

## Call-Off Schedule 5A (Pricing Details and Expenses Policy)

Call-Off Ref: C30669

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# Annex 1 (Call-Off Contract Prices)

## Rate Card: Capped Time and Materials

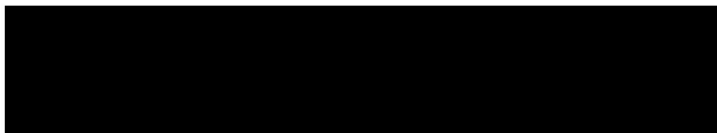
The Supplier (and its Subcontractors) shall not be entitled to include any uplift for risks or contingencies within its day rates.



## Overtime, Unsocial Hours and On-Call Pricing

The following rates shall not apply, save where explicitly referenced and agreed in a Statement of Work.

The following formulae shall apply to the following Deliverables:



Topic	
Unapproved Overtime	
Overtime agreed with the Buyer in a SOW within social hours	
On-Call uplift	
Weekday/Saturday unsocial premium call out fee	
Sunday/Public Holiday unsocial premium call out fee	

## **Annex 2 (Exceptional Technology Adjustments)**

Not used

## Annex 3 (Expenses Policy)

### FOR OUTCOME BASED SUPPLY CONTRACTS

1. The Supplier must adhere to the **overarching principles**, as set out below.
  - **Travel should be for essential business reasons only.** Suppliers shall work to minimise the costs of travel.
  - **Travel should consider environmental impact.** The Buyer has a responsibility to meet obligations to reduce carbon emissions and business travel itself and in its supply chain under the Greening Government Commitment Policy, and therefore does not encourage unnecessary travel. In order to reduce the environmental impact of travel, every attempt should be made to identify options to eliminate the need to travel, for example using new technologies to communicate. Regular travel should always be challenged as part of good practice;
  - The **lowest cost option** for travelling should be the default. Suppliers are encouraged to use public transport wherever possible. Suppliers are also expected to use the most economical means of public transport on every occasion, including travelling outside of peak times where practical. The purchase of advance tickets is expected in all but exceptional cases;
  - **First class** travel is **not permitted and will not be reimbursed**, regardless as to whether the cost of such is lower than alternative options, except when an individual has a disability as set out in the Business Travel and Expenses Procedure;
  - All travel bookings and expense claims for reimbursement must have **clear business justification**.
  - Suppliers shall claim compensation (for late or delayed travel for example), on behalf of the Buyer.
  - The Buyer will only reimburse expenses which are **in excess of the normal commuting and day to day costs** of the individual. Whilst journeys may begin from home, Suppliers will be required to take account of the above when making claims.
2. Reporting and Audit Suppliers are required to maintain a full itemised index of expenses, and detail the named personnel, reference, and work to which is relates, and sufficient evidence to show the principles have been considered and are met in each case, and provide copies on request at any time by the Buyer. Failure to provide the same will mean the expenses may not be recoverable. Suppliers shall maintain such records for review by the Buyer (and its auditors,

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HMRC, DHSC and any other central government entity) for the duration of the Call-Off Contract and for a period of 6 years from expiry or termination of the same.

3. Limitations and Exclusions Any reimbursement of expenses is subject to the following exclusions and limits:
  - 3.1. No expenses shall be chargeable for any Deliverables provided on a Fixed Price basis.
  - 3.2. Expenses shall only be chargeable for Deliverables charged on a Capped Time and Materials basis where the Call-Off Contract explicitly specifies both:
    - 3.2.1. that expenses are chargeable; and
    - 3.2.2. the total maximum capped amount for the expenses under the Call Off-Contract.
  - 3.3. If expenses are chargeable, they will only be chargeable up to the stated capped amount. If no capped amount is stated in the Call-Off Contract, then the capped amount shall be interpreted as zero and no expenses shall apply.
  - 3.4. Any claim for reimbursement of expenses must be submitted no later than monthly in arrears.
  - 3.5. No expenses shall be reimbursed for Suppliers working from their normal place of business (in any location) or their home.
  - 3.6. Suppliers shall be required to provide evidence of all expenses incurred on the submission of any invoice for the same. Any claims for expenses must be submitted with evidence (copies of VAT receipts).
4. Unless otherwise explicitly agreed under such Call-Off Contract as a variation of the application of this policy, there is no reimbursement of expenses for travel to any of the Buyer's main offices.
5. Subject to the above, only the following categories of expenses would be reimbursable. Where expenses are chargeable, such expense claims must also meet the following criteria:

Expenditure Type	Key Points
<b>TRAVEL</b>	
<b>Car Parking</b>	The Buyer will reimburse necessary and reasonable parking costs only.



