature of that Equipment.

- 4.5.3 Except where otherwise provided in the Contract, the Goods shall be installed and the Services provided by the Staff or the Sub-Contractors at such place or places as set out in the Master Contract Schedule and/or any other Contract Document.
- 4.5.4 Where the Goods are Delivered by the Supplier, the point of Delivery shall be when the Goods are removed from the transporting vehicle at the Premises. Where the Goods are collected by the Customer, the point of Delivery shall be when the Goods are loaded on the Customer's vehicle.
- 4.5.5 Except where otherwise provided in the Contract, Delivery shall include the unloading, stacking or installation of the Goods and/or Services by the Staff or the carriers at such place as the Customer or duly authorised person shall reasonably direct.
- 4.5.6 In the event that not all of the Goods and/or Services are Delivered by the relevant Milestone Dates specified in the Implementation Plan, the Customer shall be entitled to withhold payment of the Contract Charges for any Goods and/or Services that were not Delivered in accordance with the corresponding Milestone Date until such time as they are Delivered satisfactorily.
- 4.5.7 The Customer shall be under no obligation to accept or pay for any Goods Delivered in excess of the quantity specified in the Master Contract Schedule and/or any other Contract Document. If the Customer elects not to accept such over-Delivered Goods, it may give notice in writing to the Supplier to remove them within ten (10) Working Days and to refund to the Customer any expenses incurred by the Customer as a result of such over-Delivery (including the costs of moving and storing the Goods), failing which the Customer may dispose of such Goods and charge the Supplier for the costs of such disposal. The risk in any over-Delivered Goods shall remain with the Supplier.

4.6 **Ownership and Risk**

- 4.6.1 Ownership and passing of title in the Goods shall, without prejudice to any other rights or remedies of the Customer, pass to the Customer on the earlier of payment by the Customer of the Contract Charge or appropriation of the relevant Goods by the Supplier or the Customer to an order from the Customer.
- 4.6.2 Risk in the Goods shall, without prejudice to any other rights or remedies of the Customer, pass to the Customer at the point when the Goods have been Delivered satisfactorily.

4.7 **Guarantee**

The Supplier hereby guarantees the Goods for the Guarantee Period against faulty materials and workmanship. If the Customer shall within such Guarantee Period or within twenty-five (25] Working Days thereafter give notice in writing to the Supplier of any defect in any of the Goods as may have arisen during such Guarantee Period under proper and normal use, the Supplier shall (without prejudice to any other rights and remedies which the Customer may have)

promptly remedy such defects (whether by repair or replacement as the Customer shall elect) free of charge.

5. ASSISTANCE ON EXPIRY OR TERMINATION

- 5.1 In the event that the Contract expires or is terminated, the Supplier shall, where so requested by the Customer, provide assistance to the Customer to migrate the provision of the Goods and/or Services to a Replacement Supplier.

6. DISASTER RECOVERY AND BUSINESS CONTINUITY

- 6.1 The Supplier will maintain in place throughout the Contract Period business continuity arrangements and will review those arrangements at appropriate intervals and, if necessary, update them, so as to ensure as far as reasonably practicable that in the event of unexpected circumstances, either within or external to the Supplier's organisation, Delivery of the Goods and/or Services to the Customer is subject to a minimum of disruption.

7. MONITORING OF CONTRACT PERFORMANCE

- 7.1 The Supplier shall comply with the monitoring arrangements referred to in the Master Contract Schedule and/or any other Contract Document including providing such data and information as the Supplier may be required to produce under the Contract.
- 7.2 Where requested by the Customer, the Supplier shall supply the Management Information to the Customer in the form and periodically as specified in the Master Contract Schedule.

8. DISRUPTION

- 8.1 The Supplier shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Customer, its employees or any other contractor employed by the Customer.
- 8.2 The Supplier shall immediately inform the Customer of any actual or potential industrial action, whether such action be by the Supplier's own employees or others, which affects or might affect the Supplier's ability at any time to perform its obligations under the Contract.
- 8.3 In the event of industrial action by the Supplier's own employees or others, the Supplier shall seek Approval to its proposals for the continuance of the supply of the Goods and/or Services in accordance with its obligations under the Contract.
- 8.4 If the Supplier's proposals referred to in clause 8.3 are considered insufficient or unacceptable by the Customer acting reasonably then the Contract may be terminated with immediate effect by the Customer by notice in writing.
- 8.5 If the Supplier is temporarily unable to fulfil the requirements of the Contract owing to disruption of normal business caused by the Customer, an appropriate allowance by way of extension of time will be approved by the Customer. In addition, the Customer will reimburse any additional expense reasonably incurred by the Supplier as a direct result of such disruption.

9. SERVICE LEVELS AND REMEDIES IN THE EVENT OF INADEQUATE PERFORMANCE OF THE SERVICES OR PROVISION OF THE GOODS

- 9.1 The Supplier shall provide the Services to meet or exceed the Service Levels and any failure to meet the Service Levels shall entitle the Customer to Service Credits calculated in accordance with the provisions of schedule 1 or in the event of a Critical Service Failure shall give rise to a right for the Customer to terminate the Contract with immediate effect upon giving written notice to the Supplier.
- 9.2 The Supplier shall implement all measurement and monitoring tools and procedures necessary to measure and report on the Supplier's performance of the Services against the applicable Service Levels at a level of detail sufficient to verify compliance with the Service Levels.
- 9.3 Without prejudice to any other right or remedy which the Customer may have, if any Goods and/or Services are not supplied in accordance with, or the Supplier fails to comply with any of the terms of the Contract, then the Customer may (whether or not any part of the Goods and/or Services have been Delivered) do any of the following:
- 9.3.1 at the Customer's option, give the Supplier the opportunity at the Supplier's expense to either remedy any defect in the Goods and/or failure in the performance of the Services together with any damage resulting from such defect or failure (and where such defect or failure is capable of remedy) or to supply substitute Goods and/or Services and carry out any other necessary work to ensure that the terms of the Contract are fulfilled, in accordance with the Customer's instructions;
 - 9.3.2 reject the Goods (in whole or in part) and require the Supplier to remove the Goods (in whole or in part) at the risk and cost of the Supplier on the basis that a full refund for the Goods so rejected shall be paid to the Customer forthwith by the Supplier;
 - 9.3.3 refuse to accept any further Goods and/or Services to be Delivered but without any liability to the Customer;
 - 9.3.4 if the Master Contract Schedule and/or any other Contract Documents provide for the payment of Delay Payments, then the Supplier shall pay such amounts (calculated in accordance with the Master Contract Schedule and/or any other Contract Document) on demand. The Delay Payments will accrue on a daily basis from the relevant Milestone Date and will continue to accrue until the date when the Milestone is met;
 - 9.3.5 carry out at the Supplier's expense any work necessary to make the Goods and/or Services comply with the Contract;
 - 9.3.6 without terminating the Contract, itself supply or procure the supply of all or part of the Goods and/or Services until such time as the Supplier shall have demonstrated to the reasonable satisfaction of the Customer that the Supplier will once more be able to supply all or such part of the Goods and/or Services in accordance with the Contract;

- 9.3.7 without terminating the whole of the Contract, terminate the Contract in respect of part of the Goods and/or Services only (whereupon a corresponding reduction in the Contract Charges shall be made) and thereafter itself supply, or procure a third party to supply, such part of the Goods and/or Services; and/or
- 9.3.8 charge the Supplier for and the Supplier shall on demand pay, any costs reasonably incurred by the Customer (including any reasonable administration costs) in respect of the supply of any part of the Goods and/or Services by the Customer or a third party to the extent that such costs exceed the payment which would otherwise have been payable to the Supplier for such part of the Goods and/or Services, and provided that the Customer uses its reasonable endeavours to mitigate any additional expenditure in obtaining substitute Goods and/or Services.

9.4 In the event that the Supplier:

- 9.4.1 fails to comply with clause 9.3 above and the failure is materially adverse to the interests of the Customer or prevents the Customer from discharging a statutory duty; or
- 9.4.2 persistently fails to comply with clause 9.3 above;

the Customer may terminate the Contract with immediate effect by giving the Supplier notice in writing to that effect.

10. PREMISES

10.1 Inspection of Premises

- 10.1.1 The Supplier acknowledges that it has inspected the Customer's Premises and has advised the Customer of any aspect of the Customer's Premises that is not suitable for the provision of the Goods and/or Services and that the specified actions to remedy the unsuitable aspects of the Customer's Premises, together with a timetable for and the costs and charges of those actions, have been specified in the Master Contract Schedule and/or any other Contract Document.
- 10.1.2 If the Supplier has either failed to inspect the Customer's Premises or failed to notify the Customer of any required remedial actions, timetable, costs and charges in accordance with clause 10.1.1, then the Supplier shall not be entitled to recover any additional costs or charges from the Customer relating to any unsuitable aspects of the Customer's Premises except in respect of any latent structural defect in the Customer's Premises of which it is not aware at the time of entry into this Contract. The onus shall be on the Supplier to prove to the Customer that any work to the Customer's Premises is required in respect of such a latent structural defect and that the additional costs or charges are reasonable and necessary. The Supplier shall not incur such additional costs or charges without obtaining Approval.
- 10.1.3 Any disputes relating to due diligence as set out in clause 2 or this clause 10 shall be resolved in accordance with the Dispute Resolution Procedure.

10.2 Licence to Occupy Premises

- 10.2.1 Any Customer's Premises made available from time to time to the Supplier by the Customer in connection with the Contract 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 the Contract. The Supplier shall have the use of such Customer's Premises as licensee and shall vacate the same immediately upon completion, termination, expiry or abandonment of the Contract.
- 10.2.2 The Supplier shall limit access to the Customer's Premises to such Staff as is necessary to enable it to perform its obligations under the Contract and the Supplier shall co-operate (and ensure that its Staff co-operate) with such other persons working concurrently on such Customer's Premises as the Customer may reasonably request.
- 10.2.3 Save in relation to such actions identified by the Supplier in accordance with clause 10.1.1 and the Master Contract Schedule and/or any other Contract Document (if any), should the Supplier require modifications to the Customer's Premises, such modifications shall be subject to Approval, and shall be carried out by the Customer at the Supplier's expense. The Customer shall undertake any modification work which it has Approved pursuant to this clause 10.2.3 without undue delay. Ownership of such modifications shall vest in the Customer.
- 10.2.4 The Supplier shall (and shall ensure that its Staff shall) observe and comply with such rules and regulations as may be in force at any time for the use of such Customer's Premises and conduct of personnel at the Customer's Premises as determined by the Customer, and the Supplier shall pay for the cost of making good any damage caused by the Supplier or its Staff other than fair wear and tear. Damage includes damage to the fabric of the buildings, plant, fixed equipment or fittings therein.
- 10.2.5 The Parties agree that there is no intention on the part of the Customer to create a tenancy of any nature whatsoever in favour of the Supplier or its Staff, and that no such tenancy has or shall come into being and, notwithstanding any rights granted pursuant to the Contract, the Customer retains the right at any time to use any premises owned or occupied by it in any manner it sees fit.

