



Home Office

AUTHORITY: The Secretary of State for the Home Department

Schedule F – Operating Fee

Colnbrook & Harmondsworth IRCs

ITT DOCUMENT LIST

Volume	Title
Main Contract	Services Agreement
Schedules	SCHEDULE A Insurances
	SCHEDULE B Fixtures, Fittings and Equipment
	SCHEDULE C Maintenance Management Part 1 – Maintenance Management Part 2 – Tenderers Response
	SCHEDULE D Operational Specification Part 1 – Operational Specification Part 2 – Tenderers Response
	SCHEDULE E Contingency and Emergency Procedures
	SCHEDULE F Operating Fee
	SCHEDULE G Performance Evaluation
	SCHEDULE H Mobilisation
	SCHEDULE I Form of Lease
	SCHEDULE J Named Representatives
	SCHEDULE K Not Used
	SCHEDULE L Dispute Resolution Procedure
	SCHEDULE M Permitted Sub-Contractors and Sub-contracts at the date of contract
	SCHEDULE N Change Control Procedures
	SCHEDULE O Form of Parent Company Guarantee
	SCHEDULE P Demobilisation
	SCHEDULE Q Commercially Sensitive Information
	SCHEDULE R Consultations
	SCHEDULE S Service Improvements and Cost Savings
	Data Room

CONTENTS

ITT DOCUMENT LIST	2
CONTENTS	3
INTRODUCTION.....	6
1 MONTHLY PAYMENT	6
2 FORMULA FOR MONTHLY PAYMENT	6
3 START UP COSTS	7
4 CALCULATION OF AGGREGATE MONTHLY PERFORMANCE CREDIT	7
5 MAXIMUM MONTHLY PERFORMANCE DEDUCTIONS	8
6 ACCRUAL OF PERFORMANCE CREDITS DURING FIRST THREE PERFORMANCE MONTHS.....	8
7 APPLICATION OF INDEXATION TO THE MONTHLY OPERATING FEE.....	8
8 MECHANISM FOR CHECKING/RECTIFYING DAILY REPORT	9
9 CONTRIBUTION TO HEADOFFICE/PARENT COMPANY	9
10 SUBCONTRACTOR AND MANAGEMENT COSTS OF IMPLEMENTATION OF NOTICE OF CHANGES	10
APPENDIX 1	11
APPENDIX 2.....	24

INTERPRETATIONS

The following is a list of the key definitions and abbreviations used throughout this document.

Term	Definition
Contract Award	Means the date that the Contract for Colnbrook and Harmondsworth IRCs is awarded by the Secretary of State for the Home Department to the Service Provider.
Contract Month	Means any month in a Contract Year provided that: a) The first Contract Month shall commence on the date upon which the Full Operation Date falls and end on the last day of the month in which the Full Operation Date occurs; and b) The last Contract Month shall begin on the first day of the month in which the last day of the Contract Term occurs and end on the last day of the Contract Term.
Contract Year	Means a period of 12 months commencing on 01/09/2014, provided that: (a) The first Contract Year shall be the period commencing from the Full Operation Date and ending on the immediately following 01/09/2014; and (b) The final Contract Year shall be the period commencing on 31/08/2021 immediately preceding the last day of the Contract Term and ending on that day.
Detainee Allowance	Payment of an allowance of £<Redacted> (each week to every Detainee payable 24 hours after their arrival at the Removal Centre.
Detainee Paid Work	The opportunity for Detainees to participate voluntarily in paid activity.
First Indexation Review Date	Means 01/09/2015
Indexation Review Date	Shall be the First Indexation Review Date and each anniversary thereafter upon which day the Fixed Fee and the Variable Fee are subject to indexation in accordance with section 8 below.
Start Up Costs	Means the costs relating to the preparation and setting up of the Services by the Service Provider prior to receipt of the Permit to Operate.
Profit Margin	Means the difference in percentage terms between the price and the cost of a good or service. Profit Margin % = ((Price/Cost) – 1) x100

