

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.
- 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.

Call-Off Schedule 1 (Transparency Reports)

Call-Off Ref:

Crown Copyright 2018

Annex A: List of Transparency Reports

Title	Content	Format	Frequency
Contract and Performance Account Management	Contract and Performance Account Management	PDF	Monthly
Performance Product Delivery	Report of products ordered by type and whether these were BAU, Project or DSE.	PDF	Quarterly
Performance Product Removal	Report of products removed by type.	PDF	Quarterly
Call-Off Contract Charges	Periodic assessment of Call-Off Contract Charges	PDF	6 Monthly and Annually
Prevention of Fraud and Bribery	Report of actions taken	PDF	Annually
Waste Management	Report of methods of disposal of waste	Metrics and frequency to be determined on publication of post 2020 Greening Government Commitment.	
Supply Chain Visibility	Supply Chain Information	Template in Joint Schedule 12	As requested.