



Department for
International Trade

Contract for the Provision of Creative and Production Agency Services – Asia Pacific

February 2018

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ITT Reference DN310591

SECTION 1:

FORM OF CONTRACT

PARTIES:

- (1) THE SECRETARY OF STATE FOR THE DEPARTMENT FOR INTERNATIONAL TRADE, 3 Whitehall Place, London, SW1A 2AW (the “**Authority**”);

AND

- (2) Wellcom London Limited of 7 Curtain Road, London, EC2A 3LT (the “**Contractor**”)

(each a “**Party**” and together the “**Parties**”).

WHEREAS

Following a competitive tender process, the Authority wishes to appoint the Contractor to provide certain services and the Contractor agrees to provide those services in accordance with these terms and conditions.

NOW IT IS HEREBY AGREED as follows:

1. TERMS OF CONTRACT

- 1.1 The “**Contract**” comprises the following:

Section 1:	Form of Contract
Section 2:	Terms and Conditions
Schedule 1:	Services
Schedule 2:	Prices
Schedule 3:	Authority’s Briefing Template
Schedule 4:	Governance and Contract Management
Schedule 5:	Performance Management Framework
Schedule 6:	Change Control
Schedule 7:	Approved Sub-Contractor’s List
Schedule 8:	Key Personnel
Schedule 9:	Commercially Sensitive Information
Schedule 10:	Travel and Subsistence
Schedule 11:	Contractor and Third Party Software
Schedule 12:	Security Requirements, Policy and Plan
Schedule 13:	Cyber Essentials
Schedule 14:	Contractor’s Proposal

- 1.2 Execution of the Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority’s electronic contract management system (“**ProContract**”).
- 1.3 The Contract starts on 19 February 2018 (the “**Commencement Date**”) and ends on 18 February 2020 (the “**End Date**”) unless it is terminated early or extended in accordance with the Contract.

- 1.4 The Authority may extend the term of the Contract for up to a maximum of twelve (12) months (**“Extension”**). The terms of the Contract will apply throughout the period of any Extension.

CONTENTS

FORM OF CONTRACT	2
CONTENTS	4
SECTION 2:.....	6
TERMS AND CONDITIONS	6
A GENERAL PROVISIONS	7
B THE SERVICES	16
C PAYMENT	22
E PROTECTION OF INFORMATION	27
F CONTROL OF THE CONTRACT	36
G LIABILITIES.....	42
H DEFAULT, DISRUPTION AND TERMINATION	46
I DISPUTES AND LAW	52
SCHEDULE 1 – SERVICES	55
SCHEDULE 2 – PRICING	57
SCHEDULE 3 – AUTHORITY BRIEFING TEMPLATE	61
SCHEDULE 4 – GOVERNANCE AND CONTRACT MANAGEMENT	66
SCHEDULE 5 – PERFORMANCE MANAGEMENT FRAMEWORK	70
SCHEDULE 6 – CHANGE CONTROL TEMPLATE.....	74
SCHEDULE 7 – APPROVED SUB-CONTRACTOR’S LIST	76
SCHEDULE 8 – KEY PERSONNEL	77
SCHEDULE 9 – COMMERCIALLY SENSITIVE INFORMATION	78
SCHEDULE 10 – TRAVEL AND SUBSISTENCE.....	79
SCHEDULE 11 – CONTRACTOR AND THIRD PARTY SOFTWARE.....	82
SCHEDULE 12 – SECURITY REQUIREMENTS, POLICY AND PLAN.....	83

SCHEDULE 13 – CYBER ESSENTIALS 84

SCHEDULE 14 – CONTRACTOR’S PROPOSAL 86

SECTION 2:

TERMS AND CONDITIONS

CONTENTS

A1	Definitions and Interpretation
A2	The Authority's Obligations
A3	Contractor's Status
A4	Notices and Communications
A5	Mistakes in Information
A6	Conflicts of Interest
B1	Specification
B2	Provision and Removal of Equipment
B3	Service Delivery
B4	Key Personnel
B5	Contractor's Staff
B6	Inspection of Premises
B7	Licence to Occupy Premises
B8	Property
B9	Offers of Employment
B10	Employment Provisions
C1	Price
C2	Payment and VAT
C3	Recovery of Sums Due
C4	Price during Extension
D1	Prevention of Fraud and Bribery
D2	Discrimination
D3	Rights of Third Parties
D4	Health and Safety
D5	Environmental Requirements
E1	Authority Data
E2	Data Protection Act
E3	Official Secrets Acts and Finance Act
E4	Confidential Information
E5	Freedom of Information
E6	Publicity, Media and Official Enquiries
E7	Security
E8	Intellectual Property Rights
E9	Audit
E10	Tax Compliance
E11	Cyber Essentials Scheme
F1	Failure to meet requirements
F2	Monitoring Contract Performance
F3	Remedies for inadequate performance
F4	Transfer and Sub-Contracting
F5	Waiver
F6	Variation
F7	Severability

F8	Remedies Cumulative
F9	Entire Agreement
F10	Counterparts
G1	Liability, Indemnity and Insurance
G2	Warranties and Representations
G3	Force Majeure
H1	Termination on Insolvency and Change of Control
H2	Termination on Default
H3	Termination on Notice
H4	Other Termination Grounds
H5	Consequences of Expiry or Termination
H6	Disruption
H7	Recovery upon Termination
H8	Retendering and Handover
H9	Exit Management
H10	Exit Procedures
H11	Knowledge Retention
I1	Governing Law and Jurisdiction
I2	Dispute Resolution

A GENERAL PROVISIONS

A1 Definitions and Interpretation

- Unless the context otherwise requires the following terms shall have the meanings given to them below:

Term	Meaning
“Affected Party”	means the Party seeking to claim relief in respect of a Force Majeure Event.
“Affiliate”	means in relation to a body corporate, any other entity which directly or indirectly Controls is Controlled by, or is under direct or indirect common Control with, that body corporate from time to time.
“Approval” and “Approved”	means the prior written consent of the Authority.
“Authorised Representative”	means the Authority representative named in the CCN as authorised to approve agreed Variations.
“Authority”	means The Secretary of State for International Trade of 3 Whitehall Place, London, SW1A 2AW
“Authority Data”	means: <ol style="list-style-type: none"> the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, and which are: (i) supplied to the Contractor by or on behalf of the Authority; or (ii) which the Contractor is required to generate, process, store or transmit pursuant to the Contract; or any Personal Data for which the Authority is the Data Controller.

“Authority Premises”	means any premises owned, occupied or controlled by the Authority or any other Crown Body which are made available for use by the Contractor or its Sub-Contractors for provision of the Services.
“Authority Software”	means software which is owned by or licensed to the Authority (other than under or pursuant to the Contract) and which is or will be used by the Contractor for the purposes of providing the Services.
“Authority System”	means the Authority’s computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Authority or the Contractor in connection with the Contract which is owned by or licensed to the Authority by a third party and which interfaces with the Contractor System or which is necessary for the Authority to receive the Services.
“Breach of Security”	means the occurrence of unauthorised access to or use of the Premises, the Premises, the Services, the Contractor System, or any ICT or data (including Authority Data) used by the Authority or the Contractor in connection with the Contract.
“BPSS”	means the HMG Baseline Personnel Security Standard for Government employees.
“CCN”	means a change control notice in the form set out in Schedule 6.
“Commencement Date”	means the date set out in paragraph 1.3 of the Form of Contract.
“Commercially Sensitive Information”	<p>means the information listed in Schedule 9 comprising the information of a commercially sensitive nature relating to:</p> <ul style="list-style-type: none"> (a) the Price; (b) details of the Contractor’s Intellectual Property Rights; and (c) the Contractor’s business and investment plans <p>which the Contractor has indicated to the Authority that, if disclosed by the Authority, would cause the Contractor significant commercial disadvantage or material financial loss.</p>
“Confidential Information”	<p>means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person or trade secrets or Intellectual Property Rights of either Party and all personal data and sensitive personal data within the meaning of the DPA. Confidential Information shall not include information which:</p> <ul style="list-style-type: none"> (a) was public knowledge at the time of disclosure otherwise than by breach of clause E4; (b) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party; (c) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or (d) is independently developed without access to the Confidential Information.

“Contract”	has the meaning given in paragraph 1.1 of the Form of Contract.
“Contract Period”	means the period from the Commencement Date to: (a) the End Date; or (b) following an Extension, the end date of the Extension or such earlier date of termination or partial termination of the Contract in accordance with the Law or the Contract.
“Contracting Authority”	means any contracting authority (other than the Authority) as defined in regulation 3 of the Regulations.
“Contract Change Notice”	means the notice through which changes to the contract will be authorised.
“Contract Review”	means the review of the provision of the Services as detailed in Clause F2
“Contract Review Report”	means the report that the Authority may produce following the Contract Review
“Contractor Equipment”	means the hardware, computer and telecoms devices and equipment supplied by the Contractor or its Sub-Contractor (but not hired, leased or loaned from the Authority) for the provision of the Services.
“Contractor Software”	means software which is proprietary to the Contractor, including software which is or will be used by the Contractor for the purposes of providing the Services and which is set out in Schedule 11.
“Contractor System”	means the information and communications technology system used by the Contractor in performing the Services including the Software, the Contractor Equipment and related cabling (but excluding the Authority System).
“Control”	means that a person possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the other person (whether through the ownership of voting shares, by contract or otherwise) and “Controls” and “Controlled” shall be interpreted accordingly.
“Copyright”	means as it is defined in s.1 of Part 1 Chapter 1 of the Copyright, Designs and Patents Act 1988.
“Crown”	means the government of the United Kingdom (including the Northern Ireland Executive Committee and Northern Ireland Departments, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers, government departments, government offices and government agencies and “Crown Body” is an emanation of the foregoing.
“Cyber Essentials Certificate”	means the certification awarded on the basis of self-assessment, verified by an independent certification body, under the Cyber Essentials Scheme and is the basic level of assurance;
“Cyber Essentials Data”	means information as referred to in the Cyber Essentials Scheme;
“Cyber Essentials Scheme”	means the Cyber Essentials Scheme developed by the Government which provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats. Details of the Cyber Essentials scheme can be found here: https://www.gov.uk/government/publications/cyber-essentials-scheme-overview
“Database Rights”	means as rights in databases are defined in s.3A of Part 1 Chapter 1 of the Copyright, Designs and Patents Act 1988.

“Default”	means any breach of the obligations of the relevant Party (including abandonment of the Contract in breach of its terms, repudiatory breach or breach of a fundamental term) or any other default, act, omission, negligence or statement of the relevant Party or the Staff in connection with the subject-matter of the Contract and in respect of which such Party is liable to the other.
“DOTAS”	means the Disclosure of Tax Avoidance Schemes rules which require a promotor of tax schemes to tell HMRC of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act and as extended to NICs by the National Insurance (Application of Part 7 of the Finance Act 2004) regulations 2012, SI 2012/1868 made under section 132A of the Social Security Administration Act 1992.
“DPA”	means the Data Protection Act 1998 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.
“EIR”	means the Environmental Information Regulations 2004 (SI 2004/3391) and any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.
“End Date”	means the date set out in paragraph 1.3 of the Form of Contract.
“Equipment”	means the Contractor’s equipment, consumables, plant, materials and such other items supplied and used by the Contractor in the delivery of the Services.
“Extension”	has the meaning given in paragraph 1.4 of the Form of Contract.
“FOIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.
“Force Majeure Event”	means any event outside the reasonable control of either Party affecting its performance of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control and which are not attributable to any wilful act, neglect or failure to take reasonable preventative action by that Party, including acts of God, riots, war or armed conflict, acts of terrorism, acts of government, local government or regulatory bodies, for flood, storm or earthquake, or disaster but excluding any industrial dispute relating to the Contractor or the Staff or any other failure in the Contractor’s supply chain.
“Form of Contract”	means Section 1 of the Contract.
“General Anti-Abuse Rule”	means: <ul style="list-style-type: none"> (a) the legislation in Part 5 of the Finance Act 2013; and (b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid NICs.
“Good Industry Practice”	means standards, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence

	and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances.
“Halifax Abuse Principle”	means the principle explained in the CJEU Case C-255/02 Halifax and others.
“HMRC”	means HM Revenue & Customs.
“ICT”	means Information Communications Technology and includes a diverse set of technological tools and resources used to communicate, and to create, disseminate, store and manage information, including computers, the Internet, broadcasting technologies (radio and television), and telephony.
“ICT Environment”	means the Authority System and the Contractor System.
“Information”	has the meaning given under section 84 of the FOIA.
“Initial Contract Period”	means the period from the Commencement Date to the End Date.
“Intellectual Property Rights”	means patents, utility models, inventions, trademarks, service marks, logos, design rights (whether registrable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, plant variety rights, Know-How, trade or business names, moral rights and other similar rights or obligations whether registrable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off.
“ITEPA”	means the Income Tax (Earnings and Pensions) Act 2003.
“Key Personnel”	means those persons named in Schedule 8 as key personnel.
“Know-How”	means all information not in the public domain held in any form (including without limitation that comprised in or derived from drawings, data formulae, patterns, specifications, notes, samples, chemical compounds, biological materials, computer software, component lists, instructions, manuals, brochures, catalogues and process descriptions and scientific approaches and methods).
“Law”	means law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any Regulatory Body with which the Contractor is bound to comply.
“Malicious Software”	means any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence.
“Material Breach”	means a breach (including an anticipatory breach) that is serious in the widest sense of having a serious effect on the benefit which the Authority would otherwise derive from: <p>(a) a substantial portion of the Contract; or</p> <p>(b) any of the obligations set out in clauses A6, D1, E1, E2, E3, E4, E7, E8, E10 or E11.</p>
“Month”	means calendar month.
“NICs”	means National Insurance Contributions.
“Occasion of Tax Non-Compliance”	means:

	<p>(a) any tax return of the Contractor submitted to a Relevant Tax Authority on or after 1 October 2012 which is found on or after 1 April 2013 to be incorrect as a result of:</p> <ul style="list-style-type: none"> i) a Relevant Tax Authority successfully challenging the Contractor under the General Anti-Abuse Rule or the Halifax Abuse principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle; ii) the failure of an avoidance scheme which the Contractor was involved in, and which was, or should have been, notified to the Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or <p>(b) any tax return of the Contractor submitted to a Relevant Tax Authority on or after 1 October 2012 gives rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Commencement Date or to a civil penalty for fraud or evasion.</p>
“Premises”	means the location where the Services are to be supplied as set out in the Specification.
“Price”	means the price (excluding any applicable VAT) payable to the Contractor by the Authority under the Contract, as set out in Schedule 2 for the full and proper performance by the Contractor of its obligations under the Contract.
“ProContract”	has the meaning given in paragraph 1.2 of the Form of Contract.
“Prohibited Act”	<p>means:</p> <ul style="list-style-type: none"> (a) to directly or indirectly offer, promise or give any person working for or engaged by the Authority a financial or other advantage to: <ul style="list-style-type: none"> i) induce that person to perform improperly a relevant function or activity; or ii) reward that person for improper performance of a relevant function or activity; (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with the Contract; (c) an offence: <ul style="list-style-type: none"> i) under the Bribery Act 2010 (or any legislation repealed or revoked by such Act); ii) under legislation or common law concerning fraudulent acts; or iii) the defrauding, attempting to defraud or conspiring to defraud the Authority;

	(d) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct has been carried out in the UK.
“Property”	means the property, other than real property, issued or made available to the Contractor by the Authority in connection with the Contract.
“Protectively Marked”	shall have the meaning as set out in the Security Policy Framework.
“Purchase Order”	means the document in which the Authority specifies the Services which are to be supplied by the Contractor under the Contract.
“Quality Standards”	means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardization or other reputable or equivalent body (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Contractor would reasonably and ordinarily be expected to comply with, and as may be further detailed in Schedule 1.
“Regulations”	means the Public Contract Regulations 2015 (SI 2015/102).
“Regulatory Body”	means a government department and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the Authority.
“Relevant Requirements”	means all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State for Justice pursuant to section 9 of the Bribery Act 2010.
“Relevant Tax Authority”	means HMRC or, if applicable, a tax authority in the jurisdiction in which the Contractor is established.
“Replacement Contractor”	means any third party supplier appointed by the Authority to supply any services which are substantially similar to any of the Services in substitution for any of the Services following the expiry, termination or partial termination of the Contract.
“Request for Information”	means a request for information under the FOIA or the EIR.
“Restricted Country”	means: a) any country outside the European Economic Area; and b) any country not deemed adequate by the European Commission pursuant to Article 25(6) of Directive 95/46/EC.
“Results”	means any guidance, specifications, reports, studies, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models, designs or other material which is: a) prepared by or for the Contractor for use in relation to the performance of its obligations under the Contract; or b) the result of any work done by the Contractor, the Staff or any Sub-Contractor in relation to the provision of the Services.
“Returning Employees”	means those persons agreed by the Parties to be employed by the Contractor (and/or any Sub-Contractor) wholly or mainly in the supply of the Services immediately before the end of the Contract Period.