10.3 Property

- 10.3.1 Where the Customer issues Property free of charge to the Supplier such Property shall be and remain the property of the Customer and the Supplier irrevocably licences the Customer and its agents to enter upon any premises of the Supplier during Normal Business Hours on reasonable notice to recover any such Property. The Supplier shall not in any circumstances have a lien or any other interest on the Property and at all times the Supplier shall possess the Property as fiduciary agent and bailee of the Customer. The Supplier shall take all reasonable steps to ensure that the title of the Customer to the 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 Customer's request, store the Property separately and ensure that it is clearly identifiable as belonging to the Customer.

- 10.3.2 The Property shall be deemed to be in good condition when received by or on behalf of the Supplier unless the Supplier notifies the Customer otherwise within five (5) Working Days of receipt.
- 10.3.3 The Supplier shall maintain the Property in good order and condition (excluding fair wear and tear) and shall use the Property solely in connection with the Contract and for no other purpose without Approval.
- 10.3.4 The Supplier shall ensure the security of all the Property whilst in its possession, either on the Premises or elsewhere during the supply of the Services, in accordance with the Customer's reasonable security requirements as required from time to time.
- 10.3.5 The Supplier shall be liable for all loss of, or damage to, the Property, (excluding fair wear and tear), unless such loss or damage was caused by the Customer's Default. The Supplier shall inform the Customer within two (2) Working Days of becoming aware of any defects appearing in, or losses or damage occurring to, the Property.

11. PAYMENT AND CONTRACT CHARGES

11.1 Contract Charges

- 11.1.1 In consideration of the Supplier's performance of its obligations under the Contract, the Customer shall pay the Contract Charges at the times and otherwise in accordance with section 6 of the Master Contract Schedule and clause 11.2 (Payment and VAT). In particular, the Supplier shall issue its invoices to the Customer at the times set out in section 6 of the Master Contract Schedule, failing which, the Supplier shall issue its invoices to the Customer within a reasonable period of completing each delivery of the Goods and/or Services.

11.2 Payment and VAT

- 11.2.1 When the Supplier submits an invoice to the Customer, the Customer will consider and verify that invoice in a timely fashion.
- 11.2.2 The Supplier shall ensure that each invoice contains all appropriate references and a detailed breakdown of the Goods and/or the Services provided, and that it is supported by any other documentation reasonably required by the Customer to substantiate the invoice. The Customer shall accept and process for payment an invoice submitted for payment by the Supplier where the invoice is undisputed and where it complies with the following standard on electronic invoicing. For these purposes, an electronic invoice complies with the standard of electronic invoicing where it complies with the standard and any of the syntaxes published in the UK version of Commission Implementing Decision (EU) 2017/1870 as it forms part of UK law under the European Union (Withdrawal) Act 2018.

- 11.2.3 The Customer shall pay the Supplier any sums due under such an invoice no later than a period of 30 days from the date on which the Customer has determined that the invoice is valid and undisputed.
- 11.2.4 When the Customer fails to comply with clause 11.2.1, the invoice shall be regarded as valid and undisputed for the purposes of clause 11.2.3
- 11.2.5 Where the Supplier enters into a Sub-Contract, the Supplier shall include in that Sub-Contract
- (a) provisions having the same effect as clauses 11.2.1 – 11.2.4 of this Contract; and
 - (b) a provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as clauses 11.2.1 – 11.2.4 of this Contract.

For the purposes of this sub clause 11.2.5, "Sub-Contract" means a contract between two or more suppliers, at any stage of remoteness from the Customer in a sub-contracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or part of this Contract.

- 11.2.6 NOT USED
- 11.2.7 The Supplier shall not suspend the supply of the Goods and/or Services unless the Supplier is entitled to terminate the Contract under clause 19.3.3 (Termination on Default) for failure to pay undisputed sums of money. Interest shall be payable by the Customer on the late payment of any undisputed sums of money properly invoiced at 3% per annum above the Bank of England base rate.

11.3 Recovery of Sums Due

- 11.3.1 Wherever under the Contract any sum of money is recoverable from or payable by the Supplier (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Contract), the Customer may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Supplier under the Contract or under any other agreement or contract with the Customer.
- 11.3.2 Any overpayment by either Party, whether of the Contract Charges or of VAT or otherwise, shall be a sum of money recoverable on demand by the Party who made the overpayment from the Party in receipt of the overpayment.
- 11.3.3 The Supplier shall make any payments due to the Customer without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Supplier has a valid court order requiring an amount equal to such deduction to be paid by the Customer to the Supplier.
- 11.3.4 All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or

building society account as the recipient Party may from time to time direct.

12. KEY PERSONNEL

- 12.1 The Parties have agreed to the appointment of the Key Personnel. The Supplier shall and shall procure that any Sub-Contractor shall obtain Approval before removing or replacing any Key Personnel during the Contract Period.
- 12.2 The Supplier shall provide the Customer with at least one (1) Month's written notice of its intention to replace any member of Key Personnel.
- 12.3 The Customer shall not unreasonably delay or withhold its Approval to the removal or appointment of a replacement for any relevant, Key Personnel by the Supplier or Sub-Contractor.
- 12.4 The Supplier acknowledges that the persons designated as Key Personnel from time to time are essential to the proper provision of the Goods and/or Services to the Customer. The Supplier shall ensure that the role of any Key Personnel is not vacant for any longer than ten (10) Working Days, and that any replacement shall be as qualified and experienced or more qualified and experienced as the previous incumbent and fully competent to carry out the tasks assigned to the Key Personnel whom he or she has replaced.
- 12.5 The Customer may also require the Supplier to remove any Key Personnel that the Customer considers in any respect unsatisfactory. The Customer shall not be liable for the cost of replacing any Key Personnel.

13. SUPPLIER'S STAFF

- 13.1 The Customer may, by written notice to the Supplier, refuse to admit onto, or withdraw permission to remain on, the Customer's Premises:
 - 13.1.1 any member of the Staff; or
 - 13.1.2 any person employed or engaged by any member of the Staff,whose admission or continued presence would, in the reasonable opinion of the Customer, be undesirable.
- 13.2 At the Customer's written request, the Supplier shall provide a list of the names and addresses of all persons who may require admission to the Customer's Premises in connection with the Contract, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Customer may reasonably request.
- 13.3 Staff engaged within the boundaries of the Customer's Premises shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or within the boundaries of those Customer's Premises.
- 13.4 If the Supplier fails to comply with clause 13.2 within three (3) weeks of the date of the request, the Customer may terminate the Contract, provided always that such termination shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Customer.

- 13.5 The decision of the Customer as to whether any person is to be refused access to the Customer's Premises and as to whether the Supplier and Staff have failed to comply with clause 13.2 or 13.3 shall be final and conclusive.

Children and Vulnerable Adults

- 13.6 Where the provision of the Goods and/or Services requires any of the Supplier's employees or volunteers to work in a Regulated Activity with children and/or vulnerable adults, the Supplier will make checks in respect of such employees and volunteers with the Disclosure & Barring Service for the purpose of checking at an enhanced level of disclosure for the existence of any criminal convictions subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) or other relevant information and that the appropriate check of the Children's Barred List relating to the protection of children.
- 13.7 The Supplier will comply with the requirements of the Safeguarding of Vulnerable Groups Act 2006 in respect of such employees and volunteers that work in a Regulated Activity.
- 13.8 The Supplier will ensure that all enhanced checks for a Regulated Activity including the appropriate barred list check or checks are renewed every three Years.
- 13.9 The Supplier will not employ any person or continue to employ any person to provide the Regulated Activities who is prevented from carrying out such activities under the Safeguarding of Vulnerable Groups Act 2006 and will notify the Customer immediately of any decision to employ such a person in any role connected with this Contract or any other agreement or arrangement with the Customer.
- 13.10 Where the provision of the Goods and/or Services does not require any of the Supplier's employees or volunteers to work in a Regulated Activity but where the Supplier's employees or volunteers may nonetheless have contact with children and/or vulnerable adults the Supplier will in respect of such employees and volunteers:
- a) carry out Employment Checks; and
 - b) carry out such other checks as may be required by the Disclosure & Barring Service from time to time through the Contract Period.
- 13.11 Where the principle obligation of the Supplier is to effect delivery of goods to a site and does not require any element of on-site working, including installation and commissioning of Goods in a private dwelling, the Supplier shall ensure that the Staff shall not have direct contact with children and/or vulnerable adults during any delivery or attendance at the Premises. The Supplier shall ensure that those engaged in undertaking the duties under this Contract, including employees, servants, agents and others are of suitable standing and good character.

14. NOT USED

15. STAFFING SECURITY

- 15.1 The Supplier shall comply with the Customer's staff vetting procedures (where provided to the Supplier) in respect of all Supplier Staff employed or engaged in the provision of the Goods and/or Services. The Supplier warrants and represents that all Staff employed or engaged at the Commencement Date were vetted and recruited on a basis that is equivalent to and no less strict than the Customer's staff vetting procedures.

- 15.2 The Supplier shall provide training on a continuing basis for all Staff employed or engaged in the provision of the Goods and/or Services to ensure compliance with the Customer's staff vetting procedures.

