

## **Order 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.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the DPS Contract, within one (1) Month 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.

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Order Ref:

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**Annex A: List of Transparency Reports**

<b>Title</b>	<b>Content</b>	<b>Format</b>	<b>Frequency</b>
Management Information	Number of Applicant Support queries received	Excel Spreadsheet	Weekly during each Campaign
	Number of Applicant Support queries addressed		Weekly during each Campaign
	Number of Applicant Support queries forwarded to the Customer for response		Weekly during each Campaign
	Number of Applications received		Weekly during each Campaign
	Running total of value of Eligible Applications		Weekly during each Campaign
	Number of Ineligible Applications received		Weekly during each Campaign
	Number of Participant Support queries received		2 Working Days prior to each Performance Meeting
	Number of Participant Support queries addressed		2 Working Days prior to each Performance Meeting
	Number of Participant Support queries forwarded to the Customer for response		2 Working Days prior to each Performance Meeting
Projection timesheets	Details of services projected to be delivered and the associated number of staff FTE, day rates and costs required to complete these services in the upcoming Service Period	Excel Spreadsheet	3 Working Days prior to each Performance Meeting
Actuals timesheets	Details of services provided and the associated number of staff FTE, day rates and costs that were required to complete these services during the previous Service Period	Excel Spreadsheet	3 Working Days prior to each Performance Meeting