“Security Plan”	means the Contractor’s security plan prepared pursuant to paragraph 3 an outline of which is set out in an Appendix to this Schedule 12.
“Security Policy Framework”	means the HMG Security Policy Framework (available from the Cabinet Office’s Government Security Secretariat) as updated from time to time.
“Services”	means the services set out in Schedule 1 including any modified or alternative services.
“Software”	means Specially Written Software, Contractor Software and Third Party Software.
“Specially Written Software”	means any software created by the Contractor (or by a third party on behalf of the Contractor) specifically for the purposes of this Contract.
“Specification”	means the description of the Services to be supplied under the Contract as set out in Schedule 1 including, where appropriate, the Premises and the Quality Standards.
“SSCBA”	means the Social Security Contributions and Benefits Act 1992.
“Staff”	means all persons employed by the Contractor to perform its obligations under the Contract together with the Contractor’s servants, agents, suppliers and Sub-Contractors used in the performance of its obligations under the Contract.
“Sub-Contract”	means a contract between 2 or more suppliers, at any stage of remoteness from the Authority in a sub-contracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the Contract and “Sub-Contractor” shall be construed accordingly.
“Tender”	means the document submitted by the Contractor to the Authority in response to the Authority’s invitation to suppliers for formal offers to supply the Services.
“TFEU”	means the Treaty on the Functioning of the European Union.
“Third Party IP Claim”	has the meaning given to it in clause E8.7 (Intellectual Property Rights).
“Third Party Software”	means software which is proprietary to any third party which is or will be used by the Contractor to provide the Services including the software and which is specified as such in Schedule 11.
“Treaties”	means the Treaty on European Union and the TFEU.
“TUPE”	means the Transfer of Undertakings (Protection of Employment) Regulations 2006.
“TUPE Information”	means the information set out in clause B17.1.
“Valid Invoice”	means an invoice containing the information set out in clause C2.5.
“Variation”	means a variation to the Specification, the Price or any of the terms or conditions of the Contract.
“VAT”	means value added tax charged or regulated in accordance with the provisions of the Value Added Tax Act 1994.
“Working Day”	means a day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.

2. In the Contract, unless the context implies otherwise:
- (a) the singular includes the plural and vice versa;
 - (b) words importing the masculine include the feminine and the neuter;

- (c) reference to a clause is a reference to the whole of that clause unless stated otherwise;
- (d) references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or central Government body;
- (e) the words “other”, “in particular”, “for example”, “including” and similar words shall not limit the generality of the preceding words and shall be construed as if they were immediately followed by the words “without limitation”;
- (f) headings are included for ease of reference only and shall not affect the interpretation or construction of the Contract;
- (g) a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time; and
- (h) references to the Contract are references to the Contract as amended from time to time.

A2 The Authority’s Obligations

A2.1 Save as otherwise expressly provided, the obligations of the Authority under the Contract are obligations of the Authority in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation upon, or in any other way fetter or constrain the Authority in any other capacity, and the exercise by the Authority of its duties and powers in any other capacity shall not lead to any liability (howsoever arising) on the part of the Authority to the Contractor.

A3 Contractor’s Status

A3.1 The Contractor shall be an independent contractor and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and accordingly neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract.

A3.2 The Contractor shall not (and shall ensure that any other person engaged in relation to the Contract shall not) say or do anything that might lead any other person to believe that the Contractor is acting as the agent or employee of the Authority.

A4 Notices and Communications

A4.1 Subject to clause A4.3, where the Contract states that a notice or communication between the Parties must be “written” or “in writing” it is not valid unless it is made by letter (sent by hand, first class post, recorded delivery or special delivery) or by email or by communication via ProContract.

A4.2 If it is not returned as undelivered a notice served:

- (a) in a letter is deemed to have been received two (2) Working Days after the day it was sent; and
- (b) in an email is deemed to have been received four (4) hours after the time it was sent provided it was sent on a Working Day

or when the other Party acknowledges receipt, whichever is the earlier.

A4.3 Notices pursuant to clauses G3 (Force Majeure), I2 (Dispute Resolution) or to terminate the Contract or any part of the Services are valid only if served in a letter by hand, recorded delivery or special delivery.

A4.4 Notices shall be sent to the addresses set out below or at such other address as the relevant Party may give notice to the other Party for the purpose of service of notices under the Contract:

(a) For the Authority:

Contact Name [REDACTED]

Address: 3 Whitehall Place, London, SW1A 2AW; and

Email: [REDACTED]

(b) For the Contractor:

Contact Name: [REDACTED]

Address: Level 2, Menara Worldwide Jalan Bukit Bintang, Kuala Lumpur, 55100 Malaysia; and

Email: [REDACTED]

A5 Mistakes in Information

A5.1 The Contractor is responsible for the accuracy of all drawings, documentation and information supplied to the Authority by the Contractor in connection with the Services and shall pay the Authority any extra costs occasioned by any discrepancies, errors or omissions therein.

A6 Conflicts of Interest

A6.1 The Contractor shall take appropriate steps to ensure that neither the Contractor nor any Staff is placed in a position where, in the reasonable opinion of the Authority, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor and the duties owed to the Authority under the provisions of the Contract. The Contractor will notify the Authority without delay giving full particulars of any such conflict of interest which may arise.

A6.2 The Authority may terminate the Contract immediately by notice and/or take or require the Contractor to take such other steps it deems necessary if, in the Authority's reasonable opinion, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor and the duties owed to the Authority under the provisions of the Contract. The actions of the Authority pursuant to this clause A6 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Authority.

B THE SERVICES

B1 Specification of Requirement

B1.1 In consideration of the Contractor supplying the Services the Contractor shall be paid the Price.

B2 Provision and Removal of Equipment

B2.1 The Contractor shall provide all the Equipment and resource necessary for the supply of the Services.

B2.2 The Contractor shall not deliver any Equipment to nor begin any work on the Premises without obtaining Approval.

B2.3 All Equipment brought onto the Premises shall be at the Contractor's own risk and the Authority shall have no liability for any loss of or damage to any Equipment unless the Contractor is able to demonstrate that such loss or damage was caused or contributed to by the Authority's Default. The Contractor shall provide for the haulage or carriage thereof to the Premises and the removal of Equipment when no longer required at its sole cost.

B2.4 Unless otherwise agreed, Equipment brought onto the Premises will remain the property of the Contractor.

B2.5 If the cost of any Equipment is reimbursed to the Contractor such Equipment shall be the property of the Authority and shall on request be delivered to the Authority as directed by the Authority. The Contractor will keep a full and accurate inventory of such Equipment and will deliver that inventory to the Authority on request and on completion of the Services.

B2.6 The Contractor shall maintain all Equipment in a safe, serviceable and clean condition.

B2.7 The Contractor shall, at the Authority's written request, at its own expense and as soon as reasonably practicable:

(a) remove immediately from the Premises Equipment which is, in the Authority's opinion, hazardous, noxious or not supplied in accordance with the Contract; and

(b) replace such item with a suitable substitute item of Equipment.

B2.8 Within twenty (20) Working Days following the end of the Contract Period, the Contractor shall remove the Equipment together with any other materials used by the Contractor to supply the Services and shall leave the Premises in a clean, safe and tidy condition. The Contractor shall make good any damage to those Premises and any fixtures and fitting in the Premises which is caused by the Contractor or Staff.

B3 Delivery

B3.1 The Contractor shall at all times comply with the Quality Standards and, where applicable, shall maintain accreditation with the relevant Quality Standards authorisation body. To the extent that the standard of the Service has not been specified in the Contract, the Contractor shall agree the relevant standard of the Services with the Authority prior to the supply of the Services and, in any event, the Contractor shall perform its obligations under the Contract in accordance with the Law and Good Industry Practice.

B3.2 The Contractor shall ensure that all Staff supplying the Services do so with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper supply of the Services. The Contractor shall ensure that those Staff are properly managed and supervised.

- B3.3 If the Specification includes installation of equipment the Contractor shall notify the Authority in writing when it has completed installation. Following receipt of such notice, the Authority shall inspect the installation and shall, by giving notice to the Contractor:
- (a) accept the installation; or
 - (b) reject the installation and inform the Contractor why, in the Authority's reasonable opinion, the installation does not satisfy the Specification.
- B3.4 If the Authority rejects the installation pursuant to clause B10.3(b), the Contractor shall immediately rectify or remedy any defects and if, in the Authority's reasonable opinion, the installation does not, within two (2) Working Days or such other period agreed by the Parties, satisfy the Specification, the Authority may terminate the Contract with immediate effect by notice.
- B3.5 The installation shall be complete when the Contractor receives a notice issued by the Authority in accordance with clause B10.3(a). Notwithstanding acceptance of any installation in accordance with clause B10.3(a), the Contractor shall remain solely responsible for ensuring that the Services and the installation conform to the Specification. No rights of estoppel or waiver shall arise as a result of the acceptance by the Authority of the installation.
- B3.6 During the Contract Period, the Contractor shall:
- (a) at all times have all licences, approvals and consents necessary to enable the Contractor and Staff to carry out the installation;
 - (b) provide all tools and equipment (or procure the provision of all tools and equipment) necessary for completion of the installation; and
 - (c) not, in delivering the Services, in any manner endanger the safety or convenience of the public.

B4 Key Personnel

- B4.1 The Contractor acknowledges that the Key Personnel are essential to the proper provision of the Services.
- B4.2 The Key Personnel shall not be released from supplying the Services without the agreement of the Authority, except by reason of long-term sickness, maternity leave, paternity leave or termination of employment or other similar extenuating circumstances.
- B4.3 Any replacements to the Key Personnel shall be subject to Approval. Such replacements shall be of at least equal status, experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.
- B4.4 The Authority shall not unreasonably withhold its agreement under clauses B11.2 or B11.3. Such agreement shall be conditional on appropriate arrangements being made by the Contractor to minimise any adverse effect on the Services which could be caused by a change in Key Personnel.
- B4.5 The Authority may, by notice to the Contractor, ask it to remove any Staff whose presence is, in the Authority's reasonable opinion, undesirable. The Contractor shall comply with any such request immediately.

B5 Contractor's Staff

B5.1 The Authority may, by notice to the Contractor, refuse to admit onto, or withdraw permission to remain on, the Authority's Premises:

(a) any member of the Staff; or

(b) any person employed or engaged by any member of the Staff,

whose admission or continued presence would, in the Authority's reasonable opinion, be undesirable.

B5.2 At the Authority's written request, the Contractor shall provide a list of the names and addresses of all persons who may require admission in to the Authority's Premises, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Authority may reasonably request.

B5.3 The decision of the Authority as to whether any person is to be refused access to the Authority's Premises and as to whether the Contractor has failed to comply with clause B5.2 shall be final.

B5.4 The Contractor shall ensure that all Staff who have access to the Authority's Premises, the Authority System or the Authority Data have been cleared in accordance with the BPSS.

B6 Inspection of Premises

B6.1 Save as the Authority may otherwise direct, the Contractor is deemed to have inspected the Premises before submitting its Tender and to have complete due diligence in relation to all matters connected with the performance of its obligations under the Contract.

B7 Licence to Occupy Premises

B7.1 Any land or Premises made available from time to time to the Contractor by the Authority in connection with the Contract shall be on a non-exclusive licence basis free of charge and shall be used by the Contractor solely for the purpose of performing its obligations under the Contract. The Contractor shall have the use of such land or Premises as licensee and shall vacate the same on termination of the Contract.

B7.2 The Contractor shall limit access to the land or Premises to such Staff as is necessary for it to perform its obligations under the Contract and the Contractor shall co-operate (and ensure that its Staff co-operate) with such other persons working concurrently on such land or Premises as the Authority may reasonably request.

B7.3 Should the Contractor require modifications to the Authority's Premises, such modifications shall be subject to Approval and shall be carried out by the Authority at the Contractor's expense. The Authority shall undertake approved modification work without undue delay.

B7.4 The Contractor shall (and shall ensure that any Staff on the Authority's Premises shall) observe and comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when on the Authority's Premises as determined by the Authority.

B7.5 The Contract does not create a tenancy of any nature whatsoever in favour of the Contractor or its Staff and no such tenancy has or shall come into being and, notwithstanding any rights granted pursuant to the Contract, the Authority retains the right at any time to use the Premises owned or occupied by it in any manner it sees fit.

B8 Property

- B8.1 All Property is and shall remain the property of the Authority and the Contractor irrevocably licenses the Authority and its agents to enter any Premises of the Contractor during normal business hours on reasonable notice to recover any such Property. The Contractor shall not in any circumstances have a lien or any other interest on the Property and the Contractor shall at all times possess the Property as fiduciary agent and bailee of the Authority. The Contractor shall take all reasonable steps to ensure that the title of the Authority to the Property and the exclusion of any such lien or other interest are brought to the notice of all Sub-Contractors and other appropriate persons and shall, at the Authority's request, store the Property separately and ensure that it is clearly identifiable as belonging to the Authority.
- B8.2 The Property shall be deemed to be in good condition when received by or on behalf of the Contractor unless the Contractor notifies the Authority otherwise within 5 Working Days of receipt.
- B8.3 The Contractor shall maintain the Property in good order and condition (excluding fair wear and tear), and shall use the Property solely in connection with the Contract and for no other purpose without Approval.
- B8.4 The Contractor shall ensure the security of all the Property whilst in its possession, either on the Premises or elsewhere during the supply of the Services, in accordance with the Authority's reasonable security requirements as required from time to time.
- B8.5 The Contractor shall be liable for all loss of or damage to the Property, unless such loss or damage was caused by the Authority's negligence. The Contractor shall inform the Authority immediately of becoming aware of any defects appearing in, or losses or damage occurring to, the Property.

B9 Offers of Employment

- B9.1 Except in respect of any transfer of Staff under TUPE, for the Contract Period and for twelve (12) Months thereafter the Contractor shall not employ or offer employment to any of the Authority's staff who have been associated with the Services and/or the Contract without Approval.