16. INTELLECTUAL PROPERTY RIGHTS

- 16.1 Save as granted under this Contract, neither the Customer nor the Supplier shall acquire any right, title or interest in the other's Pre-Existing Intellectual Property Rights.
- 16.2 The Supplier shall ensure and procure that the availability, provision and use of the Goods and/or Services and the performance of the Supplier's responsibilities and obligations hereunder shall not infringe any Intellectual Property Rights of any third party.
- 16.3 With respect to the Suppliers obligations under the Contract, the Supplier warrants and represents that:
- 16.3.1 it owns, has obtained or shall obtain valid licences for all Intellectual Property Rights that are necessary to perform its obligations under this Contract;
- 16.3.2 it has and shall continue to 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 Customer's Confidential Information (held in electronic form) owned by or under the control of, or used by the Customer;
- 16.4 The Supplier shall during and after the Contract Period indemnify and keep indemnified the Customer on demand in full from and against all claims, proceedings, suits, demands, actions, costs, expenses (including legal costs and disbursements on a solicitor and client basis and administrative expenses), losses and damages and any other liabilities whatsoever arising from, out of, in respect of or incurred by reason of any infringement or alleged infringement (including the defence of such alleged infringement) of any Intellectual Property Right by the:
- 16.4.1 availability, provision or use of the Goods and/or Services (or any parts thereof); and
- 16.4.2 performance of the Supplier's responsibilities and obligations hereunder.
- 16.5 The Supplier shall promptly notify the Customer if any claim or demand is made or action brought against the Supplier for infringement or alleged infringement of any Intellectual Property Right that may affect the availability, provision or use of the Goods and/or Services (or any parts thereof) and/or the performance of the Supplier's responsibilities and obligations hereunder.
- 16.6 If a claim or demand is made or action brought to which clause 16.4 and/or 16.5 may apply, or in the reasonable opinion of the Supplier is likely to be made or brought, the Supplier may at its own expense and within a reasonable time either:

- 16.6.1 modify any or all of the affected Goods and/or Services without reducing the performance and functionality of the same, or substitute alternative goods and/or services of equivalent performance and functionality for any or all of the affected Goods and/or Services, so as to avoid the infringement or the alleged infringement, provided that the terms herein shall apply mutatis mutandis to such modified or substituted goods and/or services; or
- 16.6.2 procure a licence to use the Goods and/or Services on terms that are reasonably acceptable to the Customer; and
- 16.6.3 in relation to the performance of the Supplier's responsibilities and obligations hereunder, promptly re-perform those responsibilities and obligations.

16.7 Customer Data

- 16.7.1 The Supplier shall not delete or remove any proprietary notices contained within or relating to the Customer Data.
- 16.7.2 The Supplier shall not store, copy, disclose, or use the Customer Data except as necessary for the performance by the Supplier of its obligations under the Contract or as otherwise expressly Approved by the Customer.
- 16.7.3 To the extent that Customer Data is held and/or processed by the Supplier, the Supplier shall supply that Customer Data to the Customer as requested by the Customer and in the format specified in this Contract (if any) and in any event as specified by the Customer from time to time in writing.
- 16.7.4 To the extent that Customer Data is held and/or processed by the Supplier, the Supplier shall take responsibility for preserving the integrity of Customer Data and preventing the corruption or loss of Customer Data.
- 16.7.5 The Supplier shall ensure that any system on which the Supplier holds any Customer Data, including back-up data, is a secure system that complies with the security policy reasonably requested by the Customer.
- 16.7.6 If the Customer Data is corrupted, lost or sufficiently degraded as a result of the Supplier's Default so as to be unusable, the Customer may:
 - 16.7.6.1 require the Supplier (at the Supplier's expense) to restore or procure the restoration of Customer Data to the extent and in accordance with any BCDR Plan and the Supplier shall do so as soon as practicable but in accordance with the time period notified by the Customer; and/or
 - 16.7.6.2 itself restore or procure the restoration of Customer 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 any BCDR Plan.

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

16.8 Protection of Personal Data

- 16.8.1 The Parties acknowledge that for the purposes of the Data Protection Legislation, where the Customer has completed the second column of the table in section 9 of the Master Contract Schedule to specify the processing of Personal Data it requires the Supplier to perform, the Customer is the Controller and the Supplier is the Processor. The only processing that the Supplier is authorised to do is listed in section 9 of the Master Contract Schedule by the Customer and may not be decided upon by the Supplier.
- 16.8.2 The Supplier shall notify the Customer immediately if it considers that any of the Customer's instructions infringe the Data Protection Legislation.
- 16.8.3 The Supplier shall provide all reasonable assistance to the Customer in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Customer, include:
- 16.8.3.1 a systematic description of the envisaged processing operations and the purpose of the processing;
 - 16.8.3.2 an assessment of the necessity and proportionality of the processing operations in relation to the Goods and/or Services;
 - 16.8.3.3 an assessment of the risks to the rights and freedoms of Data Subjects; and
 - 16.8.3.4 the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
- 16.8.4 The Supplier shall, in relation to any Personal Data processed in connection with its obligations under this Contract:
- 16.8.4.1 process that Personal Data only in accordance with section 9 of the Master Contract Schedule, unless the Supplier is required to do otherwise by Law. If it is so required, the Supplier shall promptly notify the Customer before processing the Personal Data unless prohibited by Law;
 - 16.8.4.2 ensure that it has in place Protective Measures, which have been reviewed and approved by the Customer as appropriate to protect against a Data Loss Event 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;

16.8.4.3 ensure that:

- (i) the Supplier Personnel do not process Personal Data except in accordance with this Contract (and in particular section 9 of the Master Contract Schedule);
- (ii) it takes all reasonable steps to ensure the reliability and integrity of any Supplier Personnel (including any sub-processors or third party processors) who have access to the Personal Data and ensure that they:
 - (A) are aware of and comply with the Supplier's duties under this clause;
 - (B) are subject to appropriate confidentiality undertakings with the Supplier 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 Customer or as otherwise permitted by this Contract; and
 - (D) have undergone adequate training in the use, care, protection and handling of Personal Data;

16.8.4.4 not transfer Personal Data outside of the UK unless the Approval of the Customer has been obtained and the following conditions are fulfilled:

- (i) (the Customer or the Supplier has provided appropriate safeguards in relation to the transfer as determined by the Customer;
- (ii) the Data Subject has enforceable rights and effective legal remedies;
- (iii) the Supplier 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 Customer in meeting its obligations); and
- (iv) the Supplier complies with any reasonable instructions notified to it in advance by the Customer with respect to the processing of the Personal Data; and

16.8.4.5 at the written direction of the Customer, delete or return Personal Data (and any copies of it) to the Customer on

termination of this Contract unless the Supplier is required by Law to retain the Personal Data.

- 16.8.5 Subject to clause 16.8.6, the Supplier shall notify the Customer immediately if it:
- 16.8.5.1 receives a Data Subject Access Request (or purported Data Subject Access Request);
 - 16.8.5.2 receives a request to rectify, block or erase any Personal Data;
 - 16.8.5.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - 16.8.5.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
 - 16.8.5.5 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
 - 16.8.5.6 becomes aware of a Data Loss Event.
- 16.8.6 The Supplier's obligation to notify under clause 16.8.5 shall include the provision of further information to the Customer in phases, as details become available.
- 16.8.7 Taking into account the nature of all processing, the Supplier shall provide the Customer with full assistance in relation to either Party's obligations under the Data Protection Legislation and any complaint, communication or request made under clause 16.8.5 (and in so far as possible within the timescales reasonably required by the Customer) including by promptly providing:
- 16.8.7.1 the Customer with full details and copies of the complaint, communication or request;
 - 16.8.7.2 such assistance as is reasonably requested by the Customer to enable the Customer to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
 - 16.8.7.3 the Customer, at its request, with any Personal Data it holds in relation to a Data Subject;
 - 16.8.7.4 assistance as requested by the Customer following any Data Loss Event; and
 - 16.8.7.5 assistance as requested by the Customer with respect to any request from the Information Commissioner's Office, or any

consultation by the Customer with the Information
Commissioner's Office.

- 16.8.8 The Supplier shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Supplier employs fewer than 250 staff, unless:
- 16.8.8.1 the Customer determines that the processing is not occasional;
 - 16.8.8.2 the Customer 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
 - 16.8.8.3 the Customer determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 16.8.9 The Supplier shall allow for audits of its Personal Data processing activity by the Customer or the Customer's designated auditor.
- 16.8.10 The Supplier shall designate a data protection officer if required by the Data Protection Legislation.
- 16.8.11 Before allowing any Sub-processor to process any Personal Data related to this Contract, the Supplier must:
- 16.8.11.1 notify the Customer in writing of the intended Sub-processor and processing;
 - 16.8.11.2 obtain the Approval of the Customer;
 - 16.8.11.3 enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause 16.8 such that they apply to the Sub-processor; and
 - 16.8.11.4 provide the Customer with such information regarding the Sub-processor as the Customer may reasonably require.
- 16.8.12 The Supplier shall remain fully liable for all acts or omissions of any Sub-processor.
- 16.8.13 The Customer may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable Controller to Processor standard clauses or similar terms forming part of an applicable certification scheme.
- 16.8.14 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Customer may on not less than 30 Working Days' notice to the Supplier amend this Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

16.9 Security of Premises

- 16.9.1 The Customer shall be responsible for maintaining the security of the Customer's Premises in accordance with its standard security requirements. The Supplier shall comply with all reasonable security requirements of the Customer while on the Customer's Premises and shall ensure that all Staff comply with such requirements.
- 16.9.2 The Customer shall provide the Supplier upon request copies of its written security procedures and shall afford the Supplier upon request an opportunity to inspect its physical security arrangements.

16.10 Confidentiality

- 16.10.1 Except to the extent set out in this clause 16.10 or where disclosure is expressly permitted elsewhere in this Contract, each Party shall:
 - 16.10.1.1 treat the other Party's Confidential Information as confidential and safeguard it accordingly; and
 - 16.10.1.2 not disclose the other Party's Confidential Information to any other person without the owner's prior written consent.
- 16.10.2 Clause 16.10.1 shall not apply to the extent that:
 - 16.10.2.1 such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA, Code of Practice on Access to Government Information or the Environmental Information Regulations pursuant to clause 19.11 (Freedom of Information);
 - 16.10.2.2 such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
 - 16.10.2.3 such information was obtained from a third party without obligation of confidentiality;
 - 16.10.2.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of the Contract; or
 - 16.10.2.5 it is independently developed without access to the other Party's Confidential Information.
- 16.10.3 The Supplier may only disclose the Customer's Confidential Information to the Staff who are directly involved in the provision of the Goods and/or Services and who need to know the information, and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.
- 16.10.4 The Supplier shall not, and shall procure that the Staff do not, use any of the Customer's Confidential Information received otherwise than for the purposes of this Contract.

- 16.10.5 At the written request of the Customer, the Supplier shall procure that those members of Staff identified in the Customer's notice sign a confidentiality undertaking prior to commencing any work in accordance with this Contract.
- 16.10.6 In the event that any default, act or omission of any Staff causes or contributes (or could cause or contribute) to the Supplier breaching its obligations as to confidentiality under or in connection with this Contract, the Supplier shall take such action as may be appropriate in the circumstances, including the use of disciplinary procedures in serious cases. To the fullest extent permitted by its own obligations of confidentiality to any Staff, the Supplier shall provide such evidence to the Customer as the Customer may reasonably require (though not so as to risk compromising or prejudicing any disciplinary or other proceedings to demonstrate that the Supplier is taking appropriate steps to comply with this clause, including copies of any written communications to and/or from Staff, and any minutes of meeting and any other records which provide an audit trail of any discussions or exchanges with Staff in connection with obligations as to confidentiality.
- 16.10.7 Nothing in this Contract shall prevent the Customer from disclosing the Supplier's Confidential Information (including the Management Information obtained under clause 7.2):
- 16.10.7.1 to any Contracting Authority; all Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Contracting Authority;
 - 16.10.7.2 to any consultant, contractor or other person engaged by the Customer or any person conducting an Office of Government Commerce gateway review;
 - 16.10.7.3 for the purpose of the examination and certification of the Customer's accounts; or
 - 16.10.7.4 for any examination pursuant to section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Customer has used its resources.
- 16.10.8 The Customer shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee, third party or Sub-Contractor to whom the Supplier's Confidential Information is disclosed pursuant to clause 16.10.7 is made aware of the Customer's obligations of confidentiality.
- 16.10.9 Nothing in this clause 16.10 shall prevent either Party from using any techniques, ideas or Know-How gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other Party's Confidential Information or an infringement of IPR.