Term	Definition
RPI _x or RPIX	Means the Retail Price Index as published from time to time in Table 5 (in respect of all items other than mortgage interest payments) of Business Monitor (MM23) published by the Office for National Statistics or such index in such other journal as shall replace such table (and, for the avoidance of doubt, if RPI is rebased during the Contract Term, it shall nevertheless be determined for the purposes hereof as if no such rebasing had occurred).
Non Indexable costs	Means costs that are not included within the Fixed and Variable Fees and do not attract indexation increases under section 8 below. These costs shall include (but are not limited to) the Detainee Allowance, and Detainee Paid work. For the avoidance of doubt, these costs will be deducted before any indexation calculation is carried out. These costs are set out as a line item headed "Total non-Indexable Costs" on pages 17 and 24.

Table 1- Definitions & Abbreviations

INTRODUCTION

1 MONTHLY PAYMENT

- 1.1 The Authority shall pay to the Service Provider during the Full Operation Period the Operating Fee in accordance with Clause 41 (Price) and the provisions of this Schedule F, subject to variations in accordance with Clause 13 (Changes).
- 1.2 The Operating Fee shall be the total amount payable to the Service Provider for the provision by the Service Provider of the Services, as set out in Appendix 1.
- 1.3 The Operating Fee payable in respect of each Performance Month in the period commencing on the Commencement Date and ending on the First Indexation Review Date shall, subject to any variations agreed in accordance with Clause 13 (Changes), be calculated in accordance with paragraph 2 below.
- 1.4 The Operating Fee payable shall be adjusted on each Review Date in accordance with paragraph 7 below.
- 1.5 The amount of the Operating Fee payable in respect of each of the first and last Performance Months shall be adjusted pro rata to reflect the actual number of days on which the Services were delivered in the relevant month.

2 FORMULA FOR MONTHLY PAYMENT

The Operating Fee payable to the Service Provider in respect of a Performance Month shall be calculated according to the following formula:

$$(A + B) - C_n$$

where:

- A** is <Redacted>the "**Fixed Fee**" (being the total of the amounts set out in the third column of the relevant part of Appendix 1 (as appropriate, depending on the selected Contract Term) against "Total Excluding VAT" in each Performance Month following the commencement of Full Operation Period until the First Indexation Review Date, and thereafter as adjusted in accordance with paragraph 7 below).
- B** is <Redacted>(the "**Variable Fee**") (being the total of the amounts set out in the fourth column of Appendix 1 (as appropriate against "Total Excluding Vat) multiplied by the total **Detainee Occupancy** in that Performance Month following the Commencement Date until the Review Date and thereafter as adjusted in accordance with paragraph 7 below;
- C_n** is the Aggregate Monthly Performance Credit (as defined in paragraph 4 below) for such Performance Month;

Detainee Occupancy means, the total number of Detainees occupying the available Detainee Places in any 24 hour period as measured from 00.01 hours to midnight, adjusted in order to get a figure for the Performance Month.

3 START UP COSTS

Start up costs shall be payable when the Permit to Operate is issued.

Start up costs incurred by the Service Provider and subsequently verified by the Authority in accordance with Appendix 1 of this Schedule F shall, subject to the other provisions of this Paragraph 3, become payable upon the Full Operation Date. The Start up costs payment shall be balance of any payments made in accordance with paragraphs below.

During the Mobilisation Period, the Service Provider will be permitted to submit up to two intermediate invoices. The first of the intermediate invoices may be submitted no earlier than six (6) months after the Date of Contract; whilst the second intermediate invoice may be submitted no earlier than four (4) months after the first intermediate invoice. Any invoice submitted under this paragraph will be reimbursed on the basis of actual costs incurred only and full supporting documentary evidence shall be provided by the Service Provider.

The sum of the intermediate mobilisation invoices referred to above shall be no greater than the amount detailed in Appendix 1 to this Schedule F and shall be no more than 50% of the total Start up costs. A third and final payment shall become payable to the Service Provider in respect of all outstanding Start up costs upon the Full Operation Date.

All Start up costs shall be clearly identified in supporting information to the invoice and the sum of all costs for each cost line shall be no greater than those detailed in Appendix 1 to this Schedule F.