B10 Employment Provisions

- B10.1 Not later than twelve (12) Months prior to the end of the Contract Period, the Contractor shall fully and accurately disclose to the Authority all information that the Authority may reasonably request in relation to the Staff including the following:
- (a) the total number of Staff whose employment/engagement shall terminate at the end of the Contract Period, save for any operation of Law;
 - (b) the age, gender, salary or other remuneration, future pay settlements and redundancy and pensions entitlement of the Staff referred to in clause B10.1 (a);
 - (c) the terms and conditions of employment/engagement of the Staff referred to in clause B10.1 (a), their job titles and qualifications;
 - (d) details of any current disciplinary or grievance proceedings ongoing or circumstances likely to give rise to such proceedings and details of any claims current or threatened; and

- (e) details of all collective agreements with a brief summary of the current state of negotiations with any such bodies and with details of any current industrial disputes and claims for recognition by any trade union.
- B10.2 At intervals determined by the Authority (which shall not be more frequent than once every thirty (30) days) the Contractor shall give the Authority updated TUPE Information.
- B10.3 Each time the Contractor supplies TUPE Information to the Authority it shall warrant its completeness and accuracy and the Authority may assign the benefit of this warranty to any Replacement Contractor.
- B10.4 The Authority may use TUPE Information it receives from the Contractor for the purposes of TUPE and/or any retendering process in order to ensure an effective handover of all work in progress at the end of the Contract Period. The Contractor shall provide the Replacement Contractor with such assistance as it shall reasonably request.
- B10.5 If TUPE applies to the transfer of the Services on termination of the Contract, the Contractor shall indemnify and keep indemnified the Authority, the Crown and any Replacement Contractor against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Authority or the Crown or any Replacement Contractor may suffer or incur as a result of or in connection with:
- (a) the provision of TUPE Information;
 - (b) any claim or demand by any Returning Employee (whether in contract, tort, under statute, pursuant to EU Law or otherwise) in each case arising directly or indirectly from any act, fault or omission of the Contractor or any Sub-Contractor in respect of any Returning Employee on or before the end of the Contract Period;
 - (c) any failure by the Contractor or any Sub-Contractor to comply with its obligations under regulations 13 or 14 of TUPE or any award of compensation under regulation 15 of TUPE save where such failure arises from the failure of the Authority or a Replacement Contractor to comply with its duties under regulation 13 of TUPE;
 - (d) any claim (including any individual employee entitlement under or consequent on such a claim) by any trade union or other body or person representing any Returning Employees arising from or connected with any failure by the Contractor or any Sub-Contractor to comply with any legal obligation to such trade union, body or person; and
 - (e) any claim by any person who is transferred by the Contractor to the Authority and/or a Replacement Contractor whose name is not included in the list of Returning Employees.
- B10.6 If the Contractor becomes aware that TUPE Information it provided has become inaccurate or misleading, it shall notify the Authority and provide the Authority with up to date TUPE Information.
- B10.7 This clause B10 applies during the Contract Period and indefinitely thereafter.
- B10.8 The Contractor undertakes to the Authority that, during the 12 Months prior to the end of the Contract Period the Contractor shall not (and shall procure that any Sub-Contractor shall not) without Approval (such Approval not to be unreasonably withheld or delayed):
- (a) amend or vary (or purport to amend or vary) the terms and conditions of employment or engagement (including, for the avoidance of doubt, pay) of any Staff (other than

where such amendment or variation has previously been agreed between the Contractor and the Staff in the normal course of business and where any such amendment or variation is not in any way related to the transfer of the Services);

- (b) terminate or give notice to terminate the employment or engagement of any Staff (other than in circumstances in which the termination is for reasons of misconduct or lack of capability);
- (c) transfer away, remove, reduce or vary the involvement of any other Staff from or in the provision of the Services (other than where such transfer or removal: (i) was planned as part of the individual's career development; (ii) takes place in the normal course of business; and (iii) will not have any adverse impact upon the delivery of the Services by the Contractor, (provided that any such transfer, removal, reduction or variation is not in any way related to the transfer of the Services); or
- (d) recruit or bring in any new or additional individuals to provide the Services who were not already involved in providing the Services prior to the relevant period.

C PAYMENT

C1 Price

C1.1 In consideration of the Contractor's performance of its obligations under the Contract, the Authority shall pay the Price in accordance with clause C2.

C2 Payment and VAT

C2.1 The Contractor shall submit invoices to the Authority on the dates set out in Schedule 2.

C2.2 The Authority shall, in addition to the Price and following receipt of a Valid Invoice, pay the Contractor a sum equal to the VAT chargeable on the value of the Services supplied in accordance with the Contract.

C2.3 The Contractor shall add VAT to the Price at the prevailing rate as applicable and shall show the amount of VAT payable separately on all invoices as an extra charge. If the Contractor fails to show VAT on an invoice, the Authority will not, at any later date, be liable to pay the Contractor any additional VAT.

C2.4 All Contractor invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

C2.5 Valid Invoices shall include:

- (a) the Contractor's full name, address and title of the Contract;
- (b) the Purchase Order number; and
- (c) the Milestone against which payment is being requested

and, if requested by the Authority:

- (d) timesheets for Staff engaged in providing the Services signed and dated by the Authority's representative on the Premises on the day;

- (e) the name of the individuals to whom the timesheet relates and hourly rates for each;
 - (f) identification of which individuals are Contractor's staff and which are Sub-Contractors;
 - (g) the address of the Premises and the date on which work was undertaken;
 - (h) the time spent working on the Premises by the individuals concerned;
 - (i) details of the type of work undertaken by the individuals concerned;
 - (j) details of plant or materials operated and on standby;
 - (k) separate identification of time spent travelling and/or meal or rest breaks; and
 - (l) where appropriate, details of journeys made and distances travelled.
- C2.6 The Authority shall not pay Contractor time spent on meal or rest breaks and the Contractor shall ensure that all workers take adequate meal or rest breaks.
- C2.7 The Authority shall not pay for plant which is not in use during a meal or rest break.
- C2.8 Meal and rest breaks will include breaks both in or outside an individual's workplace along with any time taken in travelling to or from the break location and/or any facilities for cleaning/changing/washing in preparation for or return from a meal or rest break.
- C2.9 Timesheets must include a minimum of thirty (30) minutes break for each shift of eight (8) hours, a minimum of forty five (45) minutes break in a shift of between eight (8) and twelve (12) hours and a minimum of one (1) hour break will be taken within a shift in excess of twelve (12) hours and the Contractor's rates and Contract Price must include such breaks.
- C2.10 The Authority shall not pay the Contractor's overhead costs unless specifically agreed in writing by the Authority and overhead costs shall include, without limitation; facilities, utilities, insurance, tax, head office overheads, indirect staff costs and other costs not specifically and directly ascribable solely to the provision of the Services.
- C2.11 If Schedule 2 expressly provides that the Authority may be charged for plant which is on standby then in circumstances where plant was waiting to be transferred between Premises or where the Authority has instructed that the plant is retained on the Premises then a standby charge of sixty (60)% of agreed rates may be made in respect of such relevant periods if supported by timesheets.
- C2.12 The Authority shall pay only for the time spent by Staff working on the Premises.
- C2.13 The Authority shall not pay a stand-by rate if plant is on standby because no work was being carried out on the Premises at that time or no operator or other relevant staff were available (unless the standby is because the Contractor is awaiting licensing of the Premises on the Authority's instructions).
- C2.14 The Authority shall not pay for plant or equipment which is stood down during any notice period pursuant to clauses H1, H2 and/or H3 and the Contractor shall mitigate such costs as far as is reasonably possible, for example, by reutilising Staff, plant, materials and services on other contracts.
- C2.15 The Contractor may claim expenses only if they are clearly identified, supported by original receipts and Approved.

- C2.16 If the Authority pays the Contractor prior to the submission of a Valid Invoice this payment shall be on account of and deductible from the next payment to be made.
- C2.17 If any overpayment has been made or the payment or any part is not supported by a Valid Invoice the Authority may recover this payment against future invoices raised or directly from the Contractor. All payments made by the Authority to the Contractor shall be on an interim basis pending final resolution of an account with the Contractor in accordance with the terms of this clause C2.
- C2.18 The Authority shall pay all sums due to the Contractor within thirty (30) days of receipt of a Valid Invoice. Valid Invoices should be submitted for payment to the following address:
- UKSBS
Queensway House
West Precinct
Billingham
TS23 2NF
Email: finance@services.ukpbs.co.uk
- C2.19 Any late payment of undisputed invoices by the Authority will be subject to interest at the rate of a maximum of three (3)% above the base rate from time to time of the Government Banking Service
- C2.20 The Contractor shall ensure that a provision is included in all Sub-Contracts which requires payment to be made of all sums due to Sub-Contractors within thirty (30) days from the receipt of a valid invoice.
- C2.21 The Contractor shall indemnify the Authority on a continuing basis against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on the Authority at any time in respect of the Contractor's failure to account for or to pay any VAT relating to payments made to the Contractor under the Contract. Any amounts due under this clause C2.21 shall be paid by the Contractor to the Authority not less than five (5) Working Days before the date upon which the tax or other liability is payable by the Authority.
- C2.22 The Contractor shall not suspend the Services unless the Contractor is entitled to terminate the Contract under clause H2.3 for failure to pay undisputed sums of money.
- C2.23 The Authority shall not pay an invoice which is not Valid Invoice.

C3 Recovery of Sums Due

- C3.1 If under the Contract any sum of money is recoverable from or payable by the Contractor to the Authority (including any sum which the Contractor is liable to pay to the Authority in respect of any breach of the Contract), the Authority may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Contractor from the Authority under the Contract or under any other agreement with the Authority or the Crown.
- C3.2 Any overpayment by either Party, whether of the Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.
- C3.3 The Contractor shall make all payments due to the Authority without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Contractor has

a valid court order requiring an amount equal to such deduction to be paid by the Authority to the Contractor.

- C3.4 All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

C4 Price during Extension

- C4.1 Subject to Schedule 2 and clause F6, the Price shall apply for the Initial Contract Period and until the end date of any Extension or such earlier date of termination or partial termination of the Contract in accordance with the Law or the Contract.

D STATUTORY OBLIGATIONS

D1 Prevention of Fraud and Bribery

- D1.1 The Contractor represents and warrants that neither it, nor to the best of its knowledge any Staff, have at any time prior to the Commencement Date:

- (a) committed a Prohibited Act or been formally notified that it is subject to an investigation or prosecution which relates to an alleged Prohibited Act; and/or
- (b) been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act.

- D1.2 The Contractor shall not during the Contract Period:

- (a) commit a Prohibited Act; and/or
- (b) do or suffer anything to be done which would cause the Authority or any of its employees, consultants, contractors, sub-contractors or agents to contravene any of the Relevant Requirements or otherwise incur any liability in relation to the Relevant Requirements.

- D1.3 The Contractor shall, during the Contract Period:

- (a) establish, maintain and enforce, and require that its Sub-Contractors establish, maintain and enforce, policies and procedures which are adequate to ensure compliance with the Relevant Requirements and prevent the occurrence of a Prohibited Act; and
- (b) keep appropriate records of its compliance with its obligations under clause D1.3(a) and make such records available to the Authority on request.

- D1.4 The Contractor shall immediately notify the Authority in writing if it becomes aware of any breach of clauses D1.1 and/or D1.2, or has reason to believe that it has or any of the Staff have:

- (a) been subject to an investigation or prosecution which relates to an alleged Prohibited Act;

- (b) been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act; and/or
- (c) received a request or demand for any undue financial or other advantage of any kind in connection with the performance of the Contract or otherwise suspects that any person directly or indirectly connected with the Contract has committed or attempted to commit a Prohibited Act.

D1.5 If the Contractor notifies the Authority pursuant to clause D1.4, the Contractor shall respond promptly to the Authority's enquiries, co-operate with any investigation, and allow the Authority to audit any books, records and/or any other relevant documentation.

D1.6 If the Contractor is in Default under clauses D1.1 and/or D1.2, the Authority may by notice:

- (a) require the Contractor to remove from performance of the Contract any Staff whose acts or omissions have caused the Default; or
- (b) immediately terminate the Contract.

D1.7 Any notice served by the Authority under clause D1.6 shall specify the nature of the Prohibited Act, the identity of the party who the Authority believes has committed the Prohibited Act and the action that the Authority has taken (including, where relevant, the date on which the Contract shall terminate).

D2 Discrimination

D2.1 The Contractor shall:

- (a) perform its obligations under the Contract in accordance with:
 - i) all applicable equality Law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy maternity or otherwise);
 - ii) the Authority's equality and diversity policy as given to the Contractor from time to time;
 - iii) any other requirements and instructions which the Authority reasonably imposes in connection with any equality obligations imposed on the Authority at any time under applicable equality Law; and
- (b) take all necessary steps and inform the Authority of the steps taken to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation).

D3 Rights of Third Parties

D3.1 The provisions of clauses B10.5 and E8.3 confer benefits on persons named in such provisions (together "**Third Party Provisions**") other than the Parties (each person a "**Third Party Beneficiary**") and are intended to be enforceable by Third Party Beneficiaries by virtue of the Contracts (Rights of Third Parties) Act 1999 ("**CRTPA**").

D3.2 Subject to clause D3.1, a person who is not a Party has no right under the CRTPA to enforce any provisions of the Contract but this does not affect any right or remedy of any person

which exists or is available otherwise than pursuant to the CRTPA and does not apply to the Crown.

D3.3 No Third Party Beneficiary may enforce or take steps to enforce any Third Party Provision without Approval.

D3.4 Any amendments to the Contract may be made by the Parties without the consent of any Third Party Beneficiary.

D4 Health and Safety

D4.1 The Contractor shall perform its obligations under the Contract in accordance with:

(a) all applicable Law regarding health and safety; and

(b) the Authority's health and safety policy while at the Authority's Premises.

D4.2 Each Party shall notify the other as soon as practicable of any health and safety incidents or material health and safety hazards at the Authority's Premises of which it becomes aware and which relate to or arise in connection with the performance of the Contract. The Contractor shall instruct Staff to adopt any necessary associated safety measures in order to manage any such material health and safety hazards.

E PROTECTION OF INFORMATION

E1 Authority Data

E1.1 For the purposes of clauses E1 and 2, the terms "**Data Controller**", "**Data Processor**", "**Data Subject**", "**Personal Data**", "**Process**" and "**Processing**" shall have the meanings prescribed in the DPA.

E1.2 The Contractor shall not delete or remove any proprietary notices contained within or relating to the Authority Data.

E1.3 The Contractor shall not store, copy, disclose, or use the Authority Data except as necessary for the performance by the Contractor of its obligations under this Contract or as otherwise expressly authorised in writing by the Authority.

E1.4 To the extent that Authority Data is held and/or Processed by the Contractor, the Contractor shall supply Authority Data to the Authority as requested by the Authority in the format specified in the Specification.

E1.5 The Contractor shall preserve the integrity of Authority Data and prevent the corruption or loss of Authority Data.

E1.6 The Contractor shall perform secure back-ups of all Authority Data and shall ensure that up-to-date back-ups are stored securely off-site. The Contractor shall ensure that such back-ups are made available to the Authority immediately upon request.

E1.7 The Contractor shall ensure that any system on which the Contractor holds any Authority Data, including back-up data, is a secure system that complies with the Security Policy Framework.