16.10.10 In the event that the Supplier fails to comply with clause 16.10.1 to clause 16.10.6, the Customer reserves the right to terminate the Contract with immediate effect by notice in writing.

16.10.11 In order to ensure that no unauthorised person gains access to any Confidential Information or any data obtained in performance of the Contract, the Supplier undertakes to maintain adequate security arrangements that meet the requirements of Good Industry Practice.

16.11 **Freedom of Information**

16.11.1 The Supplier acknowledges that the Customer is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Customer to enable the Customer to comply with its Information disclosure obligations.

16.11.2 The Supplier shall and shall procure that its Sub-Contractors shall:

16.11.2.1 transfer to the Customer all Requests for Information that it receives as soon as practicable and in any event within two (2) Working Days of receiving a Request for Information;

16.11.2.2 provide the Customer with a copy of all Information in its possession, or control in the form that the Customer requires within five (5) Working Days (or such other period as the Customer may specify) of the Customer's request; and

16.11.2.3 provide all necessary assistance as reasonably requested by the Customer to enable the Customer to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.

16.11.3 The Customer shall be responsible for determining in its absolute discretion and notwithstanding any other provision in the Contract or any other Contract whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.

16.11.4 In no event shall the Supplier respond directly to a Request for Information unless authorised in writing to do so by the Customer.

16.11.5 The Supplier acknowledges that (notwithstanding the provisions of clause 16.10) the Customer may, acting in accordance with the Department of Constitutional Affairs' Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("**the Code**"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Supplier or the Goods and/or Services:

16.11.5.1 in certain circumstances without consulting the Supplier; or

16.11.5.2 following consultation with the Supplier and having taken their views into account,

provided always that where clause 16.11.5 applies the Customer shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier's attention after any such disclosure.

16.11.6 The Supplier shall ensure that all Information is retained for disclosure in accordance with the provisions of the Contract and in any event in accordance with the requirements of Good Industry Practice and shall permit the Customer to inspect such records as requested from time to time.

16.11.7 The Supplier acknowledges that the Commercially Sensitive Information is of indicative value only and that the Customer may be obliged to disclose it in accordance with clause 16.11.5.

16.12 **Transparency**

16.12.1 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Contract is not Confidential Information. The Customer shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA.

16.12.2 Notwithstanding any other term of the Contract, the Supplier hereby gives its consent for the Customer to publish the Contract in its entirety (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted), including from time to time agreed changes to the Contract, to the general public.

16.12.3 The Customer may consult with the Supplier to inform its decision regarding any redactions, but the Customer shall have the final decision in its absolute discretion.

16.12.4 The Supplier shall assist and cooperate with the Customer to enable the Customer to publish this Contract.

17. **WARRANTIES AND REPRESENTATIONS**

17.1 The Supplier warrants, represents and undertakes to the Customer that:

17.1.1 it has full capacity and authority and all necessary consents, licences, permissions (statutory, regulatory, contractual or otherwise) (including where its procedures so require, the consent of its Parent Company) to enter into and perform its obligations under the Contract;

17.1.2 the Contract is executed by a duly authorised representative of the Supplier;

17.1.3 in entering the Contract, it has not committed any Fraud;

- 17.1.4 it has not committed any offence under the Prevention of Corruption Acts 1889 to 1916, or the Bribery Act 2010;
- 17.1.5 this Contract shall be performed in compliance with all Laws (as amended from time to time) and all applicable Standards;
- 17.1.6 as at the Commencement Date, all information, statements and representations contained in the Tender for the Goods and/or Services are true, accurate and not misleading, save as may have been specifically disclosed in writing to the Customer prior to execution of the Contract, and it will advise the Customer of any fact, matter or circumstance of which it may become aware which would render any such information, statement or representation to be false or misleading and all warranties and representations contained in the Tender shall be deemed repeated in this Contract;
- 17.1.7 no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or its assets which will or might affect its ability to perform its obligations under the Contract;
- 17.1.8 it is not subject to any contractual obligation, compliance with which is likely to have an adverse effect on its ability to perform its obligations under the Contract;
- 17.1.9 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;
- 17.1.10 it owns, has obtained or is able to obtain valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract and shall maintain the same in full force and effect for at least the Contract Period;
- 17.1.11 at the Commencement Date it has not been convicted of any offence involving slavery and human trafficking; and it has not been the subject of any investigation, inquiry or enforcement proceedings regarding any offence or alleged offence of or in connection with slavery and human trafficking; and
- 17.1.12 at the Commencement Date it has not: (1) communicated to any person other than the Customer the amount or approximate amount of the proposed price tendered in any Further Competition Procedure, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender; (2) entered into any agreement or arrangement with any person that it shall refrain from tendering or as to the amount of any tender submitted in any Further Competition Procedure; or (3) offered to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to the proposed price tendered in any Further

Competition Procedure any act or thing of the sort described in this clause 17.1.12. In the context of this clause 17.1.12 the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

17.2 The Supplier warrants represents and undertakes to the Customer that:

- 17.2.1 the Goods and/or Services shall be provided and carried out by appropriately experienced, qualified and trained Staff with all due skill, care and diligence;
- 17.2.2 it shall discharge its obligations hereunder (including the provision of the Goods and/or Services) with all due skill, care and diligence including in accordance with Good Industry Practice and its own established internal procedures;
- 17.2.3 the Goods and/or Services are and will continue to be during the Contract Period:
 - 17.2.3.1 of satisfactory quality; and
 - 17.2.3.2 in conformance with the relevant specifications set out in this Contract, the relevant order and (if applicable) the manufacturer's specifications and documentation;
- 17.2.4 in the three (3) Years prior to the Commencement Date:
 - 17.2.4.1 it has conducted all financial accounting and reporting activities in all material respects in compliance with the generally accepted accounting principles that apply to it in any country where it files accounts; and
 - 17.2.4.2 it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established;
 - 17.2.4.3 it has not done or omitted to do anything which could have an adverse effect on its assets, financial condition or position as an on-going business concern or its ability to fulfil its obligations under the Contract; and
 - 17.2.4.4 for the Contract Period that all Staff will be vetted in accordance with Good Industry Practice, the security policy reasonably requested by the Customer and the Quality Standards.

17.3 The fact that any provision within this Contract is expressed as a warranty shall not preclude any right of termination the Customer may have in respect of breach of that provision by the Supplier.

17.4 The Supplier acknowledges and agrees that:

- 17.4.1 the warranties, representations and undertakings contained in this Contract are material and are designed to induce the Customer into entering into this contract; and
- 17.4.2 the Customer has been induced into entering into this Contract and in doing so has relied upon the warranties, representations and undertakings contained herein.

18. LIABILITIES

18.1 Liability

- 18.1.1 Nothing in this Contract shall be construed to limit or exclude either Party's liability for:
 - 18.1.1.1 death or personal injury caused by its negligence or that of its Staff;
 - 18.1.1.2 Fraud or fraudulent misrepresentation by it or that of its Staff;
 - 18.1.1.3 any breach of any obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982;
 - 18.1.1.4 any claim under the indemnity in clauses 11.2.6 (VAT), 14 (TUPE), 16.4(IPR Infringement), 16.8 (Personal Data), or 18.3 (Taxation); or
 - 18.1.1.5 any other matter which, by Law, may not be excluded or limited.
- 18.1.2 The Supplier shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under this Contract.
- 18.1.3 Subject always to clause 18.1.1 and clause 18.1.4, the aggregate liability of either Party under or in relation to this Contract, whether in contract, tort including negligence, breach of statutory duty or however arising for Defaults arising in a Contract Year in respect of:
 - 18.1.3.1 each Default resulting in direct loss to the tangible property of the other Party shall in no event exceed ten million pounds sterling (£10,000,000)]; and
 - 18.1.3.2 in respect of all other Defaults, shall in no event exceed one million pounds sterling (£1,000,000)
- 18.1.4 Subject to clause 18.1.1, in no event shall either Party be liable to the other for any:
 - 18.1.4.1 loss of profits;

- 18.1.4.2 loss of business;
- 18.1.4.3 loss of revenue;
- 18.1.4.4 loss of or damage to goodwill;
- 18.1.4.5 loss of savings (whether anticipated or otherwise); and/or
- 18.1.4.6 any indirect, special or consequential loss or damage.
- 18.1.5 The provisions of 18.1.4 shall not be taken as limiting the right of the Customer to recover:
 - 18.1.5.1 any additional operational and/or administrative expenses incurred by the Customer, including costs relating to time spent by or on behalf of Customer in dealing with the consequences of the Supplier's Default;
 - 18.1.5.2 any wasted expenditure or charges rendered unnecessary and/or incurred by the Customer arising from the Supplier's Default;
 - 18.1.5.3 the additional cost of procuring, implementing and operating any alternative or replacement services for the remainder of the original Contract Period following termination of the Contract as a result of the Supplier's Default; and
 - 18.1.5.4 any losses, costs, damages, expenses or other liabilities suffered or incurred by the Customer which arise out of or in connection with the loss of, corruption or damage to, or failure to deliver, Customer Data caused by the Supplier.
- 18.1.6 Nothing in the Contract shall impose any liability on the Customer in respect of any liability incurred by the Supplier to any other person, but this shall not be taken to exclude or limit any liability of the Customer to the Supplier that may arise by virtue of either a breach of the Contract or by negligence on the part of the Customer, or the Customer's employees, servants or agents.

18.2 Insurance

- 18.2.1 The Supplier shall effect and maintain the following insurances in relation to the Supplier's performance of its obligations under this Contract. Such insurance shall be maintained for the Contract Period and any further periods as may be set out in the following sub-clauses of this clause.
- 18.2.2 Public Liability insurance adequate to cover all risks in the performance of this Contract from time to time with a minimum limit of 10 million pounds sterling (£10,000,000) for any one occurrence
- 18.2.3 Employers' liability insurance to cover all risks in the performance of this Contract from time to time with a minimum limit of indemnity of ten million pounds sterling (£10,000,000) for any one occurrence.