4 CALCULATION OF AGGREGATE MONTHLY PERFORMANCE CREDIT

The Aggregate Monthly Performance Credit for each Performance Month is calculated in accordance with the following formula:

$$C_n = \sum PC_1 + \sum PC_2 + \sum PC_3$$

where:

C_n is the Aggregate Monthly Performance Credits (if any) accrued for a Performance Month ("n") in relation to Performance Failures;

$\sum PC_1$ is the sum of Performance Credits (if any) accrued for a Performance Month ("n") in relation to Performance Failures, as defined in Section 2 of Schedule G, Available Services;

$\sum PC_2$ is the sum of Performance Credits (if any) accrued for a Performance Month ("n") in relation to Performance Failures, as defined in Section 2.1 of Schedule G, Failure to Provide Required Staffing Level;

$\sum PC_3$ is the sum of Performance Credits (if any) accrued for a Performance

Month ("n") in relation to Performance Failures, as defined in Section 3 of Schedule G, Significant Performance Failure;

For the avoidance of doubt the Credit value, as detailed in Section 4 of Schedule G, shall be used to determine Performance Credits.

5 MAXIMUM MONTHLY PERFORMANCE DEDUCTIONS

Throughout the Full Operation Period, the maximum value of aggregated Monthly Performance Credits redeemable shall be limited to 15% of the monthly operating fee for the service.

6 ACCRUAL OF PERFORMANCE CREDITS DURING FIRST THREE PERFORMANCE MONTHS

With respect to the first three Performance Months immediately following the Full Operation Date, the first <Redacted> of Performance Credits incurred in such Performance Months shall not be taken into account when calculating the Aggregate Monthly Performance Credit Sum for that Performance Month. The value of all Performance Credits incurred in each Performance Month in excess of the first £<Redacted> shall (subject to paragraph 5 above) be taken into account.

7 APPLICATION OF INDEXATION TO THE MONTHLY OPERATING FEE

At each Indexation Review Date, the relevant Fixed Fee and the Variable Fee for the period from (and including) that Indexation Review Date until (but excluding) the next Indexation Review Date (the "**Indexed Fixed Fee**" or the "**Indexed Variable Fee**", as the case may be) shall be determined in accordance with the following formulae:

$$A_{mr} = A_{m-1} \times \{(RPIX_n \div RPIX_{n-1}) - 2\%\}$$

$$B_{mr} = B_{m-1} \times \{(RPIX_n \div RPIX_{n-1}) - 2\%\}$$

Where:

A_{mr} is the Indexed Fixed Fee, excluding any Non Indexable costs

A_{m-1} is the Fixed Fee (as defined in Section 2 above) applicable immediately before the relevant Indexation Review Date, excluding any Non Indexable costs.

B_{mr} is the Indexed Variable Fee, excluding any Non Indexable costs

B_{m-1} is the Variable Fee (as defined in Section 2 above) applicable immediately before the relevant Indexation Review Date, excluding any Non Indexable costs.

$RPIX_n$ the level of RPIX published for the month of June preceding the relevant Indexation Review Date

RPIX_{n-1} the level of RPIX published for the month of June preceding the previous Contract Year's Indexation Review Date.

RPIX_{Base} is the level of RPIX published for June 2015. For the First Indexation Review Date only, RPIX Base shall be used in place of RPIX_{n-1}.

For the avoidance of doubt, the figures published for [three months before the commencement month] shall be used to allow for publication of the index in time to agree Indexation for the Indexation Review date.

The Non Indexable costs shall be added back to the Indexed Fixed and Variable Fees in order to calculate to the revised Fixed and Variable Fees which shall apply as from the relevant Indexation Review Date.

Any increase in the relevant Fixed and Variable Fee in accordance with this paragraph shall be limited to 7%. For the further avoidance of doubt if application of the formulae above results in a negative number or a zero value then the Fixed Fee and the Variable Fee shall remain same as they were before Indexation Review Date.