E1.8 If Authority Data is corrupted, lost or sufficiently degraded as a result of the Contractor's Default so as to be unusable, the Authority may:

- (a) require the Contractor (at the Contractor's expense) to restore or procure the restoration of Authority Data and the Contractor shall do so promptly; and/or
- (b) itself restore or procure the restoration of Authority Data, and shall be repaid by the Contractor any reasonable expenses incurred in doing so.

E1.9 If at any time the Contractor suspects or has reason to believe that Authority Data has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Contractor shall notify the Authority immediately and inform the Authority of the remedial action the Contractor proposes to take.

E2 Data Protection Act

E2.1 The Contractor shall (and shall ensure that all its Staff) comply with any notification requirements under the DPA and both Parties will duly observe all their obligations under the DPA which arise in connection with the Contract.

E2.2 Notwithstanding the general obligation in clause E2.1, if the Contractor is Processing Personal Data as a Data Processor for the Authority the Contractor shall:

- (a) Process the Personal Data only in accordance with instructions from the Authority (which may be specific instructions or instructions of a general nature) as set out in the Contract or as otherwise notified by the Authority;
- (b) comply with all applicable Laws;
- (c) Process the Personal Data only to the extent and in such manner as is necessary for the provision of the Contractor's obligations under the Contract or as is required by Law or any Regulatory Body;
- (d) Implement and maintain appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;
- (e) take reasonable steps to ensure the reliability of its Staff who may have access to the Personal Data;
- (f) not transfer the Personal Data to any Sub-Contractor and/or Affiliates for the provision of the Services without Approval;
- (g) not cause or permit the Personal Data to be transferred in or to any Restricted Country;
- (h) ensure that all Staff required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this clause E2;
- (i) ensure that none of the Staff publish disclose or divulge any of the Personal Data to any third parties unless directed in writing to do so by the Authority;
- (j) not disclose Personal Data to any third parties in any circumstances other than with Approval or in compliance with a legal obligation imposed upon the Authority;

- (k) notify the Authority (within five (5) Working Days) if it receives:
 - i) a request from a Data Subject to have access to that person's Personal Data; or
 - (ii) a complaint or request relating to the Authority's obligations under the DPA;
- (l) provide the Authority with full cooperation and assistance in relation to any complaint or request made, including by:
 - i) providing the Authority with full details of the complaint or request;
 - ii) complying with a data access request within the relevant timescales set out in the DPA and in accordance with the Authority's instructions;
 - iii) providing the Authority with any Personal Data it holds in relation to a Data Subject (within the timescales required by the Authority); and
 - iv) providing the Authority with any information requested by the Authority;
- (m) permit the Authority (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit, in accordance with clause E9 (Audit), the Contractor's data Processing activities (and/or those of its agents, subsidiaries and Sub-Contractors) and comply with all reasonable requests or directions by the Authority to enable the Authority to verify and/or procure that the Contractor is in full compliance with its obligations under the Contract;
- (n) provide a written description of the technical and organisational methods employed by the Contractor for Processing Personal Data (within the timescales required by the Authority); and
- (o) not Process Personal Data outside the European Economic Area without Approval and, if the Authority consents to a transfer, to comply with:
 - i) the obligations of a Data Controller under the Eighth Data Protection Principle set out in schedule 1 of the DPA by providing an adequate level of protection to any Personal Data that is transferred; and
 - ii) any reasonable instructions notified to it by the Authority.

E2.3 The Contractor shall comply at all times with the DPA and shall not perform its obligations under the Contract in such a way as to cause the Authority to breach any of its applicable obligations under the DPA.

E2.4 This clause E2 shall apply during the Contract Period and indefinitely after its expiry.

E3 Official Secrets Acts and Finance Act

E3.1 The Contractor shall comply with the provisions of:

- (a) the Official Secrets Acts 1911 to 1989; and
- (b) section 182 of the Finance Act 1989.

E4 Confidential Information

- E4.1 Except to the extent set out in this clause E4 or if disclosure or publication is expressly permitted elsewhere in the Contract each Party shall treat all Confidential Information belonging to the other Party as confidential and shall not disclose any Confidential Information belonging to the other Party to any other person without the other party's consent, except to such persons and to such extent as may be necessary for the performance of the Party's obligations under the Contract.
- E4.2 The Contractor hereby gives its consent for the Authority to publish the whole Contract (but with any information which is Confidential Information belonging to the Authority redacted) including from time to time agreed changes to the Contract, to the general public.
- E4.3 If required by the Authority, the Contractor shall ensure that Staff, professional advisors and consultants sign a non-disclosure agreement prior to commencing any work in connection with the Contract in substantially the form attached in Schedule 6. The Contractor shall maintain a list of the non-disclosure agreements completed in accordance with this clause E4.3.
- E4.4 If requested by the Authority, the Contractor shall give the Authority a copy of the list and, subsequently upon request by the Authority, copies of such of the listed non-disclosure agreements as required by the Authority. The Contractor shall ensure that its Staff, professional advisors and consultants are aware of the Contractor's confidentiality obligations under the Contract.
- E4.5 The Contractor may only disclose the Authority's Confidential Information to the Staff who are directly involved in the provision of the Services and who need to know the information, and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.
- E4.6 The Contractor shall not, and shall procure that the Staff do not, use any of the Authority's Confidential Information received otherwise than for the purposes of this Contract.
- E4.7 Clause E4.1 shall not apply to the extent that:
- (a) such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA or the EIR;
 - (b) such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
 - (c) such information was obtained from a third party without obligation of confidentiality;
 - (d) such information was already in the public domain at the time of disclosure otherwise than by a breach of the Contract; or
 - (e) it is independently developed without access to the other Party's Confidential Information.
- E4.8 Nothing in clause E4.1 shall prevent the Authority disclosing any Confidential Information obtained from the Contractor:
- (a) for the purpose of the examination and certification of the Authority's accounts;

- (b) for the purpose of any examination pursuant to section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources;
- (c) to any Crown Body or any Contracting Authority and the Contractor hereby acknowledges that all government departments or Contracting Authorities receiving such Confidential Information may further disclose the Confidential Information to other government departments or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any government department or any Contracting Authority;
- (d) to any consultant, contractor or other person engaged by the Authority

provided that in disclosing information under clauses E4.8 (c) and (d) the Authority discloses only the information which is necessary for the purpose concerned and requests that the information is treated in confidence and that a confidentiality undertaking is given where appropriate.

- E4.9 Nothing in clauses E4.1 to E4.6 shall prevent either Party from using any techniques, ideas or Know-How gained during the performance of its obligations under the Contract in the course of its normal business, to the extent that this does not result in a disclosure of the other Party's Confidential Information or an infringement of the other Party's Intellectual Property Rights.
- E4.10 The Authority shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee, third party or Sub-Contractor to whom the Contractor's Confidential Information is disclosed pursuant to clause E4.6 is made aware of the Authority's obligations of confidentiality.
- E4.11 If the Contractor does not comply with clauses E4.1 to E4.6 the Authority may terminate the Contract immediately on written notice to the Contractor.
- E4.12 In order to ensure that no unauthorised person gains access to any Confidential Information or any data obtained in the supply of the Services, the Contractor shall maintain adequate security arrangements that meet the requirements of professional standards and best practice.
- E4.13 The Contractor will immediately notify the Authority of any breach of security in relation to Confidential Information and all data obtained in the supply of the Services and will keep a record of such breaches. The Contractor will use its best endeavours to recover such Confidential Information or data however it may be recorded. The Contractor will co-operate with the Authority in any investigation as a result of any breach of security in relation to Confidential Information or data.
- E4.14 The Contractor shall, at its own expense, alter any security systems at any time during the Contract Period at the Authority's request if the Authority reasonably believes the Contractor has failed to comply with clause E4.12.

E5 Freedom of Information

- E5.1 The Contractor acknowledges that the Authority is subject to the requirements of the FOIA and the EIR.
- E5.2 The Contractor shall transfer to the Authority all Requests for Information that it receives as soon as practicable and in any event within two (2) Working Days of receipt:

- (a) give the Authority a copy of all Information in connection with the Contract in its possession or control in the form that the Authority requires within 5 Working Days (or such other period as the Authority may specify) of the Authority's request;
- (b) provide all necessary assistance as reasonably requested by the Authority to enable the Authority to comply with its obligations under the FOIA and EIR;
- (c) not respond to directly to a Request for Information unless authorised to do so in writing by the Authority.

E5.3 The Authority shall determine in its absolute discretion and notwithstanding any other provision in the Contract or any other agreement whether the Commercially Sensitive Information and any other Information is exempt from disclosure in accordance with the provisions of the FOIA and/or the EIR.

E6 Publicity, Media and Official Enquiries

E6.1 Without prejudice to the Authority's obligations under the FOIA, the EIR or any obligations under the Regulations, or any policy requirements as to transparency, neither Party shall make any press announcement or publicise the Contract or any part thereof in any way, except with the written consent of the other Party.

E6.2 The Contractor shall use its reasonable endeavours to ensure that its Staff, professional advisors and consultants comply with clause E6.1.

E7 Security

E7.1 The Authority shall be responsible for maintaining the security of the Authority's Premises in accordance with its standard security requirements. The Contractor shall comply with all security requirements of the Authority while on the Authority's Premises, and shall ensure that all Staff comply with such requirements.

E7.2 The Authority shall give the Contractor upon request copies of its written security procedures.

E7.3 The Contractor shall, as an enduring obligation during the Contract Period, use the latest versions of anti-virus definitions available from an industry accepted anti-virus software vendor to check for and delete Malicious Software from the ICT Environment.

E7.4 Notwithstanding clause E7.3, if Malicious Software is found, the Parties shall co-operate to reduce the effect of the Malicious Software and, particularly if Malicious Software causes loss of operational efficiency or loss or corruption of the Authority Data, assist each other to mitigate any losses and to restore the provision of Services to their desired operating efficiency.

E7.5 Any cost arising out of the actions of the Parties taken in compliance with clause E7.4 shall be borne by the Parties as follows:

- (a) by the Contractor where the Malicious Software originates from the Contractor Software, the Third Party Software or the Authority Data (whilst the Authority Data was under the control of the Contractor); and
- (b) by the Authority if the Malicious Software originates from the Authority Software or Authority Data (whilst the Authority Data was under the control of the Authority).

E8 Intellectual Property Rights

E8.1 All Intellectual Property Rights in:

- (a) the Results; or
- (b) any guidance, specifications, reports, studies, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models, designs or other material which is furnished to or made available to the Contractor by or on behalf of the Authority (together with the Results, the "**IP Materials**")

shall vest in the Authority (save for Copyright and Database Rights which shall vest in Her Majesty the Queen) and the Contractor shall not, and shall ensure that the Staff shall not, use or disclose any IP Materials without Approval save to the extent necessary for performance by the Contractor of its obligations under the Contract.

E8.2 The Contractor hereby assigns:

- (a) to the Authority, with full title guarantee, all Intellectual Property Rights (save for Copyright and Database Rights) which may subsist in the IP Materials prepared in accordance with clauses E8.1(a) and (b). This assignment shall take effect on the date of the Contract or (in the case of rights arising after the date of the Contract) as a present assignment of future rights that will take effect immediately on the coming into existence of the Intellectual Property Rights produced by the Contractor; and
- (b) to Her Majesty the Queen, with full title guarantee, all Copyright and Database Rights which may subsist in the IP Materials prepared in accordance with clauses E8.1 (a) and (b)

and shall execute all documents and do all acts as are necessary to execute these assignments.

E8.3 The Contractor shall:

- (a) waive or procure a waiver of any moral rights held by it or any third party in copyright material arising as a result of the Contract or the performance of its obligations under the Contract;
- (b) ensure that the third party owner of any Intellectual Property Rights that are or which may be used to perform the Services grants to the Authority a non-exclusive licence or, if itself a licensee of those rights, shall grant to the Authority an authorised sub-licence, to use, reproduce, modify, develop and maintain the Intellectual Property Rights in the same. Such licence or sub-licence shall be non-exclusive, perpetual, royalty-free, worldwide and irrevocable and shall include the right for the Authority to sub-license, transfer, novate or assign to other Contracting Authorities, the Crown, the Replacement Contractor or to any other third party supplying goods and/or services to the Authority ("**Indemnified Persons**");
- (c) not infringe any Intellectual Property Rights of any third party in supplying the Services; and
- (d) during and after the Contract Period, indemnify and keep indemnified the Authority and the Indemnified Persons from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Authority or Indemnified Persons may suffer or incur as a result of or in connection with any breach of this clause E8.3, except to the extent that any such claim results directly from:

- i) items or materials based upon designs supplied by the Authority; or
 - ii) the use of data supplied by the Authority which is not required to be verified by the Contractor under any provision of the Contract.
- E8.4 The Authority shall notify the Contractor in writing of any claim or demand brought against the Authority for infringement or alleged infringement of any Intellectual Property Right in materials supplied and/or licensed by the Contractor to the Authority.
- E8.5 The Contractor shall at its own expense conduct all negotiations and any litigation arising in connection with any claim, demand or action by any third party for infringement or alleged infringement of any third party Intellectual Property Rights (whether by the Authority, the Contractor or Indemnified Person) arising from the performance of the Contractor's obligations under the Contract ("**Third Party IP Claim**"), provided that the Contractor shall at all times:
 - (a) consult the Authority on all material issues which arise during the conduct of such litigation and negotiations;
 - (b) take due and proper account of the interests of the Authority; and
 - (c) not settle or compromise any claim without Approval (not to be unreasonably withheld or delayed).
- E8.6 The Authority shall at the request of the Contractor afford to the Contractor all reasonable assistance for the purpose of contesting any Third Party IP Claim and the Contractor shall indemnify the Authority for all costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so. The Contractor shall not be required to indemnify the Authority under this clause E8.6 in relation to any costs and expenses to the extent that such arise directly from the matters referred to in clauses E8.3(d) i) and ii).
- E8.7 The Authority shall not, without the Contractor's consent, make any admissions which may be prejudicial to the defence or settlement of any Third Party IP Claim.
- E8.8 If any Third Party IP Claim is made or in the reasonable opinion of the Contractor is likely to be made, the Contractor shall notify the Authority and any relevant Indemnified Person, at its own expense and subject to Approval (not to be unreasonably withheld or delayed), shall (without prejudice to the rights of the Authority under clauses E8.3(b) and G2.1(g)) use its best endeavours to:
 - (a) modify any or all of the Services without reducing the performance or functionality of the same, or substitute alternative services of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement; or
 - (b) procure a licence to use the Intellectual Property Rights and supply the Services which are the subject of the alleged infringement, on terms which are acceptable to the Authorityand if the Contractor is unable to comply with clauses E8.8(a) or (b) within twenty (20) Working Days of receipt by the Authority of the Contractor's notification the Authority may terminate the Contract immediately by notice to the Contractor.
- E8.9 The Contractor grants to the Authority and, if requested by the Authority, to a Replacement Contractor, a royalty-free, irrevocable, worldwide, non-exclusive licence (with a right to sub-license) to use any Intellectual Property Rights that the Contractor owned or developed prior

to the Commencement Date and which the Authority (or the Replacement Contractor) reasonably requires in order for the Authority to exercise its rights under, and receive the benefit of, the Contract (including, without limitation, the Services).