- 18.2.4 Product Liability insurance adequate to cover all risks in the performance of this Contract from time to time with a minimum limit of ten million pounds sterling (£10,000,000) for any one occurrence and in the aggregate.
- 18.2.5 The Supplier shall give the Customer, on request, copies of all insurance policies referred to in this clause or a broker's verification written certificate 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.
- 18.2.6 If, for whatever reason, the Supplier fails to give effect to and maintain the insurances required by the provisions of this Contract, the Customer 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.
- 18.2.7 The provisions of any insurance or the amount of cover shall not relieve the Supplier of any liabilities under the Contract. It shall be the responsibility of the Supplier to determine the amount of any insurance cover in addition to that above which will be adequate to enable the Supplier to satisfy any liability in respect of this Contract.
- 18.2.8 The above insurances shall be maintained with reputable insurance companies, on terms that are no less favourable to those generally available to a prudent Supplier in respect of risks insured in the international insurance market.
- 18.2.9 Any excess or deductible under the above insurances shall be the sole and exclusive responsibility of the Supplier.

18.3 Taxation, National Insurance and Employment Liability

- 18.3.1 The Parties acknowledge and agree that the Contract constitutes a contract for the provision of Services and not a contract of employment. The Supplier shall at all times indemnify the Customer and keep the Customer indemnified in full from and against all claims, proceedings, actions, damages, costs, expenses, liabilities and demands whatsoever and howsoever arising by reason of any circumstances whereby the Customer is alleged or determined to have been assumed or imposed with the liability or responsibility for the Staff (or any of them) as an employer of the Staff and/or any liability or responsibility to HM Revenue and Customs as an employer of the Staff whether during the Contract Period or arising from termination or expiry of the Contract.

19. TERMINATION

19.1 Termination on insolvency

- 19.1.1 The Customer may terminate the Contract with immediate effect by giving notice in writing to the Supplier where in respect of the Supplier:
 - 19.1.1.1 commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or 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;

- 19.1.1.2 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 solvent reconstruction or amalgamation);
- 19.1.1.3 a petition is presented for its winding up (which is not dismissed within ten (10) Working Days of its service or an order is made for its winding up, or an application is made for the appointment of a provisional liquidator (other than as part of, and exclusively for the purpose of, a bona fide solvent reconstruction or amalgamation);
- 19.1.1.4 a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets;
- 19.1.1.5 an application or 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;
- 19.1.1.6 it suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company or limited liability partnership) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 as if the words "it is proved to the satisfaction of the court that" did not appear in sections 123(1)(e) or 123(2) of the Insolvency Act 1986 or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the IA 1986 or (being a partnership) has any partner to whom any of the foregoing apply;
- 19.1.1.7 an application is made for a moratorium under Part A1 of the Insolvency Act 1986;
- 19.1.1.8 a creditor or encumbrancer of the other party attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the other party's assets and such attachment or process is not discharged within ten (10) Working Days; or
- 19.1.1.9 any event similar to those listed in clause 19.1.1.1 to 19.1.1.8 occurs under the law of any other jurisdiction.

19.1.2 The Customer may terminate the Contract with immediate effect by notice in writing where the Supplier is an individual and:

- 19.1.2.1 an application for an interim order is made pursuant to sections 252 - 253 of the Insolvency Act 1986, or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Supplier's creditors;
- 19.1.2.2 a petition is presented and not dismissed within ten (10) Working Days, or an order made for the Supplier's bankruptcy;
- 19.1.2.3 a receiver, or similar officer is appointed over the whole or any part of the Supplier's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of its assets;
- 19.1.2.4 the Supplier is unable to pay his debts, or has no reasonable prospect of doing so, in either case, within the meaning of section 268 of the Insolvency Act 1986;
- 19.1.2.5 a creditor or encumbrancer attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Supplier's assets, and such attachment or process is not discharged within ten (10) Working Days;
- 19.1.2.6 he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983; or
- 19.1.2.7 the Supplier suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his of his business.

19.2 Termination on Change of Control

19.2.1 The Supplier shall notify the Customer immediately if the Supplier undergoes a change of control within the meaning of section 450 of the Corporation Tax Act 2010 ("**Change of Control**") and, provided this does not contravene any Law, shall notify with reasonable details the Customer immediately in writing of any circumstances suggesting that a Change of Control is planned or in contemplation. The Customer may terminate the Contract by notice in writing with immediate effect within six Months of:

- 19.2.1.1 being notified with reasonable details that a Change of Control has occurred or is planned or in contemplation; or
- 19.2.1.2 where no notification has been made, the date that the Customer becomes aware of the Change of Control,

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

For the purposes of this clause 19.2.1, any transfer of shares or of any interest in shares by a person to its Affiliate where such transfer forms part of a bona fide solvent reorganisation or restructuring shall be disregarded.

19.3 Termination on Default

19.3.1 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier if the Supplier commits:

19.3.1.1 a material Default and if the Supplier has not remedied the Default to the reasonable satisfaction of the Customer within twenty (20) Working Days or such other longer period as may be specified by the Customer, after issue of a written notice specifying, with reasonable details, the Default and requesting it to be remedied and warning of an intention to terminate upon failure to so remedy it; or

19.3.1.2 a material Default and if the Default is not, in the reasonable opinion of the Customer, capable of remedy.

19.3.2 In the event that, through any Default of the Supplier, data transmitted or processed in connection with the Contract is either lost or sufficiently degraded so as to be unusable, the Supplier shall be liable for the cost of reconstitution of that data and shall reimburse the Customer in respect of any charge levied for its transmission and any other costs charged in connection with such Default of the Supplier.

19.3.3 If the Customer fails to pay the Supplier undisputed sums of money when due as specified in clause 11.2, the Supplier may notify the Customer in writing of such failure to pay. If the Customer fails to pay such undisputed sums 10 Working Days after such notice, the Supplier may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the Customer's exercising its rights under clause 11.3 (Recovery of Sums Due).

19.4 Termination of Framework Agreement

If the Framework Agreement is fully or partly terminated for any reason whatsoever, the Customer may at any time later terminate the Contract by giving written notice to the Supplier with effect from the date specified in such notice.

19.5 Termination on Financial Standing

The Customer may terminate this Contract by serving notice on the Supplier in writing with effect from the date specified in such notice where (in the reasonable opinion of the Customer), there is a material detrimental change in the financial standing and/or the credit rating of the Supplier (as measured from the Commencement Date) which:

19.5.1 adversely impacts on the Supplier's ability to supply the Goods and/or Services under this Contract; or

- 19.5.2 could reasonably be expected to have an adverse impact on the Suppliers ability to supply the Goods and/or Services under this Contract.

19.6 Termination on Audit

The Customer may terminate this Contract by serving notice in writing with effect from the date specified in such notice if the Supplier commits a Default of any of clauses 26.1 to 26.5 or clause 26.7 (Records and Audit Access).

19.7 Partial Termination

If the Customer is entitled to terminate this Contract pursuant to this clause 19, it may (at its absolute discretion) terminate all or part of this Contract.

19.9 Termination in compliance with Public Contracts Regulations 2015

The Customer may terminate this Contract by serving reasonable notice on the Supplier in writing with effect from the date specified in such notice where:

- 19.9.1 the Contract has been subject to a substantial modification which would have required a new procurement procedure in accordance with regulation 72 (9) of the Regulations; or
- 19.9.2 the Supplier has, at the time of the Contract award, been in one of the situations referred to in regulation 57 (1) of the Regulations, including as a result of the application of regulation 57 (2) of the Regulations, and should therefore have been excluded from the procurement procedure.

20. CONSEQUENCES OF EXPIRY OR TERMINATION

- 20.1 Where the Customer terminates the Contract under clauses 19.1 (Termination on Insolvency), 19.2 (Termination on Change of Control), 19.3 (Termination on Default), 19.5 (Financial Standing), 19.6 (Audit), 19.7 (Benchmarking) and then makes other arrangements for the supply of the Goods and/or Services, the Customer may recover from the Supplier the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Customer throughout the remainder of the original Contract Period were it not for such termination. The Customer shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under any of those clauses, no further payments shall be payable by the Customer to the Supplier until the Customer.

- 20.2 Not Used

- 20.3 Not Used

- 20.4 On the termination of the Contract for any reason, the Supplier shall:

- 20.4.1 immediately return to the Customer all Confidential Information, Personal Data and Customer's Pre-Existing IPRs and the Project Specific IPRs in its possession or in the possession or under the control of any permitted suppliers or Sub-Contractors, which was obtained or produced in the course of providing the Goods and/or Services;

- 20.4.2 cease to use the Customer Data and, at the direction of the Customer provide the Customer and/or the Replacement Supplier with a complete and uncorrupted version of the Customer Data in electronic form in the formats and on media agreed with the Customer and/or the Replacement Supplier;
 - 20.4.3 except where the retention of Customer Data is required by Law, on the earlier of the receipt of the Customer's written instructions or 12 Months after the date of expiry or termination, destroy all copies of the Customer Data and promptly provide written confirmation to the Customer that the data has been destroyed;
 - 20.4.4 immediately deliver to the Customer all Property (including materials, documents, information and access keys) provided to the Supplier under this Contract. Such property shall be handed back to the Customer in good working order (allowance shall be made for reasonable wear and tear);
 - 20.4.5 Not Used
 - 20.4.6 assist and co-operate with the Customer to ensure an orderly transition of the provision of the Goods and/or Services to the Replacement Supplier and/or provide all such assistance and co-operation as the Customer may reasonably require;
 - 20.4.7 return to the Customer any sums prepaid in respect of the Goods and/or Services not provided by the date of expiry or termination (howsoever arising); and
 - 20.4.8 promptly provide all information concerning the provision of the Goods and/or Services which may reasonably be requested by the Customer for the purposes of adequately understanding the manner in which the Goods and/or Services have been provided or for the purpose of allowing the Customer or the Replacement Supplier to conduct due diligence.
- 20.5 If the Supplier fails to comply with clause 20.4.1, 20.4.4, [20.4.7] and 20.4.8, the Customer may recover possession of the items referred to therein, and the Supplier grants a licence to the Customer or its appointed agents to enter (for the purposes of such recovery) any premises of the Supplier or its permitted agents or Sub-Contractors where any such items may be held.
- 20.6 Where the end of the Contract Period arises due to the Supplier's Default, the Supplier shall provide all assistance under clause 20.4.6 and 20.4.8 free of charge. Otherwise, the Customer shall pay the Supplier's reasonable costs of providing the assistance and the Supplier shall take all reasonable steps to mitigate such costs.
- 20.7 Not Used
- 20.8 Save as otherwise expressly provided in the Contract:
- 20.8.1 termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration, and nothing in the Contract shall prejudice

the right of either Party to recover any amount outstanding at the time of such termination or expiry; and

- 20.8.2 the provisions of clauses 11.2 (Payment and VAT), 11.3 (Recovery of Sums Due), 16 (Intellectual Property Rights), 16.7 (Customer Data); 16.8 (Protection of Personal Data), 16.10 (Confidentiality), 16.11 (Freedom of Information), 18 (Liabilities), 20 (Consequences of Expiry or Termination), 25 (Prevention of Bribery and Corruption), 26 (Records and Audit Access), 27 (Prevention of Fraud), 31 (Cumulative Remedies), 37 (Conflicts of Interest), 39 (The Contracts (Rights of Third parties) Act 1999) and 42.1 (Governing Law and Jurisdiction) and, without limitation to the foregoing, any other provision of this Contract which expressly or by implication is to be performed or observed notwithstanding termination or expiry shall survive the termination or expiry of this Contract.