8 MECHANISM FOR CHECKING/RECTIFYING DAILY REPORT

If any of the information contained in any Daily Report is found to be incorrect and, consequently, the Service Provider receives an overpayment:

- (i) the Authority shall be entitled to a payment equal to the amount by which the Service Provider was overpaid by the Authority as a result of such error in respect of such day or days in respect of which the error was made; and
- (ii) the Daily Reports relating to days in respect of which no payment has yet been made by the Authority will be altered to the extent required to correct all errors and any invoice already issued relating to them and not yet paid by the Authority will be deemed amended to reflect such alteration.

9 CONTRIBUTION TO HEAD OFFICE/ PARENT COMPANY

Where the costs given in Appendix 1 include a contribution to Head Office, Group or Parent Company, the Service Provider shall declare the percentage contribution being made.

Further the Service Provider shall declare whether this contribution is included within the profit contribution, in Appendix 1, or is incorporated against the specific costing line elements.

	Percentage	Included within Profit Contribution (Y/N)
Contribution to Head Office/ Group / Parent Company	N/A	N/A

10 SUBCONTRACTOR AND MANAGEMENT COSTS OF IMPLEMENTATION OF NOTICE OF CHANGES

Where the Service Provider intends to enter into any Sub-contract for the implementation of a Notice of Change or intend to deliver the requirements of a Notice of Change without use of a Sub-Contract; it shall not charge any Management Fee for management of the relevant services. In addition to direct costs in respect of the relevant work, the Service Provider may only charge up to the Profit Contribution (%) declared at Appendix 1.

For the avoidance of doubt, if the direct cost of the proposed services under a Notice of Change is **<Redacted>** and the declared profit, at Appendix 1, is 5%, then the Authority will pay no more than **<Redacted>** in total.

When calculating direct costs for a Notice of Change the Service Provider shall provide a detailed break-down of costs to support the charge proposed. For the avoidance of doubt, the Service Provider shall not charge for staff or resources working on implementing Notices of Changes where these costs have already been covered by the Operating Fee.

APPENDIX 1

Part 1

Operating Fee Analysis for Colnbrook & Harmondsworth IRCs for 8 Year contract with extension up to 11 years

For the avoidance of doubt, the Operating Fees Listed below, under Part 1 of this Appendix 1, shall only be applicable if the Service Provider is providing Services at both Colnbrook Removal Centre and Harmondsworth Removal Centre.

Direct Staff Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Bed watches	<Redacted>	<Redacted>	<Redacted>
Efficiency recognition schemes	<Redacted>	<Redacted>	<Redacted>
Total bonus scheme	<Redacted>	<Redacted>	<Redacted>
Total ERNIC	<Redacted>	<Redacted>	<Redacted>
Total health care	<Redacted>	<Redacted>	<Redacted>
Total life and injury on duty cover	<Redacted>	<Redacted>	<Redacted>
Total pension costs	<Redacted>	<Redacted>	<Redacted>
Total wages & salaries	<Redacted>	<Redacted>	<Redacted>
TOTAL DIR STAFF COSTS	<Redacted>	<Redacted>	<Redacted>

Indirect Staff Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Advertising	<Redacted>	<Redacted>	<Redacted>
Recruitment	<Redacted>	<Redacted>	<Redacted>
Redundancy/TUPE	<Redacted>	<Redacted>	<Redacted>
Relocation	<Redacted>	<Redacted>	<Redacted>
Total Subsistence costs	<Redacted>	<Redacted>	<Redacted>
Total travel costs (staff)	<Redacted>	<Redacted>	<Redacted>
Training/Holiday/Sick pay	<Redacted>	<Redacted>	<Redacted>
Total Contact Management Indirect Staff Costs	<Redacted>	<Redacted>	<Redacted>