E9 Audit

- E9.1 The Contractor shall keep and maintain until six (6) years after the end of the Contract Period, or as long a period as may be agreed between the Parties, full and accurate records of the Contract including the Services supplied under it, all expenditure reimbursed by the Authority, and all payments made by the Authority. The Contractor shall on request afford the Authority or the Authority's representatives such access to those records and processes as may be requested by the Authority in connection with the Contract.
- E9.2 The Contractor agrees to make available to the Authority, free of charge, whenever requested, copies of audit reports obtained by the Contractor in relation to the Services.
- E9.3 The Contractor shall permit duly authorised representatives of the Authority and/or the National Audit Office to examine the Contractor's records and documents relating to the Contract and to provide such copies and oral or written explanations as may reasonably be required.
- E9.4 The Contractor (and its agents) shall permit the Comptroller and Auditor General (and his appointed representatives) access free of charge during normal business hours on reasonable notice to all such documents (including computerised documents and data) and other information as the Comptroller and Auditor General may reasonably require for the purposes of his financial audit of the Authority and for carrying out examinations into the economy, efficiency and effectiveness with which the Authority has used its resources. The Contractor shall provide such explanations as are reasonably required for these purposes.

E10 Tax Compliance

- E10.1 If, during the Contract Period, an Occasion of Tax Non-Compliance occurs, the Contractor shall:
- (a) notify the Authority in writing of such fact within five (5) Working Days of its occurrence; and
 - (b) promptly give the Authority:
 - i) details of the steps it is taking to address the Occasion of Tax Non-Compliance and to prevent the same from recurring, together with any mitigating factors it considers relevant; and
 - ii) such other information in relation to the Occasion of Tax Non-Compliance as the Authority may reasonably require.
- E10.2 If the Contractor or any Staff are liable to be taxed in the UK or to pay NICs in respect of consideration received under the Contract, the Contractor shall:

- (a) at all times comply with ITEPA and all other statutes and regulations relating to income tax, and SSCBA and all other statutes and regulations relating to NICS, in respect of that consideration; and
- (b) indemnify the Authority against any income tax, NICs and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the provision of the Services by the Contractor or any Staff.

E11 Cyber Essentials Scheme

- E11.1 Where the Authority notifies the Contractor that the award of this Contract shall be conditional upon receipt of a valid Cyber Essentials Certificate or equivalent, then on or prior to the execution of the Contract the Contractor shall deliver to the Authority evidence of a valid Cyber Essentials Certificate or equivalent.
- E11.2 Where the Contractor continues to process Cyber Essentials Data during the Contract Period the Contractor shall deliver to the Authority evidence of renewal of a valid Cyber Essentials Certificate or equivalent on each anniversary of the first Cyber Essentials Certificate obtained by the Contractor under Clause E11.1.
- E11.3 Where the Contractor is due to Process Cyber Essentials Data after the Contract Commencement Date but before the end of the Contract Period, the Contractor shall deliver to the Authority evidence of:
 - (a) a valid Cyber Essentials Certificate or equivalent (before the Contractor Processes any such Cyber Essentials Data); and
 - (b) renewal of a valid Cyber Essentials Certificate or equivalent on each anniversary of the first Cyber Essentials Certificate obtained by the Contractor under Clause E11.3(a)
- E11.4 In the event that the Contractor fails to comply with Clauses E11.2 or E11.3 (as applicable), the Authority reserves the right to terminate the Contract for Material Breach.

F CONTROL OF THE CONTRACT

F1 Failure to meet Requirements

- F1.1 If the Authority informs the Contractor in writing that the Authority reasonably believes that any part of the Services do not meet the requirements of the Contract or differs in any way from those requirements, and this is not as a result of a default by the Authority, the Contractor shall at its own expense re-schedule and carry out the Services in accordance with the requirements of the Contract within such reasonable time as may be specified by the Authority.

F2 Monitoring of Contract Performance

- F2.1 The Contractor shall immediately inform the Authority if any of the Services are not being or are unable to be performed, the reasons for non-performance, any corrective action and the date by which that action will be completed.
- F2.2 The Authority shall carry out a review of the performance of the Contractor as detailed in Schedule 4 Governance and Contract Management (“**Contract Review**”). Without

prejudice to the generality of the foregoing, the Authority may in respect of the period under review consider such items as (but not limited to): the Contractor's delivery of the Services; the Contractor's contribution to innovation in the Authority; whether the Services provide the Authority with best value for money; consideration of any changes which may need to be made to the Services; a review of future requirements in relation to the Services and progress against key milestones.

- F2.3 The Contractor shall provide at its own cost any assistance reasonably required by the Authority to perform such Contract Review including the provision of data and information.
- F2.4 The Authority may produce a report (a "**Contract Review Report**") of the results of each Contract Review stating any areas of exceptional performance and areas for improvement in the provision of the Services and where there is any shortfall in any aspect of performance reviewed as against the Authority's expectations and the Contractor's obligations under this Contract.
- F2.5 The Authority shall give the Contractor a copy of the Contract Review Report (if applicable). The Authority shall consider any Contractor comments and may produce a revised Contract Review Report.
- F2.6 The Contractor shall, within ten (10) Working Days of receipt of the Contract Review Report (revised as appropriate) provide the Authority with a plan to address resolution of any shortcomings and implementation of improvements identified by the Contract Review Report.
- F2.7 Actions required to resolve shortcomings and implement improvements (either as a consequence of the Contractor's failure to meet its obligations under this Contract identified by the Contract Review Report, or those which result from the Contractor's failure to meet the Authority's expectations notified to the Contractor or of which the Contractor ought reasonably to have been aware) shall be implemented at no extra charge to the Authority.

F3 Remedies for inadequate performance

- F3.1 If the Authority reasonably believes the Contractor has committed a Material Breach it may, without prejudice to its rights under clause H2 (Termination on Default), do any of the following:
- (a) without terminating the Contract, itself supply or procure the supply of all or part of the Services until such time as the Contractor has demonstrated to the Authority's reasonable satisfaction that the Contractor will be able to supply the Services in accordance with the Specification;
 - (b) without terminating the whole of the Contract, terminate the Contract in respect of part of the Services only (whereupon a corresponding reduction in the Price shall be made) and thereafter itself supply or procure a third party to supply such part of the Services;
 - (a) withhold or reduce payments to the Contractor in such amount as the Authority reasonably deems appropriate in each particular case; and/or
 - (a) terminate the Contract in accordance with clause H2.
- F3.2 Without prejudice to its right under clause C3 (Recovery of Sums Due), the Authority may charge the Contractor for any costs reasonably incurred and any reasonable administration costs in respect of the supply of any part of the Services by the Authority or a third party to the extent that such costs exceed the payment which would otherwise have been payable to the Contractor for such part of the Services.

- F3.3 If the Authority reasonably believes the Contractor has failed to supply all or any part of the Services in accordance with the Contract, professional or industry practice which could reasonably be expected of a competent and suitably qualified person, or any legislative or regulatory requirement, the Authority may give the Contractor notice specifying the way in which its performance falls short of the requirements of the Contract or is otherwise unsatisfactory.
- F3.4 If the Contractor has been notified of a failure in accordance with clause F3.3 the Authority may, in line with Schedule 5 Performance Management Framework:
- (a) direct the Contractor to identify and remedy the failure within such time as may be specified by the Authority and to apply all such additional resources as are necessary to remedy that failure at no additional charge to the Authority within the specified timescale; and/or
 - (b) withhold or reduce payments, by implementing a Service Credit regime, to the Contractor in such amount as the Authority deems appropriate in each particular case until such failure has been remedied to the satisfaction of the Authority.
- F3.5 If the Contractor has been notified of a failure in accordance with clause F3.3, it shall:
- (a) use all reasonable endeavours to immediately minimise the impact of such failure to the Authority and to prevent such failure from recurring; and
 - (b) immediately give the Authority such information as the Authority may request regarding what measures are being taken to comply with the obligations in this clause F3.5 and the progress of those measures until resolved to the satisfaction of the Authority.
- F3.6 If, having been notified of any failure, the Contractor fails to remedy it in accordance with clause F3.5 within the time specified by the Authority, the Authority may treat the continuing failure as a Material Breach and may terminate the Contract immediately on notice to the Contractor.

F4 Transfer and Sub-Contracting

- F4.1 Except where clauses F4.6 and F4.7 both apply, the Contractor shall not transfer, charge, assign, sub-contract or in any other way dispose of the Contract or any part of it without Approval. All such documents shall be evidenced in writing and shown to the Authority on request. Sub-contracting any part of the Contract shall not relieve the Contractor of any of its obligations or duties under the Contract.
- F4.2 The Contractor shall be responsible for the acts and/or omissions of its Sub-Contractors as though they are its own. If it is appropriate, the Contractor shall provide each Sub-Contractor with a copy of the Contract and obtain written confirmation from them that they will provide the Services fully in accordance with the Contract.
- F4.3 The Contractor shall ensure that its Sub-Contractors and suppliers retain all records relating to the Services for at least six (6) years from the date of their creation and make them available to the Authority on request in accordance with the provisions of clause E9 (Audit). If any Sub-Contractor or supplier does not allow the Authority access to the records then the Authority shall have no obligation to pay any claim or invoice made by the Contractor on the basis of such documents or work carried out by the Sub-Contractor or supplier.

- F4.4 If the Authority has consented to the award of a Sub-Contract, the Contractor shall ensure that:
- (a) the Sub-Contract contains a right for the Contractor to terminate the Sub-Contract if the relevant Sub-Contractor does not comply in the performance of its contract with legal obligations in environmental, social or labour law;
 - (b) the Sub-Contractor includes a provision having the same effect as set out in clause F4.4 (a) in any Sub-Contract which it awards; and
 - (c) copies of each Sub-Contract shall, at the request of the Authority, be sent by the Contractor to the Authority immediately.
- F4.5 If the Authority believes there are:
- (a) compulsory grounds for excluding a Sub-Contractor pursuant to regulation 57 of the Regulations, the Contractor shall replace or not appoint the Sub-Contractor; or
 - (b) non-compulsory grounds for excluding a Sub-Contractor pursuant to regulation 57 of the Regulations, the Authority may require the Contractor to replace or not appoint the Sub-Contractor and the Contractor shall comply with such requirement.
- F4.6 Notwithstanding clause F4.1, the Contractor may assign to a third party (the “**Assignee**”) the right to receive payment of the Price or any part thereof due to the Contractor (including any interest which the Authority incurs under clause C2 (Payment and VAT)). Any assignment under this clause F4.6 shall be subject to:
- (a) reduction of any sums in respect of which the Authority exercises its right of recovery under clause C3 (Recovery of Sums Due);
 - (b) all related rights of the Authority under the Contract in relation to the recovery of sums due but unpaid; and
 - (c) the Authority receiving notification under both clauses F4.7 and F4.8.
- F4.7 If the Contractor assigns the right to receive the Price under clause F4.6, the Contractor or the Assignee shall notify the Authority in writing of the assignment and the date upon which the assignment becomes effective.
- F4.8 The Contractor shall ensure that the Assignee notifies the Authority of the Assignee’s contact information and bank account details to which the Authority shall make payment.
- F4.9 The provisions of clause C2 shall continue to apply in all other respects after the assignment and shall not be amended without Approval.
- F4.10 Subject to clause F4.11, the Authority may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:
- (a) any Contracting Authority;
 - (b) any other body established or authorised by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Authority; or
 - (c) any private sector body which substantially performs the functions of the Authority

provided that any such assignment, novation or other disposal shall not increase the burden of the Contractor's obligations under the Contract.

- F4.11 Any change in the legal status of the Authority such that it ceases to be a Contracting Authority shall not, subject to clause F4.12, affect the validity of the Contract and the Contract shall bind and inure to the benefit of any successor body to the Authority.
- F4.12 If the rights and obligations under the Contract are assigned, novated or otherwise disposed of pursuant to clause F4.10 to a body which is not a Contracting Authority or if there is a change in the legal status of the Authority such that it ceases to be a Contracting Authority (in the remainder of this clause both such bodies being referred to as the "**Transferee**");
- (a) the rights of termination of the Authority in clauses H1 and H2 shall be available to the Contractor in respect of the Transferee; and
 - (b) the Transferee shall only be able to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the prior consent in writing of the Contractor.
- F4.13 The Authority may disclose to any Transferee any Confidential Information of the Contractor which relates to the performance of the Contractor's obligations under the Contract. In such circumstances the Authority shall authorise the Transferee to use such Confidential Information only for purposes relating to the performance of the Contractor's obligations under the Contract and for no other purpose and shall take all reasonable steps to ensure that the Transferee gives a confidentiality undertaking in relation to such Confidential Information.
- F4.14 Each Party shall at its own cost and expense carry out, or use all reasonable endeavours to ensure the carrying out of, whatever further actions (including the execution of further documents) the other Party reasonably requires from time to time for the purpose of giving that other Party the full benefit of the provisions of the Contract.

F5 Waiver

- F5.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.
- F5.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with clause A4 (Notices and Communications).
- F5.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

F6 Variation

- F6.1 If, after the Commencement Date, the Authority's requirements change, the Authority may request a Variation subject to the terms of this clause 6.
- F6.2 The Authority may request a Variation by notifying the Contractor in writing of the Variation and giving the Contractor sufficient information to assess the extent of the Variation and consider whether any change to the Price is required in order to implement the Variation within a reasonable time limit specified by the Authority. If the Contractor accepts the Variation it shall confirm it in writing.

- F6.3 If the Contractor is unable to accept the Variation or where the Parties are unable to agree a change to the Price, the Authority may:
- (a) allow the Contractor to fulfil its obligations under the Contract without the Variation to the Specification; or
 - (b) terminate the Contract immediately except where the Contractor has already delivered all or part of the Services or where the Contractor can show evidence of substantial work being carried out to fulfil the requirements of the Specification; and in such case the Parties shall attempt to agree upon a resolution to the matter. If a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution procedure detailed in clause I2 (Dispute Resolution).
- F6.4 No Variation will take effect unless and until it is recorded in a validly executed Change Control Notice (CCN).
- F6.5 A CCN takes effect on the date on which both Parties sign the CCN. On the date both Parties have signed the CCN it is deemed to warrant and represent that the CCN has been executed by a duly authorised representative of both Parties in addition to the warranties and representations set out in clause G2.
- F6.6 The provisions of clauses F6.4 and F6.5 may be varied in an emergency if it is not practicable to obtain the Authorised Representative's approval within the time necessary to make the Variation in order to address the emergency. In an emergency, Variations may be approved by a different representative of the Authority. However, the Authorised Representative shall have the right to review such a Variation and require a CCN to be entered into on a retrospective basis which may itself vary the emergency Variation.

F7 Severability

- F7.1 If any provision of the Contract which is not of a fundamental nature is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions of the Contract shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated.

F8 Remedies Cumulative

- F8.1 Except as expressly provided in the Contract all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

F9 Entire Agreement

- F9.1 The Contract constitutes the entire agreement between the Parties in respect of the matters dealt with therein. The Contract supersedes all prior negotiations between the Parties and all representations and undertakings made by one Party to the other, whether written or oral, except that this clause shall not exclude liability in respect of any fraudulent misrepresentation.

F10 Counterparts

F10.1 The Contract may be executed in counterparts, each of which when executed and delivered shall constitute an original but all counterparts together shall constitute one and the same instrument.

G LIABILITIES

G1 Liability, Indemnity and Insurance

G1.1 Neither Party limits its liability for:

- (a) death or personal injury caused by its negligence;
- (b) fraud or fraudulent misrepresentation;
- (c) any breach of any obligations implied by section 2 of the Supply of Goods and Services Act 1982;
- (d) any breach of clauses D1, E1, E2 and E4;
- (e) Schedule 12; or
- (f) any liability to the extent it cannot be limited or excluded by Law.