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<b>Expenditure Type</b>	<b>Key Points</b>
<b>Mileage</b>	<p><b><u>There are no mileage expenses payable for delivery of services from the Buyer's main offices, and Supplier's main sites, as listed for delivery of the services.</u></b></p> <p>If the Supplier travels to another place, other than their identified place of work, in order to perform their duties and go there straight from their home or return direct to their home after such a visit, the claim for mileage costs, should be for the lesser of:</p> <ul style="list-style-type: none"><li>a) the mileage expenses actually travelled, and</li><li>b) the expenses, which would have been incurred if the journey had started and finished at the normal place of work.</li></ul> <p>If the personal circumstances and location of a particular individual lead to claims becoming excessive, the Buyer reserves the right to review and amend such claims as appropriate.</p> <p>The mileage reimbursement rate is 56p per mile unless agreed otherwise in advance between the Supplier and the Buyer.</p>
<b>Taxis Tolls &amp; Congestion Charges</b>	<p>Taxi - used where own/company car use is impractical or hire car is not available.</p> <p>Unavoidable road tolls and congestion charges. For example, Severn Bridge Toll, London Congestion Charge</p>
<b>Travel (Public Transport)</b>	<p><b><u>Flights will not be reimbursed at any time unless specifically agreed in writing advance with the Buyer.</u></b></p> <p>Trains or buses used in the course of business travel.</p> <p>Rail travel shall be considered when:</p> <ul style="list-style-type: none"><li>- Train fare is less expensive than car travel</li><li>- Door-to-door transit time is improved, or comparable to car travel</li><li>- Driving presents an inconvenience or business risk (i.e. traffic)</li></ul> <p>All rail travel, including travel by Eurostar, must be economy or standard class (unless agreed otherwise in advance in writing by the Buyer).</p> <p><b><u>First class train fare will not be reimbursed.</u></b></p> <p>In order to reduce costs, where possible, rail bookings should be made more than seven (7) days in advance.</p> <p>The lowest available rail fare offered should be accepted and advantage taken of any restricted fares offered where possible.</p>

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Expenditure Type	Key Points
<b>ACCOMMODATION</b>	
<b>Hotels</b>	<p>Hotel rates are limited by the Buyer to [REDACTED] including breakfast, per day, outside of London and [REDACTED] including breakfast, per day, within the M25.</p> <p>If an individual cannot find a hotel within these rates then the identified rate will be used as a cap on the actual invoice value and any amount above this will not be charged to the Buyer.</p>
<b>MEALS &amp; SUBSISTENCE</b>	
<b>Meals</b>	<p>Cost of meals will only be reimbursed if overnight solely on the Buyer business, or where pre-6am morning / post 9pm late evening travel is required (see Qualifying Trips below). A daily limit of [REDACTED] per day applies. On qualifying dates, the Buyer will reimburse for breakfast, lunch and/or dinner up to the total daily limit.</p> <p><b>Qualifying Trips</b> Meals may be reimbursed only when Suppliers:</p> <ul style="list-style-type: none"><li>- are required to stay away from home overnight whilst solely on the Buyer business, or</li><li>- are working away from their main office base for a single day, and either leave home before 06:00 or return home after 21:00.</li></ul>

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Expenditure Type	Key Points
<b>OTHER BILLABLE EXPENSES</b>	
<b>Personal Overnight Incidental Expenses</b>  <i><b>“Daily Allowance”</b></i>	<p><b><u>No Personal Overnight Incidental Expenses will apply where the individual is providing services for one day only and/or not staying overnight.</u></b></p> <p>The Buyer will reimburse personal incidental expenses incurred as a result of an <u>overnight</u> stay away from home, where such expenses are incurred directly as a result of business travel for the Buyer service only. Claims are subject to daily limits set by HM Revenue and Customs (currently up to [REDACTED] per day for overnight stays within the UK).</p> <p><b>The following items may be reimbursed where reasonable:</b></p> <ul style="list-style-type: none"><li>- drinks other than with meals (but not alcohol).</li><li>- laundry services (only for stays away from home of 5 consecutive nights or more) where work is performed solely for the Buyer.</li></ul> <p><b>The Buyer will not reimburse for:</b></p> <ul style="list-style-type: none"><li>- personal calls</li><li>- incidental food and beverage items (e.g. snacks, coffees) taken during the day (other than as Meals)</li><li>- newspapers, magazines</li><li>- in-room movies</li><li>- personal travel items (such as luggage or clothing)</li><li>- toiletries</li><li>- stationery</li></ul>
<b>Hotel Internet Calls</b>	Itemised on the hotel bill for internet access and strictly Buyer business use only. Such use for Buyer business must be proven. This may only be reimbursed up to a cap of [REDACTED]
<b>NON BILLABLE ITEMS</b> For the avoidance of doubt, the following items are not chargeable.	
<b>Telecommunications, mobiles</b>	These are classed as standard supplier overheads, therefore are not expenses and not reimbursable.
<b>VISAs, Permission to work permits, etc.</b>	These are classed as standard supplier overheads, therefore are not expenses and not reimbursable.
<b>Security Accreditation</b>	These are classed as standard supplier overheads, therefore are not expenses and not reimbursable.
<b>Office space, facilities</b>	These are classed as standard supplier overheads, therefore are not expenses and not reimbursable.
<b>Costs of relocation of any kind from other jurisdictions</b>	These are classed as standard supplier overheads, therefore are not expenses and not reimbursable.