Supplies	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Additional/replacement kit/equipment	<Redacted>	<Redacted>	<Redacted>
Arts/crafts/gym/work	<Redacted>	<Redacted>	<Redacted>
Bed linen & towels	<Redacted>	<Redacted>	<Redacted>
Books/newspapers/library	<Redacted>	<Redacted>	<Redacted>
C&R equipment and uniforms (New Recruits):	<Redacted>	<Redacted>	<Redacted>
C&R equipment and uniforms (On-going):	<Redacted>	<Redacted>	<Redacted>
Cash register/shop	<Redacted>	<Redacted>	<Redacted>
Catering for Detainees	<Redacted>	<Redacted>	<Redacted>
Catering for official visitors	<Redacted>	<Redacted>	<Redacted>
Catering for staff	<Redacted>	<Redacted>	<Redacted>
Cleaning Consumables	<Redacted>	<Redacted>	<Redacted>
Communications equipment	<Redacted>	<Redacted>	<Redacted>
Computer equipment	<Redacted>	<Redacted>	<Redacted>
Detainee clothing	<Redacted>	<Redacted>	<Redacted>
Educational materials	<Redacted>	<Redacted>	<Redacted>
Fax	<Redacted>	<Redacted>	<Redacted>
Furniture & fittings	<Redacted>	<Redacted>	<Redacted>
Guard control systems	<Redacted>	<Redacted>	<Redacted>
Ice cream fridge	<Redacted>	<Redacted>	<Redacted>
Laundry equipment (Detainees and other laundry supplies)	<Redacted>	<Redacted>	<Redacted>
Maintenance supplies/materials	<Redacted>	<Redacted>	<Redacted>
Metal detectors	<Redacted>	<Redacted>	<Redacted>
Other equipment	<Redacted>	<Redacted>	<Redacted>
Personal hygiene supplies	<Redacted>	<Redacted>	<Redacted>
Photocopier/fax	<Redacted>	<Redacted>	<Redacted>
Photographic supplies	<Redacted>	<Redacted>	<Redacted>
Recreational & PE Equipment	<Redacted>	<Redacted>	<Redacted>
Religious materials	<Redacted>	<Redacted>	<Redacted>
Replacement furniture & equipment	<Redacted>	<Redacted>	<Redacted>
Security & fire equipment	<Redacted>	<Redacted>	<Redacted>
Shop stock	<Redacted>	<Redacted>	<Redacted>
Staff uniforms/personal equipment	<Redacted>	<Redacted>	<Redacted>
Stationery	<Redacted>	<Redacted>	<Redacted>

Telephone equipment	<Redacted>	<Redacted>	<Redacted>
Television systems	<Redacted>	<Redacted>	<Redacted>
Valuables collection/storage	<Redacted>	<Redacted>	<Redacted>
Total Supplies	<Redacted>	<Redacted>	<Redacted>

General Services	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Detainee catering	<Redacted>	<Redacted>	<Redacted>
Education	<Redacted>	<Redacted>	<Redacted>
Laundry services	<Redacted>	<Redacted>	<Redacted>
Interpreter services	<Redacted>	<Redacted>	<Redacted>
Library	<Redacted>	<Redacted>	<Redacted>
Hairdressing	<Redacted>	<Redacted>	<Redacted>
Religious ministers	<Redacted>	<Redacted>	<Redacted>
Coaching services	<Redacted>	<Redacted>	<Redacted>
Total General Services	<Redacted>	<Redacted>	<Redacted>

Building and Asset Management Services	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Business recovery services	<Redacted>	<Redacted>	<Redacted>
Central facilities charges	<Redacted>	<Redacted>	<Redacted>
Cherry picker	<Redacted>	<Redacted>	<Redacted>
Kitchen deep clean	<Redacted>	<Redacted>	<Redacted>
Waste disposal	<Redacted>	<Redacted>	<Redacted>
Pest control	<Redacted>	<Redacted>	<Redacted>
Cleaning equipment	<Redacted>	<Redacted>	<Redacted>
Energy management	<Redacted>	<Redacted>	<Redacted>
Fabric maintenance	<Redacted>	<Redacted>	<Redacted>
FM funding costs	<Redacted>	<Redacted>	<Redacted>
FM management	<Redacted>	<Redacted>	<Redacted>
FM overheads	<Redacted>	<Redacted>	<Redacted>
FM Sub contract labour (including cleaning)	<Redacted>	<Redacted>	<Redacted>
FM vehicles, communications, IT and uniforms	<Redacted>	<Redacted>	<Redacted>
Furnishings/equipment/materials	<Redacted>	<Redacted>	<Redacted>
Grounds maintenance	<Redacted>	<Redacted>	<Redacted>