G1.2 Subject to clauses G1.3 and G1.4, the Contractor shall indemnify the Authority and keep the Authority indemnified fully against all claims, proceedings, demands, charges, actions, damages, costs, breach of statutory duty, expenses and any other liabilities which may arise out of the supply, or the late or purported supply, of the Services or the performance or non-performance by the Contractor of its obligations under the Contract or the presence of the Contractor or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Contractor, or any other loss which is caused directly by any act or omission of the Contractor.

G1.3 Subject to clause G1.1 the Contractor's aggregate liability in respect of the Contract shall not exceed ten million pounds sterling (£10,000,000) which includes Employer's (Compulsory) Liability insurance of up to five million pounds sterling (£5,000,000) and Public Liability insurance up to five million pounds sterling (£5,000,000). In addition, the Contractor should hold Professional Indemnity Insurance of at least two million pounds sterling (£2,000,000).

G1.4 The Contractor shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Authority or by breach by the Authority of its obligations under the Contract.

G1.5 The Authority may recover from the Contractor the following losses incurred by the Authority to the extent they arise as a result of a Default by the Contractor:

- (a) any additional operational and/or administrative costs and expenses incurred by the Authority, including costs relating to time spent by or on behalf of the Authority in dealing with the consequences of the Default;
- (b) any wasted expenditure or charges;
- (c) the additional costs of procuring a Replacement Contractor for the remainder of the Contract Period and or replacement deliverables which shall include any incremental

costs associated with the Replacement Contractor and/or replacement deliverables above those which would have been payable under the Contract;

- (d) any compensation or interest paid to a third party by the Authority; and
- (e) any fine or penalty incurred by the Authority pursuant to Law and any costs incurred by the Authority in defending any proceedings which result in such fine or penalty.

G1.6 Subject to clauses G1.1 and G1.5, neither Party shall be liable to the other for any:

- (a) loss of profits, turnover, business opportunities or damage to goodwill (in each case whether direct or indirect); or
- (b) indirect, special or consequential loss.

G1.7 Unless otherwise specified by the Authority, the Contractor shall, with effect from the Commencement Date for such period as necessary to enable the Contractor to comply with its obligations herein, take out and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Contractor, arising out of the Contractor's performance of its obligations under the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Contractor. Such insurance shall be maintained for the duration of the Contract Period and for a minimum of 6 years following the end of the Contract.

G1.8 The Contractor shall hold employer's liability insurance in respect of Staff and such insurance shall be in accordance with any legal requirement from time to time in force.

G1.9 The Contractor shall give the Authority, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.

G1.10 If the Contractor does not give effect to and maintain the insurances required by the provisions of the Contract, the Authority may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Contractor.

G1.11 The provisions of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under the Contract.

G1.12 The Contractor shall not take any action or fail to take any reasonable action, or (to the extent that it is reasonably within its power) permit anything to occur in relation to the Contractor, which would entitle any insurer to refuse to pay any claim under any insurance policy in which the Contractor is an insured, a co-insured or additional insured person.

G2 Warranties and Representations

G2.1 The Contractor warrants and represents on the Commencement Date and for the Contract Period that:

- (a) it has full capacity and authority and all necessary consents to enter into and perform the Contract and that the Contract is executed by a duly authorised representative of the Contractor;
- (b) in entering the Contract it has not committed any fraud;

- (c) as at the Commencement Date, all information contained in the Tender or other offer made by the Contractor to the Authority remains true, accurate and not misleading, save as may have been specifically disclosed in writing to the Authority prior to execution of the Contract and in addition, that it will advise the Authority of any fact, matter or circumstance of which it may become aware which would render such information to be false or misleading;
- (d) no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or any of its assets which will or might have an adverse effect on its ability to perform its obligations under the Contract;
- (e) it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under the Contract;
- (f) no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Contractor or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Contractor's assets or revenue;
- (g) it owns, or has obtained or is able to obtain valid licences for, all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;
- (h) any person engaged by the Contractor shall be engaged on terms which do not entitle them to any Intellectual Property Right in any IP Materials;
- (i) in the three (3) years (or period of existence where the Contractor has not been in existence for three (3) years) prior to the date of the Contract:
 - i) it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts;
 - ii) it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and
 - iii) it has not done or omitted to do anything which could have a material adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract;
- (j) it has and will continue to hold all necessary (if any) regulatory approvals from the Regulatory Bodies necessary to perform its obligations under the Contract; and
- (k) it has notified the Authority in writing of any Occasions of Tax Non-Compliance and any litigation in which it is involved that is in connection with any Occasion of Tax Non-Compliance.

G3 Force Majeure

G3.1 Subject to the remaining provisions of this clause G3, a Party may claim relief under this clause G3 from liability for failure to meet its obligations under the Contract for as long as and only to the extent that the performance of those obligations is directly affected by a Force Majeure Event. Any failure or delay by the Contractor in performing its obligations under the Contract which results from a failure or delay by an agent, Sub-Contractor or supplier shall be regarded as due to a Force Majeure Event only if that agent, Sub-

Contractor or supplier is itself impeded by a Force Majeure Event from complying with an obligation to the Contractor.

- G3.2 The Affected Party shall as soon as reasonably practicable issue a Force Majeure Notice, which shall include details of the Force Majeure Event, its effect on the obligations of the Affected Party and any action the Affected Party proposes to take to mitigate its effect.
- G3.3 If the Contractor is the Affected Party, it shall not be entitled to claim relief under this clause G3 to the extent that consequences of the relevant Force Majeure Event:
- (a) are capable of being mitigated by any of the Services, but the Contractor has failed to do so; and/or
 - (b) should have been foreseen and prevented or avoided by a prudent provider of services similar to the Services, operating to the standards required by the Contract.
- G3.4 Subject to clause G3.5, as soon as practicable after the Affected Party issues the Force Majeure Notice, and at regular intervals thereafter, the Parties shall consult in good faith and use reasonable endeavours to agree any steps to be taken and an appropriate timetable in which those steps should be taken, to enable continued provision of the Services affected by the Force Majeure Event.
- G3.5 The Parties shall at all times following the occurrence of a Force Majeure Event and during its subsistence use their respective reasonable endeavours to prevent and mitigate the effects of the Force Majeure Event. Where the Contractor is the Affected Party, it shall take all steps in accordance with Good Industry Practice to overcome or minimise the consequences of the Force Majeure Event.
- G3.6 If, as a result of a Force Majeure Event:
- (a) an Affected Party fails to perform its obligations in accordance with the Contract, then during the continuance of the Force Majeure Event:
 - i) the other Party shall not be entitled to exercise its rights to terminate the Contract in whole or in part as a result of such failure pursuant to clause H2.1 or H2.3; and
 - ii) neither Party shall be liable for any Default arising as a result of such failure;
 - (b) the Contractor fails to perform its obligations in accordance with the Contract it shall be entitled to receive payment of the Price (or a proportional payment of it) only to the extent that the Services (or part of the Services) continue to be performed in accordance with the terms of the Contract during the occurrence of the Force Majeure Event.
- G3.7 The Affected Party shall notify the other Party as soon as practicable after the Force Majeure Event ceases or no longer causes the Affected Party to be unable to comply with its obligations under the Contract.
- G3.8 Relief from liability for the Affected Party under this clause G3 shall end as soon as the Force Majeure Event no longer causes the Affected Party to be unable to comply with its obligations under the Contract and shall not be dependent on the serving of notice under clause G3.7.

H DEFAULT, DISRUPTION AND TERMINATION

H1 Termination on Insolvency and Change of Control

H1.1 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is a company and in respect of the Contractor:

- (a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors;
- (b) a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation);
- (c) a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to section 98 of the Insolvency Act 1986;
- (d) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets;
- (e) an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given;
- (f) it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986;
- (g) being a "small company" within the meaning of section 247(3) of the Companies Act 1985, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
- (h) any event similar to those listed in H1.1(a)-(g) occurs under the law of any other jurisdiction.

H1.2 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is an individual and:

- (a) an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Contractor's creditors;
- (b) a petition is presented and not dismissed within fourteen (14) days or order made for the Contractor's bankruptcy;
- (c) a receiver, or similar officer is appointed over the whole or any part of the Contractor's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets;
- (d) the Contractor is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of section 268 of the Insolvency Act 1986;

- (e) a creditor or encumbrancer attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Contractor's assets and such attachment or process is not discharged within fourteen (14) days;
- (f) he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Capacity Act 2005;
- (g) he suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business; or
- (h) any event similar to those listed in clauses H1.2(a) to (g) occurs under the law of any other jurisdiction.

H1.3 The Contractor shall notify the Authority immediately in writing of any proposal or negotiations which will or may result in a merger, take-over, change of control, change of name or status including where the Contractor undergoes a change of control within the meaning of section 1124 of the Corporation Taxes Act 2010 ("**Change of Control**"). The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor within six (6) Months of:

- (a) being notified that a Change of Control has occurred; or
- (b) where no notification has been made, the date that the Authority becomes aware of the Change of Control,

but shall not be permitted to terminate where Approval was granted prior to the Change of Control.

H1.4 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is a partnership and:

- (a) a proposal is made for a voluntary arrangement within Article 4 of the Insolvent Partnerships Order 1994 or a proposal is made for any other composition, scheme or arrangement with, or assignment for the benefit of, its creditors; or
- (b) it is for any reason dissolved; or
- (c) a petition is presented for its winding up or for the making of any administration order, or an application is made for the appointment of a provisional liquidator; or
- (d) a receiver, or similar officer is appointed over the whole or any part of its assets; or
- (e) the partnership is deemed unable to pay its debts within the meaning of section 222 or 223 of the Insolvency Act 1986 as applied and modified by the Insolvent Partnerships Order 1994; or
- (f) any of the following occurs in relation to any of its partners:
 - (i) an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, his creditors;
 - (ii) a petition is presented for his bankruptcy; or
 - (iii) a receiver, or similar officer is appointed over the whole or any part of his assets;

- (g) any event similar to those listed in clauses H1.4(a) to (f) occurs under the law of any other jurisdiction.

H1.5 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is a limited liability partnership and:

- (a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or a proposal is made for any other composition, scheme or arrangement with, or assignment for the benefit of, its creditors;
- (b) it is for any reason dissolved;
- (c) an application is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given within Part II of the Insolvency Act 1986;
- (d) any step is taken with a view to it being determined that it be wound up (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation) within Part IV of the Insolvency Act 1986;
- (e) a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator within Part IV of the Insolvency Act 1986;
- (f) a receiver, or similar officer is appointed over the whole or any part of its assets; or
- (g) it is or becomes unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
- (h) a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
- (i) any event similar to those listed in clauses H1.5 (a) to (h) occurs under the law of any other jurisdiction.

H1.6 References to the Insolvency Act 1986 in clause H1.5(a) shall be construed as being references to that Act as applied under the Limited Liability Partnerships Act 2000 subordinate legislation.

H2 Termination on Default

H2.1 The Authority may terminate the Contract with immediate effect by notice if the Contractor commits a Default and:

- (a) the Contractor has not remedied the Default to the satisfaction of the Authority within twenty five (25) Working Days or such other period as may be specified by the Authority, after issue of a notice specifying the Default and requesting it to be remedied;
- (b) the Default is not, in the opinion of the Authority, capable of remedy; or
- (c) the Default is a Material Breach.

H2.2 If, through any Default of the Contractor, data transmitted or processed in connection with the Contract is either lost or sufficiently degraded as to be unusable, the Contractor shall be liable for the cost of reconstitution of that data and shall reimburse the Authority in respect of any charge levied for its transmission and any other costs charged in connection with such Default.

H2.3 If the Authority fails to pay the Contractor undisputed sums of money when due, the Contractor shall give notice to the Authority of its failure to pay. If the Authority fails to pay such undisputed sums within ninety (90) Working Days of the date of such notice, the Contractor may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the Authority exercising its rights under clause C3.1 (Recovery of Sums Due) or to a Force Majeure Event.

H3 Termination on Notice

H3.1 The Authority may terminate the Contract at any time by giving thirty (30) days' notice to the Contractor.

H4 Other Termination Grounds

H4.1 The Authority may terminate the Contract on written notice to the Contractor if:

- (a) the Contract has been subject to a substantial modification which requires a new procurement procedure pursuant to regulation 72(9) of the Regulations;
- (b) the Contractor was, at the time the Contract was awarded, in one of the situations specified in regulation 57(1) of the Regulations, including as a result of the application of regulation 57 (2), and should therefore have been excluded from the procurement procedure which resulted in its award of the Contract;
- (c) the Contract should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and the Regulations that has been declared by the Court of Justice of the European Union in a procedure under Article 258 of the TFEU; or
- (d) the Contractor has not, in performing the Services, complied with its legal obligations in respect of environmental, social or labour law.

H5 Consequences of Expiry or Termination

H5.1 If the Authority terminates the Contract under clauses H2 or H4 and makes other arrangements for the supply of the Services the Authority may recover from the Contractor the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Authority throughout the remainder of the Contract Period.

H5.2 If Contract is terminated under clauses H2 or H4 the Authority shall make no further payments to the Contractor (for Services supplied by the Contractor prior to termination and in accordance with the Contract but where the payment has yet to be made by the Authority), until the Authority has established the final cost of making the other arrangements envisaged under this clause.

H5.3 If the Authority terminates the Contract under clause H3 the Authority shall make no further payments to the Contractor except for Services supplied by the Contractor prior to termination and in accordance with the Contract but where the payment has yet to be made by the Authority.

H5.4 Save as otherwise expressly provided in the Contract:

- (a) termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and
- (b) termination of the Contract shall not affect the continuing rights, remedies or obligations of the Authority or the Contractor under clauses C2 (Payment and VAT), C3 (Recovery of Sums Due), D1 (Prevention of Fraud and Bribery), E2 (Data Protection Act Compliance), E3 (Official Secrets Acts 1911 to 1989, Section 182 of the Finance Act 1989), E4 (Confidential Information), E5 (Freedom of Information), E8 (Intellectual Property Rights), E9 (Audit), F9 (Remedies Cumulative), G1 (Liability, Indemnity and Insurance), H5 (Consequences of Expiry or Termination), H7 (Recovery upon Termination) and I1 (Governing Law and Jurisdiction).

H6 Disruption

- H6.1 The Contractor shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Authority, its employees or any other contractor employed by the Authority.
- H6.2 The Contractor shall immediately inform the Authority of any actual or potential industrial action, whether such action be by its own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.
- H6.3 If there is industrial action by the Staff, the Contractor shall seek Approval to its proposals to continue to perform its obligations under the Contract.
- H6.4 If the Contractor's proposals referred to in clause H6.3 are considered insufficient or unacceptable by the Authority acting reasonably, then the Contract may be terminated with immediate effect by the Authority by notice.
- H6.5 If the Contractor is unable to deliver the Services owing to disruption of the Authority's normal business, the Contractor may request a reasonable allowance of time, and, in addition, the Authority will reimburse any additional expense reasonably incurred by the Contractor as a direct result of such disruption.

H7 Recovery upon Termination

- H7.1 On termination of the Contract for any reason, the Contractor shall at its cost:
 - (a) immediately return to the Authority all Confidential Information, Personal Data and IP Materials in its possession or in the possession or under the control of any permitted suppliers or Sub-Contractors, which was obtained or produced in the course of providing the Services;
 - (b) immediately deliver to the Authority all Property (including materials, documents, information and access keys) provided to the Contractor in good working order;
 - (c) immediately vacate any Authority Premises occupied by the Contractor;
 - (d) assist and co-operate with the Authority to ensure an orderly transition of the provision of the Services to the Replacement Contractor and/or the completion of any work in progress; and

- (e) promptly provide all information concerning the provision of the Services which may reasonably be requested by the Authority for the purposes of adequately understanding the manner in which the Services have been provided and/or for the purpose of allowing the Authority and/or the Replacement Contractor to conduct due diligence.