21. PUBLICITY, MEDIA AND OFFICIAL ENQUIRIES

- 21.1 The Supplier shall not make any press announcements or publicise the Contract in any way without Approval, and shall take reasonable steps to ensure that its servants, agents, employees, Sub-Contractors, suppliers, professional advisors and consultants comply with this clause. Any such press announcements or publicity shall remain subject to the rights relating to Confidential Information and Commercially Sensitive Information,
- 21.2 Subject to the rights in relation to Confidential Information and Commercially Sensitive Information, the Customer shall be entitled to publicise the Contract in accordance with any legal obligation upon the Customer, including any relating to examination of the Contract by the Auditor, and otherwise as the Customer wishes.
- 21.3 The Supplier shall not do anything or permit to cause anything to be done, which may damage the reputation of the Customer or bring the Customer into disrepute.

22. ANTI-DISCRIMINATION

- 22.1 The Supplier shall not unlawfully discriminate within the meaning and scope of Equality Legislation.
- 22.2 The Supplier shall take all reasonable steps to secure the observance of clause 22.1 by all Staff employed in performance of this Contract.
- 22.3 The Supplier shall notify the Customer forthwith in writing as soon as it becomes aware of any investigation of or proceedings brought against the Supplier under Equality Legislation or any other enactment, order, regulation or other Law relating to discrimination.
- 22.4 Where any investigation and/or proceedings are undertaken by a person or body empowered to conduct such investigation and/or proceedings are instituted in connection with any matter relating to the Supplier's performance of this Contract being in contravention of Equality Legislation or any other enactment, order, regulation or other Law relating to discrimination, the Supplier shall, free of charge: provide any information requested in the timescale allotted; attend any meetings as required and permit the Supplier's Staff to attend; promptly

allow access to and investigation of any documents or data deemed by the Customer to be relevant; allow the Supplier and any of the Staff to appear as witness in any ensuing proceedings; and cooperate fully and promptly in every way required by the person or body conducting such investigation and/or proceedings during the course of such investigation and/or proceedings.

- 22.5 Where any investigation is conducted or proceedings are brought under Equality Legislation or any other enactment, order, regulation or other Law relating to discrimination which arise directly or indirectly out of any act or omission of the Supplier, its agents or Sub-Contractors, or the Staff, and where there is a finding against the Supplier its agents or Sub-Contractors, or the Staff in such investigation or proceedings, the Supplier shall indemnify the Customer with respect to all costs, charges and expenses (including legal costs and disbursements on a solicitor and client basis and administrative expenses) arising out of or in connection with any such investigation or proceedings and such other financial redress to cover any payment the Customer may have been ordered or required to pay to a third party.
- 22.6 The Supplier must ensure that all written information produced or used in connection with this Contract is as accessible as possible to people with disabilities and to people whose level of literacy in English is limited.
- 22.7 The Supplier acknowledges that the Customer may carry out an impact assessment as defined under the Equality Act 2010 in respect of any aspect of the provision of the Services, and the Supplier shall provide all necessary assistance and information to the Customer as may be required in relation to the performance of an impact assessment by the Customer. The Supplier shall implement any changes or adjustments that are required as a result of, or in connection with the outcome of the impact assessment undertaken by the Customer.

23. HEALTH AND SAFETY

- 23.1 The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer's Premises and which may affect the Supplier in the performance of its obligations under the Contract.
- 23.2 While on the Customer's Premises, the Supplier shall comply with any health and safety measures implemented by the Customer in respect of the Staff and other persons working there.
- 23.3 The Supplier shall notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Contract on the Premises where that incident causes any personal injury or damage to property which could give rise to personal injury.
- 23.4 The Supplier shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Staff and other persons working on the Premises in the supply of the Goods and/or Services under the Contract.

- 23.5 The Supplier shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc. Act 1974) is made available to the Customer on request.

24. ENVIRONMENTAL REQUIREMENTS, GHG EMISSIONS, ETC.

- 24.1 The Supplier shall, when working on the Premises, perform its obligations under the Contract in accordance with the Customer's environmental policy (where provided), which is 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.

- 24.2 The Supplier shall ensure that:

24.2.1 its operations comply with all applicable environmental Law, including in relation to GHG Emissions, waste disposal, and the handling of hazardous and toxic materials;

24.2.2 the goods it manufactures (including the inputs and components that it incorporates into its goods) comply with all applicable environmental Law; and

24.2.3 it will only use packaging materials that comply with all applicable environmental Law.

- 24.3 The Supplier shall have in place a suitable environmental management system for managing its environmental risks, which as a minimum must:

24.3.1 assess the environmental impact of all past, current and future operations;

24.3.2 specify steps to continuously improve environmental performance, and reduce GHG Emissions, pollution and waste;

24.3.3 specify measures to reduce the use of all raw materials, energy and supplies; and

24.3.4 require the Supplier Personnel to be trained in environmental matters.

- 24.4 The Supplier shall, in performing its obligations under this Contract minimise the release of GHG Emissions, air pollutants and other substances damaging to health and the environment in performing this Contract, taking into account relevant factors such as the locations from which materials are sourced, transport of materials, work-related travel by the Supplier Personnel and emissions from the Supplier's offices and equipment.

- 24.5 On each anniversary of the Commencement Date, the Supplier shall complete and submit to the Customer a written report in relation to the performance of this Contract, which shall be in a form reasonably acceptable to the Customer and contain information on:

24.5.1 the Supplier's GHG Emissions, using the most recent government conversion factors for greenhouse gas reporting; and

24.5.2 the overall sustainability impact of the Supplier's performance of this Contract, including improvements identified by the Supplier, new policies or targets adopted to reduce the environmental impact of the Supplier's operations and contributions towards the Customer's environmental policies or targets.

24.6 The Customer may audit the Supplier's compliance with this clause 24 in accordance with **Error! Bookmark not defined.26.**

25. PREVENTION OF BRIBERY AND CORRUPTION

25.1 The Supplier shall not:

- 25.1.1 offer or give, or agree to give, to any employee, agent, servant or representative of the Customer, or any other public body or person employed by or on behalf of the Customer, any gift or other consideration of any kind which could act as an inducement or a reward for any act or failure to act in relation to this Contract;
- 25.1.2 engage in, and shall procure that all the Staff, consultants, agents or Sub-Contractors or any person acting on the Supplier's behalf shall not commit, in connection with this Contract, a Prohibited Act under the Bribery Act 2010, or any other relevant laws, statutes, regulations or codes in relation to bribery and anti-corruption; and
- 25.1.3 commit any offences under the Prevention of Corruption Acts 1889 to 1916.

25.2 The Supplier warrants, represents and undertakes that it has not:

- 25.2.1 paid commission or agreed to pay commission to the Customer or any other public body or any person employed by or on behalf of the Customer or a public body in connection with the Contract; and
- 25.2.2 it has not entered into this Contract with knowledge, that, in connection with it, any money has been, or will be, paid to any person working for or engaged by the Customer or any other public body or any person employed by or on behalf of the Customer in connection with the Contract, or an agreement has not been reached to that effect, unless details of any such agreement have been disclosed in writing to the Customer and ESPO before execution of this Contract;

25.3 The Supplier shall:

- 25.3.1 in relation to this Contract, act in accordance with the Ministry of Justice Guidance pursuant to section 9 of the Bribery Act 2010;
- 25.3.2 immediately notify in writing the Customer and ESPO if it suspects or becomes aware of any breach of this clause 25;
- 25.3.3 respond promptly to any of the Customer's enquiries regarding any breach, potential breach or suspected breach of this clause 25, and the Supplier shall co-operate with any investigation and allow the

Customer to audit Supplier's books, records and any other relevant documentation in connection with the breach;

- 25.3.4 if so required by the Customer, within twenty (20) Working Days of the Commencement Date, and annually thereafter, certify to the Customer in writing compliance with this clause 25 by the Supplier and all persons associated with it or other persons who are supplying the Goods and/or Services in connection with this Contract; the Supplier shall provide such supporting evidence of compliance as the Customer may reasonably request; and
 - 25.3.5 have and maintain an anti-bribery policy (which shall be disclosed in writing to the Customer on request) to prevent it any of its Staff, consultants, agents or Sub-Contractors, or any person acting on the Supplier's behalf from committing a Prohibited Act, and shall enforce it where appropriate.
- 25.4 If the Supplier, its Staff, consultants, agents or Sub-Contractors or any person acting on the Supplier's behalf, in all cases whether or not acting with the Supplier's knowledge, breaches:
- 25.4.1 this clause 25; or
 - 25.4.2 the Bribery Act 2010 in relation to this Contract or any other contract with the Customer or any other public body or any person employed by or on behalf of the Customer or a public body in connection with the Contract;
- the Customer shall be entitled to terminate this Contract by written notice with immediate effect.
- 25.5 Without prejudice to its other rights and remedies under this clause 25, the Customer shall be entitled to recover in full from the Supplier and the Supplier shall on demand indemnify the Customer in full from and against:
- 25.5.1 the amount of value of any such gift, consideration or commission; and
 - 25.5.2 any other loss, costs and expenses (including legal costs and disbursements on a solicitor and client basis and administrative expenses) sustained by the Customer in consequence of any breach of this clause 25.

26. RECORDS AND AUDIT ACCESS

- 26.1 The Supplier shall keep and maintain for six (6) Years after the date of termination or expiry of the Contract (or as long a period as may be agreed between the Parties), full and accurate records and accounts of the operation of the Contract including the Goods and/or Services provided under it, the amounts paid by the Customer and records to trace the supply chain of all Goods and/or Services provided to the Customer in connection with this Contract.
- 26.2 The Supplier shall keep the records and accounts referred to in clause 26.1 above in accordance with Good Industry Practice and generally accepted accounting principles.

