Call-Off Schedule 1 (Transparency Reports)

1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (updates to transparency principles v1.1 (https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN 01/17.

1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.

1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.

1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

Annex A: List of Transparency Reports

The table provided below is an illustrative example of a List of Transparency Reports used for demonstrative purposes only.

Title	Content	Format	Frequency	Delivery Method
Performance metrics	Report on performance metrics and KPIs	Excel	Quarterly	
Call-Off Contract Charges	Monthly Contract Charges	Excel	Monthly	
Key Subcontractors and supply chain governance	Checks on sub-contractors and supply chain governance	Excel	Quarterly	
Technical	Report and issues log for technical delivery	Excel	Weekly	
Performance and underperformance management	Report with mitigation actions	Excel	Monthly	
Transparency Performance Report	KPIs agreed as to be published	As required by Cabinet Office	Quarterly	Email
Contract Management Reports	Report on performance metrics and KPIs Finance Remedies/Service Credits Contract Management Issues Contract Change Report	Excel	Monthly	SharePoint Upload

Social Value	Social Value KPIs agreed as to be published	As required by Cabinet Office	Quarterly	Email
Transition Report	TBC		Fortnightly/ Weekly and a joint Supplier & Buyer Obligation	
Assets	Third Party Software Supplier Proprietary Software			
Charging Reports	Monthly Invoice Data	Excel	Monthly	Email Buyer's chosen electronic transaction system
Financial Model	Quarterly Contract Report	Excel	Quarterly	Email
Project Performance	On Time Project Completion On Budget Project Completion		Monthly	Email. Service Reviews
Project Data	Running data of on going Statement of Works and their current position		Weekly	Email. Touchpoint