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<b>Expenditure Type</b>	<b>Key Points</b>
<b>Laptops for Suppliers</b>	These are classed as standard supplier overheads, therefore are not expenses and not reimbursable. Please note Suppliers are responsible for the additional incremental costs of any security software required to access the Buyer's network.

Summary of Pricing Details

C30699

Supplier: 0

Version: 1.0

Dated: 20 Aug 2021

Contract Date

Date: 20 Aug 2021

View: Contract

Published Annexes		Tab	Current Date	Current Version	Published Version	Latest Published		Published Date	Contract Version		Contract Version Date
Annex 1A Call-Off Contract Prices		4. Call-Off Specific Rate Card	20 Aug 2021	1.0	0.0	Call-Off Rates V01_0		20 Aug 2021	Call-Off Rates V01_0		20 Aug 2021
Annex 1B Specific Technology Uplifts		5. Specific Technology Uplifts	20 Aug 2021	1.0	0.0	Technology Uplifts V01_0		20 Aug 2021	Technology Uplifts V01_0		20 Aug 2021
SOW Number	SOW Title		Start Date	End Date	Pricing Model	HMRC IR35 Status	Total Cost	Current Version	Latest Published	Contract Version	Contract Version Date
SOW01			20 Aug 2021	20 Aug 2022	Capped T&M	Inside IR35		1.0	SOW01 V01_0	SOW01 V01_0	20 Aug 2021
SOW02											
SOW03											
SOW04											
SOW05											
SOW06											
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## ACQ10 Specific Technology Adjustments

The Buyer has discretion regarding these rates.

However, if the Bidder is unable to provide resource for specific Technologies, list here

the Bidder should indicate the mark-up for the Role / Technology here

BUY10A Version:	1.0
BUY10B Dated:	20 Aug 2021
Published Version:	0.0

[illegible]







## **Call-Off Schedule 9A (Health Security)**

### **1 Cyber Security Essentials Scheme**

- 1.1 The Supplier shall provide the Buyer with evidence of Cyber Security Essentials compliance, in accordance with its obligations under Framework Schedule 9 (Cyber Essentials Scheme).

### **2 DSP Toolkit**

- 2.1 The Supplier shall within 1 Working Day of the Start Date of this Call-Off Contract register on the DSP Toolkit system (and shall update its registration on any replacement to such system). All organisations that have access to NHS patient data and systems must use this toolkit to provide assurance that they are practising good data security and that personal information is handled correctly. All organisations should aim to achieve compliance level 3, and should satisfy the “Standards Met” level of evidence.
- 2.2 The Supplier shall abide by the terms and guidance as detailed in and provided by the DSP Toolkit system.
- 2.3 The Supplier shall maintain good information governance and security standards and practices that meet or exceed the DSP Toolkit standards required of its organisation type. The Supplier shall at all times apply Good Industry Practice in these areas.
- 2.4 The Supplier shall confirm to the Buyer the DSP Toolkit assessment level received at the frequency set out in Annex 2 of Call Off Schedule 15A (Health Supplier and Contract Management). Where applicable, the Buyer shall include this information within the Information Security Management Document Set annual review in accordance with Paragraph 11 of Annex 3.
- 2.5 Where the Supplier receives a DSP Toolkit assessment grade level of 2 or less, it shall notify the Buyer within 10 Working Days.
- 2.6 The Supplier shall comply with the DSP Toolkit incident reporting requirements in respect of, and notify the Buyer of, any sensitive data breach as soon as the Supplier discovers such breach and provide such information and cooperation as may be required. Where Personal Data is affected this notification must occur in a manner commensurate with the Buyer’s notification requirements as set out in Joint Schedule 11 (Processing Data).

### **3 Supplier Staff Vetting**

- 3.1 All Supplier Staff shall be subject to pre-employment checks that include, as a minimum:
- 3.1.1 verification of identity;