- 26.3 The Supplier shall afford the Customer and the Customer's auditors ("the Auditors") access to the records and accounts referred to in clause 26.2 at the Supplier's premises and/or provide copies of such records and accounts and/or permit Auditors to meet the Staff, as may be required by the Customer and/or the Auditors from time to time, in order that the Customer and/or the Auditors may carry out an inspection including for the following purposes:
- 26.3.1 to verify the accuracy of the Contract Charges (and proposed or actual variations to them in accordance with this Contract), and/or the costs of the Supplier (and Sub-Contractors) in providing the Services;
 - 26.3.2 to review the integrity, confidentiality and security of the Customer Data held or used by the Supplier;
 - 26.3.3 to review the Supplier's compliance with the Data Protection Legislation in accordance with this Contract and any other Laws;
 - 26.3.4 to review the Supplier's compliance with its continuous improvement and benchmarking obligations set out in schedule 6 of the Framework Agreement (Value for Money);
 - 26.3.5 to review the compliance with its security obligations set out in clause 15 (Staffing Security);
 - 26.3.6 to review any books of account kept by the Supplier in connection with the provision of the Service;
 - 26.3.7 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 Customer has used its resources;
 - 26.3.8 to inspect the Customer's assets, including the Intellectual Property Rights, equipment, facilities and maintenance, for the purposes of ensuring that the Customer's assets are secure and that any register of assets is up to date; and/or
 - 26.3.9 to ensure that the Supplier is complying with its obligations under this Contract, including to its obligations thereunder relating to the Modern Slavery Act 2015.
- 26.4 The Supplier shall on request afford the Customer, the Customer's Representatives and/or the Auditors access to such records and accounts as may be required by the Auditor or Customer from time to time.
- 26.5 The Supplier shall provide such records and accounts (together with copies of the Supplier's published accounts) on request during the Contract Period and for a period of six (6) Years after termination or expiry of the Contract Period to the Customer and/or its Auditors.
- 26.6 The Customer shall use reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Supplier or delay the provision of the Goods and/or Services, save in so far as the Supplier accepts and

acknowledges that control over the conduct of audits carried out by the Auditors is outside of the control of the Customer.

- 26.7 Subject to the Supplier's rights in respect of Confidential Information, the Supplier shall on demand provide the Auditors with all reasonable co-operation and assistance in relation to each audit within 5 working days, including:
- 26.7.1 all reasonable information requested by the Customer within the scope of the audit;
 - 26.7.2 reasonable access to sites controlled by the Supplier and to Equipment used in the provision of the Goods and/or Services; and
 - 26.7.3 access to the Staff.
- 26.8 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this clause 26, unless the audit reveals a material Default by the Supplier in which case the Supplier shall reimburse the Customer for the Customer's reasonable costs incurred in relation to the audit.

27. PREVENTION OF FRAUD

- 27.1 The Supplier shall take all reasonable steps, in accordance with Good Industry Practice, to prevent any Fraud by Staff and the Supplier (including its shareholders, members and directors) in connection with the receipt of monies from the Customer.
- 27.2 The Supplier shall notify the Customer immediately if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur, save where complying with this provision would cause the Supplier or its Staff to commit an offence under the Proceeds of Crime Act 2002 or the Terrorism Act 2000.
- 27.3 If the Supplier or its Staff commits any Fraud in relation to this or any other contract with a Contracting Authority or the Customer, the Customer may:
- 27.3.1 terminate the Contract with immediate effect by giving the Supplier notice in writing; and/or
 - 27.3.2 recover in full from the Supplier and the Supplier shall on demand indemnify the Customer in full from any loss sustained by the Customer in consequence of any breach of this clause 27 including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Goods and/or Services and any additional expenditure incurred by the Customer throughout the remainder of the original Contract Period were it not for such termination.

28. TRANSFER AND SUB-CONTRACTING

- 28.1 The Supplier shall not assign, novate, Sub-Contract or in any other way dispose of the Contract or any part of it without Approval. The Supplier shall pay the Customer its reasonable costs and expenses incurred in considering and dealing with any application by the Supplier for such Approval.

- 28.2 The Supplier shall not substitute or remove a Sub-Contractor or appoint an additional Sub-Contractor without the prior written consent of ESPO and the Customer Approval. Notwithstanding any permitted Sub-Contract in accordance with this clause 28, 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. If the Customer gives Approval to the Supplier to Sub-Contract any part of this Contract, the Supplier shall ensure that any such Sub-Contract complies with all relevant terms and conditions of this Contract.

29. FORCE MAJEURE

- 29.1 Neither Party shall be liable to the other Party for any delay in performing, or failure to perform, its obligations under the Contract to the extent that such delay or failure is a result of Force Majeure. Notwithstanding the foregoing, each Party shall use all reasonable endeavours to continue to perform its obligations under the Contract for the duration of such Force Majeure. However, if such Force Majeure prevents either Party from performing its material obligations under the Contract for a period in excess of 6 Months, either Party may terminate the Contract with immediate effect by notice in writing to the other Party.
- 29.2 Any failure or delay by the Supplier in performing its obligations under the Contract which results from any failure or delay by an agent, Sub-Contractor or a supplier shall be regarded as due to Force Majeure only if that agent, Sub-Contractor or supplier is itself impeded by Force Majeure from complying with an obligation to the Supplier.
- 29.3 If either Party becomes aware of a Force Majeure event or occurrence which gives rise to, or is likely to give rise to, any such failure or delay on its part as described in clause 29.1, it shall immediately notify the other by the most expeditious method then available, and shall inform the other of the period during which it is estimated that such failure or delay shall continue.
- 29.4 If an event a Force Majeure event affects the Services, the Customer may direct the Supplier to procure those Goods and/or Services from a third party Supplier in which case the Supplier will be liable for payment for the provision of those Goods and/or Services for as long as the delay in performance continues.
- 29.5 The Supplier will not have the right to any payment from the Customer under this Contract where the Supplier is unable to provide the Goods and/or Services because of an event of Force Majeure. However, if the Customer directs the Supplier to use a replacement supplier pursuant to sub-clause 29.4, then the Customer will pay the Supplier (a) the Contract Charge; and (b) the difference between the Contract Charge and the new supplier's costs if, in respect of the Goods and/or Services that are subject to Force Majeure, the new Supplier's costs are greater than the Contract Charge.

30. WAIVER

- 30.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.

- 30.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with clause 40 (Notices).
- 30.3 A waiver by either Party of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

31. CUMULATIVE REMEDIES

- 31.1 Except as otherwise expressly provided by this Contract, the rights and remedies provided by this Contract are cumulative and are not exclusive of any right or remedies provided at law or in equity or otherwise under this Contract.

32. FURTHER ASSURANCES

- 32.1 Each Party undertakes, at the request of the other, to do all acts and execute all documents which may be necessary to give effect to the meaning of this Contract.

33. VARIATION

No variation of this Contract shall be effective unless it is in writing and signed by the Parties (or their authorised representatives).

34. SEVERABILITY

- 34.1 If any provision of this Contract is held invalid, illegal or unenforceable for any reason, such provision shall be severed, and the remainder of the provisions hereof shall continue in full force and effect as if this Contract had been executed with the invalid, illegal or unenforceable provision eliminated.
- 34.2 If a provision of this Contract that is fundamental to the accomplishment of the purpose of this Contract, is held to any extent to be invalid, the Customer and the Supplier shall immediately commence good faith negotiations to remedy such invalidity.

35. MISTAKES IN INFORMATION

- 35.1 The Supplier shall be responsible for the accuracy of all drawings, documentation and information supplied to the Customer by the Supplier in connection with the supply of the Goods and/or Services, and shall pay the Customer any extra costs occasioned by any discrepancies, errors or omissions therein, except where such mistakes are the fault of the Customer.

36. SUPPLIER'S STATUS

- 36.1 At all times during the Contract Period, the Supplier shall be an independent contractor and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and, accordingly, neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract or otherwise agreed in writing by the Parties.

37. CONFLICTS OF INTEREST

- 37.1 The Supplier shall take appropriate steps to ensure that neither the Supplier nor any of the Staff are placed in a position where (in the reasonable opinion of the Customer), there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier or the Staff and the duties owed to the Customer under the provisions of the Contract.
- 37.2 The Supplier shall promptly notify the Customer (and provide full particulars to the Customer) if any conflict referred to in clause 37.1 above arises or is reasonably foreseeable.
- 37.3 The Customer reserves the right to terminate the Contract immediately by giving notice in writing to the Supplier and/or to take such other steps it deems necessary where, in the reasonable opinion of the Customer, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier and the duties owed to the Customer under the provisions of the Contract. The actions of the Customer pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the either Party.
- 37.4 This clause shall apply during the Contract Period and for a period of two (2) Years after expiry of the Contract Period.

38. ENTIRE AGREEMENT AND COUNTERPARTS

- 38.1 This Contract constitutes the entire agreement and understanding between the Parties in respect of the matters dealt with in it and supersedes, cancels or nullifies any previous agreement between the Parties in relation to such matters.
- 38.2 Each of the Parties acknowledges and agrees that, in entering into the Contract it does not rely on, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) other than as expressly set out in the Contract.
- 38.3 The Supplier acknowledges that it has:
- 38.3.1 entered into the Contract in reliance on its own due diligence alone; and
 - 38.3.2 received sufficient information required by it in order to determine whether it is able to provide the Goods and/or Services in accordance with the terms of the Contract.
- 38.4 Nothing in clauses 38.1 and 38.2 shall operate to exclude Fraud or fraudulent misrepresentation.
- 38.5 This Contract may be executed in counterparts each of which when executed and delivered shall constitute an original but all counterparts together shall constitute one and the same instrument.

39. THE CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

- 39.1 A person who is not a Party to the Contract except ESPO or, as appropriate, the Trading Company in relation to its right to claim Retrospective Rebate from the

Supplier under the payment clause has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

39.2 Not Used

39.3 No consent of any third party is necessary for any rescission, variation (including any release or compromise in whole or in part of liability) or termination of this Contract or any one or more clauses of it.

40. NOTICES

40.1 Except as otherwise expressly provided within the Contract, any notice given under or in relation to this Contract shall be in writing by letter, sent by hand, pre-paid first class post, Special Delivery, registered post or by the recorded delivery service, and to the address for the attention of the relevant Party set out in clause 40.4 or to such other address as that Party may have stipulated in accordance with clause 40.5

40.2 A notice shall be deemed to have been received:

40.2.1 if delivered by hand, at the time the notice is left at the address on a Working Day and, if not before 5 pm on a Working Day, on the next Working Day;

40.2.2 in the case of pre-paid first class post, Special Delivery, registered post or by the recorded delivery service very three Working Days from the date of posting;

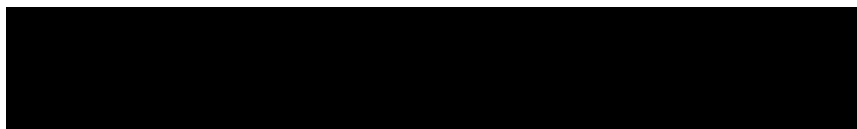
40.2.3 in the case of electronic communication, three Working Days after posting of a confirmation letter (sent as above) containing the electronic communication.