H7.2 If the Contractor does not comply with clauses H7.1(a) and (b), the Authority may recover possession thereof and the Contractor grants a licence to the Authority or its appointed agents to enter (for the purposes of such recovery) any premises of the Contractor or its permitted suppliers or Sub-Contractors where any such items may be held.

H8 Retendering and Handover

H8.1 Within twenty one (21) days of being requested by the Authority, the Contractor shall provide, and thereafter keep updated, in a fully indexed and catalogued format, all the information necessary to enable the Authority to issue tender documents for the future provision of the Services.

H8.2 The Authority shall take all necessary precautions to ensure that the information referred to in clause H8.1 is given only to potential providers who have qualified to tender for the future provision of the Services.

H8.3 The Authority shall require that all potential providers treat the information in confidence; that they do not communicate it except to such persons within their organisation and to such extent as may be necessary for the purpose of preparing a response to an invitation to tender issued by the Authority; and that they shall not use it for any other purpose.

H8.4 The Contractor shall indemnify the Authority against any claim made against the Authority at any time by any person in respect of any liability incurred by the Authority arising from any deficiency or inaccuracy in information which the Contractor is required to provide under clause H8.1.

H8.5 The Contractor shall allow access to the Premises in the presence of the Authorised Representative, to any person representing any potential provider whom the Authority has selected to tender for the future provision of the Services.

H8.6 If access is required to the Contractor's Premises for the purposes of clause H7.5, the Authority shall give the Contractor seven (7) days' notice of a proposed visit together with a list showing the names of all persons who will be visiting. Their attendance shall be subject to compliance with the Contractor's security procedures, subject to such compliance not being in conflict with the objectives of the visit.

H8.7 The Contractor shall co-operate fully with the Authority during any handover at the end of the Contract. This co-operation shall include allowing full access to, and providing copies of, all documents, reports, summaries and any other information necessary in order to achieve an effective transition without disruption to routine operational requirements.

H8.8 Within ten (10) Working Days of being requested by the Authority, the Contractor shall transfer to the Authority, or any person designated by the Authority, free of charge, all computerised filing, recording, documentation, planning and drawing held on software and utilised in the provision of the Services. The transfer shall be made in a fully indexed and catalogued disk format, to operate on a proprietary software package identical to that used by the Authority.

H9 Exit Management

H9.1 Upon termination the Contractor shall render reasonable assistance to the Authority to the extent necessary to effect an orderly assumption by a Replacement Contractor in accordance with the procedure set out in clause H10.

H10 Exit Procedures

H10.1 Where the Authority requires a continuation of all or any of the Services on expiry or termination of this Contract, either by performing them itself or by engaging a third party to perform them, the Contractor shall co-operate fully with the Authority and any such third party and shall take all reasonable steps to ensure the timely and effective transfer of the Services without disruption to routine operational requirements.

H10.2 The following commercial approach shall apply to the transfer of the Services if the Contractor:

- (a) does not have to use resources in addition to those normally used to deliver the Services prior to termination or expiry, there shall be no change to the Price; or
- (b) reasonably incurs additional costs, the Parties shall agree a Variation to the Price based on the Contractor's rates either set out in Schedule 2 or forming the basis for the Price.

H10.3 When requested to do so by the Authority, the Contractor shall deliver to the Authority details of all licences for software used in the provision of the Services including the software licence agreements.

H10.4 Within one (1) Month of receiving the software licence information described above, the Authority shall notify the Contractor of the licences it wishes to be transferred, and the Contractor shall provide for the approval of the Authority a plan for licence transfer.

H11 Knowledge Retention

H11.1 The Contractor shall co-operate fully with the Authority in order to enable an efficient and detailed knowledge transfer from the Contractor to the Authority on the completion or earlier termination of the Contract and in addition, to minimise any disruption to routine operational requirements. To facilitate this transfer, the Contractor shall provide the Authority free of charge with full access to its Staff, and in addition, copies of all documents, reports, summaries and any other information requested by the Authority. The Contractor shall comply with the Authority's request for information no later than fifteen (15) Working Days from the date that that request was made.

I DISPUTES AND LAW

I1 Governing Law and Jurisdiction

I1.1 Subject to the provisions of clause I2 the Contract, including any matters arising out of or in connection with it, shall be governed by and interpreted in accordance with English Law and shall be subject to the jurisdiction of the Courts of England and Wales. The submission to such jurisdiction shall not limit the right of the Authority to take proceedings against the Contractor in any other court of competent jurisdiction, and the taking of proceedings in any other court of competent jurisdiction shall not preclude the taking of proceedings in any other jurisdiction whether concurrently or not.

I2 Dispute Resolution

- 12.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within twenty (20) Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the finance director of the Contractor and the commercial director of the Authority.
- 12.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- 12.3 If the dispute cannot be resolved by the Parties pursuant to clause I2.1 either Party may refer it to mediation pursuant to the procedure set out in clause I2.5.
- 12.4 The obligations of the Parties under the Contract shall not cease, or be suspended or delayed by the reference of a dispute to mediation (or arbitration) and the Contractor and the Staff shall comply fully with the requirements of the Contract at all times.
- 12.5 The procedure for mediation and consequential provisions relating to mediation are as follows:
- (a) a neutral adviser or mediator (the “**Mediator**”) shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within ten (10) Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within ten (10) Working Days from the date of the proposal to appoint a Mediator or within ten (10) Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution to appoint a Mediator;
 - (b) the Parties shall within ten (10) Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations. If appropriate, the Parties may at any stage seek assistance from the Centre for Effective Dispute Resolution to provide guidance on a suitable procedure;
 - (c) unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;
 - (d) if the Parties reach agreement on the resolution of the dispute, the agreement shall be recorded in writing and shall be binding on the Parties once it is signed by their duly authorised representatives;
 - (e) failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative written opinion. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties; and
 - (f) if the Parties fail to reach agreement within sixty (60) Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the Courts unless the dispute is referred to arbitration pursuant to the procedures set out in clause I2.6.

- 12.6 Subject to clause 12.2, the Parties shall not institute court proceedings until the procedures set out in clauses 12.1 and 12.3 have been completed save that:
- (a) The Authority may at any time before court proceedings are commenced, serve a notice on the Contractor requiring the dispute to be referred to and resolved by arbitration in accordance with clause 12.7;
 - (b) if the Contractor intends to commence court proceedings, it shall serve notice on the Authority of its intentions and the Authority shall have twenty one (21) days following receipt of such notice to serve a reply on the Contractor requiring the dispute to be referred to and resolved by arbitration in accordance with clause 12.7; and
 - (c) the Contractor may request by notice to the Authority that any dispute be referred and resolved by arbitration in accordance with clause 12.7, to which the Authority may consent as it sees fit.
- 12.7 If any arbitration proceedings are commenced pursuant to clause 12.6,
- (a) the arbitration shall be governed by the provisions of the Arbitration Act 1996 and the Authority shall give a notice of arbitration to the Contractor (the “**Arbitration Notice**”) stating:
 - (i) that the dispute is referred to arbitration; and
 - (ii) providing details of the issues to be resolved;
 - (b) the London Court of International Arbitration (“**LCIA**”) procedural rules in force at the date that the dispute was referred to arbitration in accordance with 12.7(b) shall be applied and are deemed to be incorporated by reference to the Contract and the decision of the arbitrator shall be binding on the Parties in the absence of any material failure to comply with such rules;
 - (c) the tribunal shall consist of a sole arbitrator to be agreed by the Parties;
 - (d) if the Parties fail to agree the appointment of the arbitrator within ten (10) days of the Arbitration Notice being issued by the Authority under clause 12.7(a) or if the person appointed is unable or unwilling to act, the arbitrator shall be appointed by the LCIA;
 - (e) the arbitration proceedings shall take place in London and in the English language; and
 - (f) the arbitration proceedings shall be governed by, and interpreted in accordance with, English Law.

SCHEDULE 1 – SERVICES

This Schedule sets out the Authority's Specification of Requirements.

INTRODUCTION

- 1.1 Trade and investment continue to be central to the UK economy. Boosting exports and attracting more high quality foreign direct investment have been cited by many as critical to the UK's economic success. DIT is central to the delivery of the UK's trade and investment agenda. To help DIT gain as much traction and insight as possible, DIT have, and continue to invest in, segmentation and analysis of our customers and targets which will help us focus our activities.
- 1.2 Despite this, DIT, like all UK Government Departments, is under continual scrutiny and pressure to ensure that its communications and marketing services deliver effective, high-value, measurable outcomes with less spend and in certain cases, less resource. Maximising the impact of all our communications activity, whilst reducing cost and achieving greater value-for-money, is therefore essential.

OVERVIEW OF REQUIREMENTS

2.1 Scope

The Contractor will be required to deliver any of the following services in connection with the communications and marketing creative and production service.

2.2 Services

The Contractor will deliver the services locally in the Asia Pacific region, covering anything from typesetting and translation to artwork/print-ready files. They will also provide high quality, low cost video production work. This will support the work of the in-house production team and provide a more streamlined process that delivers better value for money and consistency.

The services to be provided include:

Artwork/Production Design

- Making amendments to existing creative work and correcting off-brand creative work;
- Producing a wide range of production solutions including:
 - Print/publication ready artwork
 - File conversion to comply with newspaper specifications
 - Development of graphs and charts
 - Image retouching
- Build of simple HTML templates, microsites, motion graphics, video editing, digital presentations (such as Prezi)
- PowerPoint and Word templates
- Campaign assets;

End to end video production (pre, during and post production including hiring of equipment and editing);

Translation services, where required;

This will stretch across all materials including print, displays, signs, exhibitions, merchandise, event-branding.

Account/Project Management

The Contractor will support the delivery of the above services including: planning; managing; trafficking; quality control; proof reading; liaising with the Authority's print partner; and process management. The Contractor will report on budget; time; and resource.

2.3 Collaboration

The Authority has a number of suppliers delivering marketing and events activities. The Contractor will work effectively alongside these and other organisations.

2.4 Exit Activities

The information below is required to be forwarded to the Authority's Project Manager, within two (2) weeks of the Contract Expiry Date, at no extra cost to the Authority.

- a completed audit of all content and images, alongside licence information including contact details;
- all assets created as part of the contract to the customer;
- a licensed material list with any licence issues highlighted;
- a digital copy of all model, property and photography release forms that are held for DIT images;
- a written guide describing how the Contractor has managed the image library (together with an overview process diagram) to include processes, purchasing procedures for images and day-to-day management.

SCHEDULE 2 – PRICING

- 1.1 The Schedule of Rates submitted by the Contractor will be the agreed rates for this contract (see Annex 1 to this Schedule).
- 1.2 The Standard Production Menu Prices submitted by the Contractor will be used as a guideline and prices will be agreed on a brief-by-brief basis (See Annex 2 to this Schedule).

Annex 1 – Schedule of Rates

Category	Role	Asia Pacific	
		Max Day Rate Offered (ex VAT) £	Max Hourly Rate Offered (ex VAT) £
Board Level Role	Strategy Director		
	Technical Development Director		
	Data Planning Director		
	Business Director		
	Chief Digital Officer		
	PR Board Director		
Senior Level Role	Senior Account Director	£400.00	£50.00
	Senior Account Director (PR)		
	Senior Planner		
	Senior Research Exec		
	Creative Director	£240.00	£30.00
	Creative Technologist	£240.00	£30.00
	Information Architect		
	Technical Development Manager		
	User Experience Consultant		
	Head of Influencer & Partnerships		
	Senior Data Planner		
	Studio/delivery Lead	£240.00	£30.00
	SEO Consultant		
Mid Level Role	Copywriter	£320.00	£40.00
	Art Director	£240.00	£30.00
	Designer	£240.00	£30.00
	Senior Campaign Manager		
	Planner		
	Web Developer	£240.00	£30.00
	Influencer and Partnerships Manager		
	Analyst		
	Motion Producer	£500.00	£62.50
	Email Manager		
	Senior Social Media Manager		
	SEO Analytics Manager		
	Proof-reader	£240.00	£30.00
Junior Level Role	Account Manager (PR)	£240.00	£30.00
	Account Manager	£240.00	£30.00
	Content Loader	£240.00	£30.00
	Social Media Manager		

Annex 2 – Standard Production Menu Prices

Item No	Standard Production Work Package	Asia Pacific Cost (GBP) £
1	Sales reference guide (messaging grid) including core marketing messages, USPs and core propositions, elevator pitch etc – word and pdf. Your costing should include copywriting; you would need to create content (either raw research or gathering messaging). Cost as a package of work, not per page. Could be multiple languages.	£18 Production £105 Copy Writing (150 words) £25 Translation <i>Cost is per page as page extent needed for exact costing</i>
2	PowerPoint presentation deck of slides with granular detail of sectors and sub sectors and sub categories with all professionally written content included in slides and editable (20 slides)	£320
3	Visual infographics to visualise trends, stats and figures (1 A4 page of visualising figures) (soft-copy)	£100
4	Price needs to include art working; and cost of using our existing library to source imagery. Please provide prices for: a) A5 sector brochure (24 pages); and b) A4 leaflet (single and double-sided)	a) £432 b) £18 single sided b) £36 double sided
5	Prices for art working/design of: a) pull-ups; b) pop-ups; c) 6ft wall panel. Please provide price for: d) adaptation/resize (not design)	a) £36 b) £36 c) £36 d) £18
6	UK maps or charts showing sector landscape and major players (A4 size art worked) (soft-copy)	£100
7	Sector photography (using our image library management company) (search and selection of 10 photography)	£35

8	<p>Prices should include art working. Individual prices for: a) research and editorial (price per hour); b) folder; c) booklet (as per Question 4); d) fold out map (as per Question 6); e) case studies in folder (2 pages); f) pull-up (as per Question 5); g) PowerPoint deck (as per Question 2); h) backdrop; i) events panels. Please also provide price for combined toolkit (cost savings expected for a packaged piece of work).</p>	<p>a) £36 b) £36 c) £450 d) £100 e) £36 f) £18 g) £320 h) £18 i) £18 Package price - £900</p>
9	<p>Social media collateral – for example linkedin.com advert banners for company pages, online collateral – MSUs of various sizes, banners, towers and online ads (Facebook feed graphic, twitter visual, skyscraper banner). Prices for: a) Master Static banners 1 frame each & Adaptation each; b) Master GIF banners & Adaptation each; c) Master Complex HTML banners & Adaptation each. Please also provide price for a packaged piece of work.</p>	<p>a) £36 b) £36 c) £54 Package price - £110</p>
10	<p>Filming and production of a 2 minutes' sector capability video with 15 sec cuts for social media. Please provide two prices: a) price if provided with existing footage; b) price if filming raw footage. Price should include pre and post-production. Please take into consideration overall contract value.</p>	<p>a) £2500 b) £6000 - £15000 (<i>dependent on complexity</i>) <i>Project costs do not include local talent if required outside of internal employees.</i></p>

SCHEDULE 3 – AUTHORITY BRIEFING TEMPLATE

DIT Production Brief Template

PART A - DIT REQUIREMENTS (Brief & KPIs)

