

Schedule 3 (Charges)

1. Definitions

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Schedule 1 (Definitions):
- 1.1.1 “**People Costs**” means the cost of the individuals engaged to deliver the Services calculated by reference to a daily rate (specified on the Rate Card at Annex 3 to this Schedule 03) and number of days worked for that individual.
 - 1.1.2 “**Throughput Costs**” means any costs that are incurred by the Supplier to a third party arising directly from the delivery of the Services to the Buyer.

2. How Charges are calculated

- 1.1 The Charges:
- 1.1.1 shall be calculated in accordance with the terms of this Schedule;
 - 1.1.2 cannot be increased except as specifically permitted by this Schedule and shall not be subject to Indexation;
- 1.2 Any variation to the Charges payable under a Contract must be agreed between the Supplier and the Buyer and implemented using the Variation Procedure.

3. The pricing mechanisms

- 3.1 The pricing mechanisms and prices set out in Annex 1 (Prices) shall be available for use in calculation of Charges in the Contract.

4. Events that allow the Supplier to request changes to the Charges

- 4.1 The Charges can be varied (and Annex 1 will be updated accordingly) due to:
- 1.2.1 a Specific Change in Law in accordance with Clauses 28.6 to 28.8;
 - 1.2.2 a request from the Supplier, which it can make at any time, to decrease the Charges.

5. When you will be paid or reimbursed for travel and subsistence

Work Package (A) Deliverables

- 5.1 The Supplier will not be able to claim as an expense or charge for (as a Throughput Cost or otherwise) any travel and/or subsistence costs in relation to its delivery of the Work Package (A) Deliverables.

Work Package (B) Deliverables

- 5.2 The Supplier may be required to travel in its delivery of the Work Package (B) Deliverables, including travelling to the Expo site, and/or meeting with other suppliers contracted by the Buyer. The Supplier may recover travel and subsistence costs to the extent that they are Reimbursable Expenses supported by Supporting Documentation incurred in the delivery of the Work

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Package (B) Deliverables in accordance with the Buyer's Travel and Subsistence Expenses Policy set out at Schedule 31 (Travel and Subsistence), unless otherwise agreed in a Statement of Work.

5.3 Where travel and/or subsistence costs are agreed in a Statement of Work in accordance with the paragraph above, the Supplier will charge and invoice the Buyer for such costs in accordance with the terms of that Statement of Work.

5.4 No other expenses outside the Charges shall be paid to the Supplier.

Annex 1 – Prices

1. Work Package (A) Deliverables

- 1.1. The total Charges for the Work Package (A) Deliverables [redacted]
- 1.2. The Charges for the Work Package (A) Deliverables comprise People Costs and Throughput Costs.
- 1.3. The total People Costs and the total maximum Throughout Costs for each Work Package (A) Deliverable and for all Work Package (A) Deliverables (in aggregate) are as detailed in the table below:

| No. | Deliverable | People Costs (£, excluding VAT) | Throughput Costs (£, excluding VAT) |
|-------------------|---|---------------------------------|-------------------------------------|
| 1 | Narrative / Storyboard / Concept | [This text is redacted] | [This text is redacted] |
| 2 | Visitor Experience (Physical & Virtual) | [This text is redacted] | [This text is redacted] |
| 3 | Content Design | [This text is redacted] | [This text is redacted] |
| 4 | Early Pavilion Design | [This text is redacted] | [This text is redacted] |
| 5 | Cost Plan | [This text is redacted] | [This text is redacted] |
| 6 | Early Testing | [This text is redacted] | [This text is redacted] |
| SUB-TOTALS | | [This text is redacted] | [This text is redacted] |

- 1.4. The full breakdown of the People Costs and Throughput Costs for each Work Package (A) Deliverable set out in the table above can be found at Annex 2 to this Schedule 03.
- 1.5. The Supplier will invoice as per the procedure set out in Section 22 (Payment Method) of the Award Form.
- 1.6. People Costs:
- 1.6.1. The Supplier shall charge the Buyer for the total People Costs that are set out in the table at paragraph 1.3 above.
- 1.7. Throughput Costs
- 1.7.1. The Supplier shall charge the Buyer for actual Throughout Costs incurred by it during delivery of the Work Package (A) Deliverables.

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- 1.7.2. The Throughput Costs stated in the table at paragraph 1.3 are maximum budgets.
- 1.7.3. The Buyer shall not be liable to pay the Supplier for any Throughput Costs that it has not incurred.
- 1.7.4. Should the Supplier incur Throughput Costs in excess of the stated maximum budgets in the table at paragraph 1.3 or incur additional Throughput Costs it had not identified in its Tender, the Buyer shall not be liable to pay such Throughput Costs.

2. Work Package (B) Deliverables

- 2.1. The total Charges for the Work Package (B) Deliverables [redacted]
- 2.2. The Charges for any commissioned Work Package (B) Deliverables comprise the People Costs agreed pursuant to this section 2, any Throughput Costs agreed pursuant to this section 2 and any travel and subsistence expenses or costs incurred under paragraph 5 of this Schedule.
- 2.3. If the Buyer issues a single Statement of Work for all Work Package (B) Deliverables, the total Charges for those Work Package (B) Deliverables shall not exceed the Maximum Work Package (B) Deliverables Charges. Where the Buyer issues a Statement of Work for only part of the Work Package (B) Deliverables, the Buyer shall notify the Supplier of the maximum budget available for those Work Package (B) Deliverables and the total Charges for those Work Package (B) Deliverables shall not exceed that budget.
- 2.4. Invoicing for any Work Package (B) Deliverables will be agreed in the Statement of Work relating to those Work Package (B) Deliverables.
- 2.5. People Costs:
 - 2.5.1. The total People Costs for any Work Package (B) Deliverables shall be as agreed in a Statement of Work for that Work Package (B) Deliverable.
 - 2.5.2. The total People Costs for any Work Package (B) Deliverable shall be calculated on the basis of the roles and rates included in the Rate Card at Annex 3 to this Schedule 03. The use of any non-defined role that is not included on the Rate Card and/or any change to scope of any role on the Rate Card would need to be substantiated

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with evidence for consideration by the Buyer in its sole discretion. The Buyer is under no obligation to approve any such addition or change.

2.6. Throughput Costs:

- 2.6.1. The Buyer does not expect any Throughput Costs to be applicable to the Work Package (B) Deliverables. The Buyer may agree Throughput Costs in its discretion where it is satisfied that Throughput Costs are necessary for the delivery of a Work Package (B) Deliverable and will be reasonably incurred by the Supplier. The Parties will include such Throughput Costs in the Statement of Work for that Work Package (B) Deliverable.
- 2.6.2. For the avoidance of doubt, travel and subsistence expenses shall not be treated as Throughput Costs and shall be recoverable in accordance with paragraph 5 of this Schedule 3 (Charges).

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Annex 2 – Work Package (A)– Breakdown of People and Throughput Costs per Work Package (A) Deliverable

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Annex 3 – Rate Card

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