H&S Services	<Redacted>	<Redacted>	<Redacted>
Internal and external cleaning materials	<Redacted>	<Redacted>	<Redacted>
Lifecycle replacement costs	<Redacted>	<Redacted>	<Redacted>
Maintenance and repair of M&E and Plumbing and Public Health Services	<Redacted>	<Redacted>	<Redacted>
Maintenance materials	<Redacted>	<Redacted>	<Redacted>
Maintenance of Fire precautions	<Redacted>	<Redacted>	<Redacted>
Operational maintenance and repair of security systems	<Redacted>	<Redacted>	<Redacted>
Service contract - planned maintenance systems	<Redacted>	<Redacted>	<Redacted>
Service contract - air conditioning	<Redacted>	<Redacted>	<Redacted>
Service contract - electrical circuit testing	<Redacted>	<Redacted>	<Redacted>
Service contract - alarms	<Redacted>	<Redacted>	<Redacted>
Service contract - generators	<Redacted>	<Redacted>	<Redacted>
Service contract - gym equipment	<Redacted>	<Redacted>	<Redacted>
Service contract - kitchen equipment	<Redacted>	<Redacted>	<Redacted>
Service contract - lighting contractors	<Redacted>	<Redacted>	<Redacted>
Service contract - main gate and fence	<Redacted>	<Redacted>	<Redacted>
Service contract - refrigeration	<Redacted>	<Redacted>	<Redacted>
Service contract - water treatment	<Redacted>	<Redacted>	<Redacted>
Specialist cleaning/deep cleans	<Redacted>	<Redacted>	<Redacted>
Tools and Equipment	<Redacted>	<Redacted>	<Redacted>
Other Building Management Services (Specify)	<Redacted>	<Redacted>	<Redacted>
Building and Asset Management Services	<Redacted>	<Redacted>	<Redacted>

Training Admin, & Records	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Personal computers	<Redacted>	<Redacted>	<Redacted>
Postage	<Redacted>	<Redacted>	<Redacted>
Entertainment	<Redacted>	<Redacted>	<Redacted>
Fax machines	<Redacted>	<Redacted>	<Redacted>
Photocopiers	<Redacted>	<Redacted>	<Redacted>
Training per specification – on going costs	<Redacted>	<Redacted>	<Redacted>
Training per specification - new recruits	<Redacted>	<Redacted>	<Redacted>
Additional training	<Redacted>	<Redacted>	<Redacted>

Telephone (including outgoing calls made by Authority)	<Redacted>	<Redacted>	<Redacted>
Total Training Admin and Records	<Redacted>	<Redacted>	<Redacted>

Vehicles	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Fuel	<Redacted>	<Redacted>	<Redacted>
Insurance	<Redacted>	<Redacted>	<Redacted>
Purchase/lease/rental	<Redacted>	<Redacted>	<Redacted>
Road Tax	<Redacted>	<Redacted>	<Redacted>
Vehicle maintenance	<Redacted>	<Redacted>	<Redacted>
Total Vehicle	<Redacted>	<Redacted>	<Redacted>

Overheads	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Audit/accountant	<Redacted>	<Redacted>	<Redacted>
Bank charges	<Redacted>	<Redacted>	<Redacted>
Bought ledger	<Redacted>	<Redacted>	<Redacted>
Computer costs	<Redacted>	<Redacted>	<Redacted>
Consultants	<Redacted>	<Redacted>	<Redacted>
General insurance	<Redacted>	<Redacted>	<Redacted>
Inventory expenses	<Redacted>	<Redacted>	<Redacted>
Legal fees	<Redacted>	<Redacted>	<Redacted>
Management charge	<Redacted>	<Redacted>	<Redacted>
Management overheads	<Redacted>	<Redacted>	<Redacted>
Office equipment	<Redacted>	<Redacted>	<Redacted>
Payroll processing	<Redacted>	<Redacted>	<Redacted>
Public relations	<Redacted>	<Redacted>	<Redacted>
Recruitment	<Redacted>	<Redacted>	<Redacted>
Trademark fee	<Redacted>	<Redacted>	<Redacted>
Total Overheads	<Redacted>	<Redacted>	<Redacted>