40.3 In proving service, it shall be sufficient to prove that delivery by hand was made, or that the envelope containing the notice was addressed to, the relevant Party set out in clause 40.4 (or other address as properly notified by that Party) and delivered either to that address or into the custody of the postal authorities as pre-paid first class post, Special Delivery, registered post or by the recorded delivery service.

For the purposes of clause 40.1, the address of each Party shall be:

40.3.1 for the Customer:

Address: UKHSA, Nobel House, 17 Smith Square,
London SW1P 3J



40.3.2 for the Supplier:

Address: Restore Records Management, Alfred Eley
Way, Swadlincote, DE11 0WU



- 40.4 Either Party may change its address for service by serving a notice in accordance with this clause.
- 40.5 Any notice given under this Contract shall not be validly served if sent by email and not confirmed by a letter.
- 40.6 This clause 40 does not apply to the service of any proceedings or other documents in any legal action or any arbitration.

41. LEGISLATIVE CHANGE & LOCAL GOVERNMENT REORGANISATION

- 41.1 The Supplier shall neither be relieved of its obligations under this Contract nor be entitled to an increase in the Contract Charge as the result of a General Change in Law.
- 41.2 The Parties acknowledge that during Contract Period the local government structure in the Customer's administrative areas may be subject to change. Such a change may give rise to the need for the Customer to terminate this Contract and/or seek its potential variation with any successor or assignee of the Customer. The Customer shall not be liable for any loss of any kind including lost opportunity that may arise as a consequence of local government reorganisation.

42. DISPUTES AND LAW

42.1 Governing Law and Jurisdiction

The Contract shall be governed by and interpreted in accordance with the laws of England and Wales and the Parties agree to submit to the exclusive jurisdiction of the English and Welsh courts any dispute that arises in connection with the Contract.

42.2 Dispute Resolution

- 42.2.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within twenty (20) Working Days of either Party notifying the other of the dispute, and such efforts shall involve the escalation of the dispute to the level of the Customer's Representative and the Supplier's Representative.
- 42.2.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- 42.2.3 If the dispute cannot be resolved by the Parties pursuant to clause 42.2.1, the Parties shall refer it to mediation pursuant to the procedure

set out in clause 42.2.5 unless the Parties agree it shall not go to such mediation.

42.2.4 The obligations of the Parties under the Contract shall not be suspended, cease or be delayed by the reference of a dispute to mediation and the Supplier and the Staff shall comply fully with the requirements of the Contract at all times.

42.2.5 The procedure for mediation is as follows:

42.2.5.1 a neutral mediator ("**the Mediator**") shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within ten (10) Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within ten (10) Working Days from the date of the proposal to appoint a Mediator or within ten (10) Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution ("**CEDR**") to appoint a Mediator;

42.2.5.2 the Parties shall within 10 Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held; the Parties may at any stage seek assistance from the Mediator to provide guidance on a suitable procedure;

42.2.5.3 unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;

42.2.5.4 if the Parties reach agreement on the resolution of the dispute, the agreement shall be reduced to writing and shall be binding on the Parties once it is signed by their duly authorised representatives;

42.2.5.5 failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative opinion in writing; such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties; and

42.2.5.6 if the Parties fail to reach agreement within sixty (60) Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute between them may be referred to the courts.

SCHEDULE 1

SERVICE LEVELS AND SERVICE CREDITS

1. SCOPE

This schedule 1 sets out the Service Levels which the Supplier is required to achieve when delivering the Goods and/or Services, the mechanism by which the Supplier's failure to deliver the level of Service for which it has contracted to deliver ("**Service Failure**") will be managed and the method by which the Supplier's performance of the Services by the Supplier will be monitored. This schedule comprises:

Part A: Service Levels;

Appendix to Part A - Service Levels and Service Credits; and

Part B: Performance Monitoring.

PART A

SERVICE LEVELS

2. PRINCIPAL POINTS

- 2.1 The objectives of the Service Levels and Service Credits are to:
 - 2.1.1 ensure that the Services are of a consistently high quality and meet the requirements of the Customer;
 - 2.1.2 provide a mechanism whereby the Customer 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
 - 2.1.3 incentivise the Supplier to meet the Service Levels and to remedy any failure to meet the Service Levels expeditiously.

3. SERVICE LEVELS

- 3.1 The Appendix to this Part A of this schedule sets out Service Levels, the performance of which the Parties have agreed to measure.
- 3.2 The Supplier shall monitor its performance of each of the Services referred to in Appendix A by reference to the Service Level(s) for that part of the Service and shall send the Customer a report detailing the level of service which was achieved in accordance with the provisions of Part B of this schedule 1.
- 3.3 If the level of performance of the Supplier of any element of the Services during Contract Period:
 - 3.3.1 Not Used
 - 3.3.2 constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract pursuant to clause 19.3 .

APPENDIX TO PART A**SERVICE LEVELS**

		Levels achieved			
Service Level		85-90%	91-94%	95%-97%	98%-100%
1	95% of deliveries take place within 24 hours of request				
2	100% of deliveries take place within 72 hours of request				
3	100% of next day deliveries take place within 24 hours of request				
4	95% of collections take place within 24 hours of request				
5	100% of collections take place within 72 hours of request				
6	100% of next day collections take place within 24 hours of request				
7	95% of record destruction requests fulfilled within 24 hours of request				
8	95% requests to set-up new subaccount fulfilled within 24 hours of request				
9	100% of requests to set-up new subaccount fulfilled within 72 hours of request				

PART B

PERFORMANCE MONITORING

1. PRINCIPAL POINTS

- 1.1 This Part B provides the methodology for monitoring the Services:
 - 1.1.1 to ensure that the Supplier is complying with the Service Levels; and
 - 1.1.2 for identifying any failures to achieve Service Levels in the performance of the Supplier and/or delivery of the Services ("**Performance Monitoring System**").
- 1.2 Within 20 Working Days of the Commencement Date, the Supplier shall provide the Customer 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.

2. REPORTING OF SERVICE FAILURES

- 2.1 The Customer shall report all Service Failures and any Critical Service Failure to the Customer in accordance with the processes agreed in paragraph 1.2 above.

3. PERFORMANCE MONITORING AND PERFORMANCE REVIEW

- 3.1 The Supplier shall provide the Customer with reports in accordance with the process and timescales agreed pursuant to paragraph 1.2 above which shall contain, as a minimum, the following information in respect of the relevant period just ended ("**Performance Monitoring Reports**"):
 - 3.1.1 for each Service Level, the actual performance achieved over the Service Level for the relevant period;
 - 3.1.2 a summary of all Service Failures that occurred during that period;
 - 3.1.3 any Critical Service Failures and details in relation thereto;
 - 3.1.4 for any repeat Service Failures, actions taken to resolve the underlying cause and prevent recurrence;
 - 3.1.5 the Service Credits to be applied in respect of the relevant period indicating the Service Failures and Service Levels to which the Service Credits relate; and
 - 3.1.6 such other details as the Customer may reasonably require from time to time.
- 3.2 The Parties shall attend meetings to discuss Service Level 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 Customer of the Performance Monitoring Reports. The Performance Review Meetings shall (unless otherwise agreed):
 - 3.2.1 take place within one (1) week of the reports being issued by the Supplier;

- 3.2.2 take place at such location and time (within Normal Business Hours) as the Customer shall reasonably require unless otherwise agreed in advance;
 - 3.2.3 be attended by the Supplier's Representative and the Customer's Representative; and
 - 3.2.4 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 Customer's Representative and any other recipients agreed at the relevant meeting. The minutes of the immediately preceding Month's Performance Review Meeting will be agreed and signed by both the Supplier's Representative and the Customer's Representative at each meeting.
- 3.3 The Customer shall be entitled to raise any additional questions and/or request any further information regarding any Service Failure.
- 3.4 The Supplier shall provide to the Customer such supporting documentation as the Customer 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 period.

4. SATISFACTION SURVEYS

- 4.1 In order to assess the level of performance of the Supplier, the Customer may undertake satisfaction surveys in respect of the Supplier's provision of the Services.
- 4.2 The Customer shall be entitled to notify the Supplier of any aspects of their performance of the Services which the responses to the satisfaction surveys reasonably suggest are not in accordance with the Contract.
- 4.3 All other suggestions for improvements to the Services shall be dealt with as part of the Continuous Improvement Plan pursuant to paragraph 3 of schedule 6 of the Framework Agreement.

SCHEDULE 2

IMPLEMENTATION PLAN AND MILESTONES

1. IMPLEMENTATION PLAN

- 1.1 The Supplier shall supply the Goods and/or Services in accordance with the Implementation Plan that it submitted to the Customer prior to the Commencement Date which shall be incorporated into the Master Contract Schedule and/or any other Contract Document.
- 1.2 If so required by the Customer, the Supplier shall produce a further version of the Implementation Plan (based on the plan specified in the Master Contract Schedule or any other Contract Document) in such further detail as the Customer may reasonably require. The Supplier shall ensure that each version of the Implementation Plan is subject to Approval. The Supplier shall ensure that the Implementation Plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation of the Services and/or provision of the Goods.
- 1.3 The Customer shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Implementation Plan.

2. MILESTONES

- 2.1 The Supplier shall perform its obligations so as to meet each Milestone by the Milestone Date.
- 2.2 Changes to the Milestones 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 Customer Default which affects the Supplier's ability to achieve a Milestone by the relevant Milestone Date).
- 2.3 If a Milestone has not been achieved by the relevant Milestone Date, the Supplier shall pay to the Customer Delay Payments in accordance with the table above for each day of delay from and including the relevant Milestone Date until and including the date on which the relevant criteria of the Milestone are actually achieved, and the Customer provides the Supplier with confirmation in writing of its satisfaction that the Milestone has been met.
- 2.4 No payment or concession to the Supplier by the Customer or other act or omission of the Customer shall in any way affect the rights of the Customer to recover the Delay Payments pursuant to the provisions of this Schedule or be deemed to be a waiver of the right of the Customer to recover any such damages unless such waiver has been signed by the Customer, expressly made in writing by the Customer and refers specifically to a waiver of the Customer's rights to claim Delay Payments.
- 2.5 The Customer's rights to claim Delay Payments pursuant to this Contract shall be without prejudice to any right of the Customer to claim damages or other remedy for breach