Utilities	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Water rates	<Redacted>	<Redacted>	<Redacted>
Electricity	<Redacted>	<Redacted>	<Redacted>
Gas	<Redacted>	<Redacted>	<Redacted>
Oil	<Redacted>	<Redacted>	<Redacted>
Carbon Reduction Charges	<Redacted>	<Redacted>	<Redacted>
Total Utilities	<Redacted>	<Redacted>	<Redacted>

Other Costs (Specify)	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Risk pricing - performance mech	<Redacted>	<Redacted>	<Redacted>
IT solution	<Redacted>	<Redacted>	<Redacted>
Pre-contract commencement inflation	<Redacted>	<Redacted>	<Redacted>
Pensions Act impact	<Redacted>	<Redacted>	<Redacted>
Annual property survey costs	<Redacted>	<Redacted>	<Redacted>
Lease costs	<Redacted>	<Redacted>	<Redacted>
Site enhancements & energy projects	<Redacted>	<Redacted>	<Redacted>
Total Other Costs	<Redacted>	<Redacted>	<Redacted>

Summary Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total general services	<Redacted>	<Redacted>	<Redacted>
Total building and asset management services	<Redacted>	<Redacted>	<Redacted>
Total training/admin/records	<Redacted>	<Redacted>	<Redacted>
Total vehicle costs	<Redacted>	<Redacted>	<Redacted>
Total overheads	<Redacted>	<Redacted>	<Redacted>

Total Utilities	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>
Total Indexable Operating Costs	<Redacted>	<Redacted>	<Redacted>
Profit contribution	<Redacted>	<Redacted>	<Redacted>
Total Indexable Cost	<Redacted>	<Redacted>	<Redacted>

Non Indexable Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Detainee Allowance/Grant	<Redacted>	<Redacted>	<Redacted>
Detainee Paid Work	<Redacted>	<Redacted>	<Redacted>
Other	<Redacted>	<Redacted>	<Redacted>
Total Non Indexable Costs	<Redacted>	<Redacted>	<Redacted>

TOTAL EXCLUDING VAT	Start up Costs (i)	Monthly Cost at the Base Rate (Value A Paragraph 2)	Variable Costs on an occupancy per night basis (Value B Paragraph 2)
	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
VAT (20%)	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
TOTAL CONTRACT COSTS	<Redacted>	<Redacted>	<Redacted>

Future Works/Notice of changes (Paragraph 11)	Percentage
Profit Contribution	<Redacted>

The Service Provider shall use the relevant costs elements from the tables above to provide the information below.

Summary of the Custody Suite Costs

Custody Suite Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total services	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Total Custody Suite Cost	<Redacted>	<Redacted>	<Redacted>

Summary of the Hearing Centre Costs

Hearing Centre Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total services	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Total Hearing Centre Cost	<Redacted>	<Redacted>	<Redacted>

Summary of the Building and Asset Management Costs

Building and Asset Management Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total services	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Total Building and Asset Management Cost	<Redacted>	<Redacted>	<Redacted>

Summary of the Catering Costs

Catering Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total services	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Total Catering Cost	<Redacted>	<Redacted>	<Redacted>

Summary of the Education Costs

Education Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total services	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>

Total Education Costs	<Redacted>	<Redacted>	<Redacted>

Part 2 (A)**Operating Fee for 8 Year contract with extension up to 11 years, for providing Services for Colnbrook Removal Centre only**

In the event that the Authority terminates the Services required at Harmondsworth, the Operating Fee for the Colnbrook Removal Centre will be as per below.

Summary Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total general services	<Redacted>	<Redacted>	<Redacted>
Total building and asset management services	<Redacted>	<Redacted>	<Redacted>
Total training/admin/records	<Redacted>	<Redacted>	<Redacted>
Total vehicle costs	<Redacted>	<Redacted>	<Redacted>
Total overheads	<Redacted>	<Redacted>	<Redacted>
Total Utilities	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>
Total Indexable Operating Costs	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Profit contribution	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Total Indexable Cost	<Redacted>	<Redacted>	<Redacted>

Non Indexable Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Detainee Allowance/Grant	<Redacted>	<Redacted>	<Redacted>
Detainee Paid Work	<Redacted>	<Redacted>	<Redacted>
Other	<Redacted>	<Redacted>	<Redacted>
Total Non Indexable Costs	<Redacted>	<Redacted>	<Redacted>

TOTAL EXCLUDING VAT	Start up Costs (i)	Monthly Cost at the Base Rate (Value A Paragraph 2)	Variable Costs on an occupancy per night basis (Value B Paragraph 2)
	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
VAT (20%)	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
TOTAL CONTRACT COSTS	<Redacted>	<Redacted>	<Redacted>

Future Works/Notice of changes (Paragraph 11)	Percentage
Profit Contribution	<Redacted>

Part 2 (B)**Operating Fee for 8 Year contract with extension up to 11 years, for providing services for Harmondsworth Removal Centre only**

In the event that the Authority terminates the Services required at Colnbrook Removal Centre, the Operating Fee for the Harmondsworth Removal Centre will be as per below.

Summary Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Total direct staff costs	<Redacted>	<Redacted>	<Redacted>
Total indirect staff costs	<Redacted>	<Redacted>	<Redacted>
Total supplies	<Redacted>	<Redacted>	<Redacted>
Total general services	<Redacted>	<Redacted>	<Redacted>
Total building and asset management services	<Redacted>	<Redacted>	<Redacted>
Total training/admin/records	<Redacted>	<Redacted>	<Redacted>
Total vehicle costs	<Redacted>	<Redacted>	<Redacted>
Total overheads	<Redacted>	<Redacted>	<Redacted>
Total Utilities	<Redacted>	<Redacted>	<Redacted>
Other Costs	<Redacted>	<Redacted>	<Redacted>
Total Indexable Operating Costs	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Profit contribution	<Redacted>	<Redacted>	<Redacted>
	<Redacted>	<Redacted>	<Redacted>
Total Indexable Cost	<Redacted>	<Redacted>	<Redacted>

Non Indexable Costs	Start up Costs (i)	Monthly Cost at the Base Rate (ii)	Variable Costs on an occupancy per night basis (iii)
Detainee Allowance/Grant	<Redacted>	<Redacted>	<Redacted>
Detainee Paid Work	<Redacted>	<Redacted>	<Redacted>
Other	<Redacted>	<Redacted>	<Redacted>
Total Non Indexable Costs	<Redacted>	<Redacted>	<Redacted>

TOTAL EXCLUDING VAT	Start up Costs (i)	Monthly Cost at the Base Rate (Value A Paragraph 2)	Variable Costs on an occupancy per night basis (Value B Paragraph 2)

			2)
	<Redacted>	<Redacted>	<Redacted>
VAT (20%)	<Redacted>	<Redacted>	<Redacted>
TOTAL CONTRACT COSTS	<Redacted>	<Redacted>	<Redacted>

Future Works/Notice of changes (Paragraph 11)	Percentage
Profit Contribution	<Redacted>

APPENDIX 2

FORM OF INVOICE

From:

[]

Registered Office: [] England.

Registered Number []. VAT Registration Number []

To:

Home Office Shared Service Centre

HO Box 5015

Newport

Gwent

NP20 9BB

£

Period of Service at [] (from 1/ / to 31/ /)

See summary attached:

Deductions: (a) Aggregate Monthly Performance Credits Sum, including Significant Performance Failures (*please specify*)

VAT 20% (or current applicable rate)

Total Amount Due:

This invoice is subject to Clause 47 (Amount Due and Set-Off) of the Contract.