DIT / AUTHORITY PRE-APPROVAL REFERENCE:	
DIT / AUTHORITY JOB REQUESTER:	
CONTRACTOR NAME (Company, named person, email address and telephone number):	
Date order form submitted to contractor:	
Project Title:	
Project Type:	
Campaign Name / Brand requirement:	
Region / Market(s) to target:	
Languages(s):	
Is this a new campaign / requirement or the evolution of an existing one?	
Activity delivery / live dates:	
Type of response required:	

Budget (including fees):	
Deadline for proposal response:	
OBJECTIVES	
Business Objective:	
Marketing Objective:	
Marketing Key Performance Indicator(s) (how this will be measured for success):	
Communications Objective:	
Communications Key Performance Indicator(s) (How this will be measured for success):	
Overarching Campaign - Key Performance Indicator(s):	
BACKGROUND	
Campaign Context:	
Product Detail:	
Place In The Market: Competitor positioning, Product comparisons, Sales data (by share/	

growth/ locations/ audience/ industry)	
Business challenge or opportunity:	
TARGETS & AUDIENCE	
Business/Industry Verticals/ Size of business (e.g. Micro SMEs)/ Country	
Audience – incl. audience segmentations	
HISTORIC ANALYSIS	
Previous campaign performance (e.g. CPMs, Leads, Traffic to site, Shares)	
Preferred media channels/partners:	
CREATIVE & CONTENT ASSETS	
Outline the creative messaging:	
Outline the creative formats that are available for this campaign:	

Outline the content assets that are available:	-
Outline the call to action requirement(s) & destinations e.g. website, Facebook, relevant URLs:	
Please confirm if third party tags are required on contractors site:	
EXTRA LEAD GENERATION - SPECIFIC DETAILS	
METRICS: Outline the current Rol measurement from responses, through the pipeline to sales:	
OBJECTIVES: Outline the conversion targets and expected Rol from response to opportunity/sale:	
FOLLOW UP: Outline how the leads will be followed up – i.e. through internal sales, external TM, etc.:	

PART B - CONTRACTOR’S PROPOSAL/RESPONSE TO DIT REQUIREMENTS

(with costings and Milestone payment plan – if required):

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PART C – DIT AUTHORISATION TO PROCEED (budget signoff, job reference for invoicing)

DIT Budget Authority (name):	
DIT Contractor Performance Manager (name):	Linda Lally
Date of Approval to proceed with job:	
Approved job reference (to quote on invoice from Contractor):	
Approved budget – including fees (PO value):	

The Production Brief Template is to be agreed by both parties at the inception meeting, following contract award.

SCHEDULE 4 – GOVERNANCE AND CONTRACT MANAGEMENT

1. Governance and Contract Management

1.1 This Schedule outlines the general structures and management activities that the Parties shall follow during the Contract Period. There will be a light touch Governance applied to this Contract. A robust contract management approach will be undertaken as described below.

Contract Management Meetings

1.2 There are three (3) levels of Contract Management as detailed table below:

- (a) Level 3 Operational Service Review Board
- (b) Level 2 Service Review Board
- (c) Level 1 Contract Review Board

LEVEL	ATTENDEES	RESPONSIBILITIES / ACTIVITIES	LOCATION/TIMINGS
<p>Level 3</p> <p>Operational Service Review Board</p>	<p>Authority:</p> <p>Project Manager [REDACTED]</p> <p>Contractor:</p> <p>Contractor's Representative [REDACTED]</p> <p>Optional invitees: (Include if required)</p>	<ul style="list-style-type: none"> • Review Monthly reports submitted by Contractor • Contract administration • Maintenance of Risk Register and issues Log • Be accountable to the Service Review Board for day to day oversight of the Services. • Performance Review - Administer reports on KPI's, Performance Monitoring Reports, issues relating to delivery of Services and performance 	<p>Monthly (or as appropriate)</p> <p>Note: all forms of communication to be used</p>

		<p>against Performance Indicators</p> <ul style="list-style-type: none"> • Quality assurance • Complaint handling 	
<p>Level 2 Service Review Board</p>	<p>Authority:</p> <p>Project Manager - [REDACTED]</p> <p>Contract Manager - [REDACTED]</p> <p>Commercial Contract Manager - [REDACTED]</p> <p>Contractor:</p> <p>Contractor's Creative Director - [REDACTED]</p> <p>Contractor's General Manager - [REDACTED]</p> <p>Contractor's Commercial Manager - [REDACTED]</p> <p>Optional invitees: (Include if required)</p>	<ul style="list-style-type: none"> • Responsible for the Contract management of the Services and shall review performance (incl. issues unresolved by operational team); • Receives the Performance Monitoring Reports, Service Levels and Service Credits. Monitor progress and identifies possible future developments including common standards, benchmarking and continuous improvement plans; • Review Risk Register Reports submitted by Level 4; • Responsible for the Contract management of the services relationship between all Parties; • Report to the Contract Review Board (Level 2) on significant issues requiring strategic decision and resolution by the Contract Review Board and on progress against the high level strategic objectives; • Responsible for Contract coverage, 	<p>Quarterly (or as appropriate)</p> <p>Face to face (F2F) or via teleconference</p>

		<p>ensuring all work has been agreed prior to commencement and any changes covered by Changes to Contract</p> <ul style="list-style-type: none"> • Responsible for Financial management, reviewing spend against plans, resolving and escalated payment/invoicing issues, review overall financial risks. • Responsible for Capacity planning, reviewing possible improvements of matching demand with supply • Performance Review - administer reports on KPI's, Performance Monitoring Reports, issues relating to delivery of Services and performance against Performance Indicators 	
<p>Level 1</p> <p>Contract Review Board</p>	<p>Authority:</p> <p>Project Manager – [REDACTED]</p> <p>Contract Manager – [REDACTED]</p> <p>Commercial Contract Manager – [REDACTED]</p> <p>Commercial Category Lead – [REDACTED]</p> <p>Contractor:</p>	<p>Responsible for issues escalated by Level 2 Representatives. In particular:</p> <ul style="list-style-type: none"> • Strategic direction • Relationship direction • Continual improvement and performance management • Contract Review 	<p>Annually (or as appropriate)</p> <p>Face to face or via teleconference</p> <p>Mode of communication – All forms as appropriate to suit the issue and needs.</p>

	<p>Contractor's Creative Director – [REDACTED]</p> <p>Contractor's General Manager – [REDACTED]</p> <p>Contractor's Commercial Manager – [REDACTED]</p> <p>Optional invitees: (Include if required e.g. Legal Representative)</p>		
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1.3 In addition, the Contractor is to demonstrate the following requirements in the delivery of Services:

- (a) To have in place clear, robust and fully accountable governance arrangements for the delivery of the Services;
- (b) To have in place, or have access to, necessary support services including IT, personnel, administration and finance;
- (c) To have clear and robust internal processes and procedures and staff that are fully accountable delivering and managing the Services to protect DIT's reputation.

SCHEDULE 5 – PERFORMANCE MANAGEMENT FRAMEWORK

1. Introduction

- 1.1 As part of the Authority's continuous drive to improve the performance of all Contractors, this Performance Management Framework (PMF) will be used to monitor measure and control all aspects of the Contractor's performance of contract responsibilities.
- 1.2 The PMF purpose is to set out the obligations on the Contractor, to outline how the Contractor's performance will be evaluated and to detail the sanctions for performance failure.
- 1.3 Performance management indicators for the Contractor will be listed under the following categories:
1. Contract Management
 2. Delivery and support
 3. Quality of Service
 4. Cost
 5. Continuous Improvement

The above categories are consistent within all Contract awards allowing the Authority to monitor the Contractor's performance at both individual contract level and at enterprise level with the individual Contractor.

- 1.4. Tenderers are to propose further and appropriate Key Performance Indicators (KPIs) as part of their Tender submission as requested at Section 4 – Evaluation Criteria, Question B2 for consideration by the Authority. The successful Contractor's KPIs will be considered and possibly signed off at the Inception Meeting and where appropriate incorporated into the Contract.

2. Management of the PMF

- 2.1 The Contractor shall detail performance against KPI's in Monthly Reports as requested by the Authority.
- 2.2 KPI's shall be monitored on a regular basis and shall form part of the contract performance review.
- 2.4 Any performance issues highlighted in these reports will be addressed by the Contractor, who shall be required to provide an improvement plan ("Remediation Plan") to address all issues highlighted within a week of the Authority request.
- 2.5 Performance failure by the Contractor may result in administrative costs to the Authority. Where failure attributable to the Contractor is identified in the Performance Management report and relates to the KPI's then the service credit regime shall apply.
- 2.6 Key Performance Indicators (KPIs) are essential in order to align Contractor's performance with the requirements of the Authority and to do so in a fair and practical way. KPIs have to be realistic and achievable; they also have to be met otherwise indicating that the service is failing to deliver. Without the use of service credits in such a situation, this service failure places strain on the relationship as delivery falls short of agreed levels. As a result, the only recourse would be to terminate and seek alternative supply.

- 2.7 The use of a strong service credit regime accompanied by a proactive approach to correcting failures and addressing their cause improves the relationship and enables a partnership rather than a confrontational style of working. Its focus is on managing and improving service. It is NOT about taking cost out of the service to the Authority.
- 2.8. KPIs are set out below.
- 2.9 Where a KPI has a percentage measure the Contractor's performance will be rounded up or down to the nearest whole number.
- 2.10 KPIs are to be agreed and finalised at the inception meeting and will be confirmed under a Contract Change Note.
- 2.11 Where a Red Status is awarded, the Contractor shall produce a Contractor's Remediation Plan, detailing the measures that the Contractor will undertake to rectify this failure as well as any measures to be introduced to prevent this failure from occurring in the future. Measures proposed may include introduction of new KPIs.

3. Service Credits

- 3.1 The use of Service Credits is governed by the following principles:
- Service Credits sit within the wider service management approach being pursued by the Contractor and the Authority. The use of Service Credits does not prejudice the Authority's rights under appropriate clauses of the contract in the event of inadequate performance by the Contractor.
 - The Service Credit regime would be instigated on each occasion where there is a service failure (i.e. where a KPI is identified as having a 'Red status'). This would also give rise to a Remediation Plan.
 - The Authority has full and complete discretion on whether to claim all, part or none of a Service Credit to which it is due.
 - Service Credits claimed will be applied to the subsequent invoice as a credit note.
 - The full, agreed Service Credit regime shall operate from the initial delivery date until the end of the Contract Period.
- 3.2 Service credits will be applied as follows:
- **Service Credit 1: KPI 3**
Any "red" scores against KPI 3 will incur a deduction of five (5%) from the agreed price for the deliverable:

Metric	KPI	What is required to make this measurable	KPI Measurement	KPI Rating		
Contract Management	KPI 1 – Monthly reports (or other frequency as agreed) and invoices	Brief monthly reports to be produced within five (5) working days of the end of each month, or as requested by the Authority's Contract Manager. Invoices and associated report should be clearly linked.	Invoices will quote the correct PO, contract number, the Authority Contact, and qualitative description of the work being done. Invoices must be clearly itemised. Associated reports should be clearly and explicitly linked to invoices to help financial tracking.	95% Reports and or invoices sent to the Authority which contains inaccuracies and/or greater than 5 (five) working days after the agreed deadline.	98% Reports and or invoices sent to the Authority which contains inaccuracies and/or greater than 2 (two) working days after the agreed deadline.	100% Meets expectations - All reports and invoices sent to the Authority on time and accurately reflect agreed work
Cost	KPI 2 – Delivery within agreed charges	Requirement delivered within agreed charges.	Evidenced in financial reporting as part of regular reports.	90% Reports show cost of requirement delivery is running more than 5% greater than the agreed price requiring major adjustments to the service.	95% Reports show cost of requirement delivery is running up to 5% greater than the agreed price requiring minor adjustments to the service.	100% Reports show cost of requirement delivery is equal to or below the agree price and all unnecessary costs are avoided.
Delivery	KPI 3 – Timely submission of work	Work must be completed and submitted within agreed timelines.	Work is delivered in accordance with timelines agreed in each Creative and Production Brief.	95% Work submitted later than five (5) working days of the agreed deadline.	98% Work submitted within five (5) working days of the agreed deadline.	100% Work submitted on or before the agreed deadline.

Metric	KPI	What is required to make this measurable	KPI Measurement	KPI Rating		
Delivery	KPI 4 – Upload to asset library	Any new assets created as part of the requirement to be uploaded onto the asset library.	To be uploaded within forty eight (48) hours of completion.	95% Uploaded later than five (5) Working Days.	98% Uploaded within five (5) Working Days.	100% Uploaded within 48 hours.
Quality	KPI 5 – Compliance to brand	The production of all material to be compliant with DIT brand as defined by the DIT Brand guidelines	Work delivered within guidelines.	94% and below	95-99% brand compliance	100% brand compliance

KPIs and Service Credits (if applicable) are to be agreed and finalised at the inception meeting, and form the Performance Management Framework.

SCHEDULE 6 – CHANGE CONTROL TEMPLATE

Change Control Note (“CCN”)

CCN Number	
Contract Reference Number & Title	
Variation Title	
Number of Pages	

WHEREAS the Contractor [insert Contractor's name] and the Authority [insert Dept name] entered into a Contract for [insert title] dated [dd/mm/yyyy] (the "Original Contract") and now wish to amend the Original Contract.

IT IS AGREED as follows

- The Original contract shall be amended as set out in this Change Control Notice:

Change Requestor / Originator		
Summary of Change		
Reason for Change		
Revised Contract Price	Original Contract Value	£
	Previous Contract Changes	£
	Contract Change Note [x]	£
	New Contract Value	£
Revised Payment Schedule		
Revised Specification (See Annex [x] for Details)		
Revised Contract Period (if applicable)		
Change in Contract Representative(s)		
Other Changes		

- Save as amended all other terms of the Original Contract shall remain effective.
- This CCN takes effect from the date on which both Parties sign for acceptance of its terms.

Parties:

Contractor

Signed by:

Title:

Date:

Signature:

Authority: Department for International Trade

Signed by:

Title:

Date:

Signature:

SCHEDULE 7 – APPROVED SUB-CONTRACTOR’S LIST

As per the Contractor’s tender response, Sub-Contractor’s will not be used.

SCHEDULE 8 – KEY PERSONNEL

As per the Contractor's tender response, the key personnel responsible for this contract are as follows:

Name	Position	Role(s)
[REDACTED]	[REDACTED]	[REDACTED]

Wellcom Malaysia have a further 3 studio managers who are available for client allocation along with 35 production staff to undertake any creative production service requirement.

SCHEDULE 9 – COMMERCIALY SENSITIVE INFORMATION

The Contractor has not disclosed any commercially sensitive information.

SCHEDULE 10 – TRAVEL AND SUBSISTENCE

Department for International Trade – Travel and Expenses Policy 2017

1. Introduction

The nature of DIT's business means that Contractors may have to travel both in the UK and overseas and this manual provides details of the principles, rules and procedures relating to travel and expenses.

Contractors working for DIT are expected to adhere to guidelines contained within, which are similar to DIT staff.

Underlying Principles

- DIT trusts and expects the appointed Contractor, their staff or sub-contractors to make appropriate and justifiable spending decisions, weighing up the balance between value for money, public perception and business benefits
- No appointed Contractor, their staff or sub-contractors should either benefit or be out of pocket because of undertaking business on behalf of DIT. Travel and subsistence claims should be based on receipted costs incurred because of travel
- The appointed Contractor, their staff or sub-contractors should only travel on Departmental business if this is necessary. Consider whether the business could be conducted by phone, teleconference, video conference or web conference
- If a journey is necessary, the appointed Contractor, their staff or sub-contractors should identify the most cost-effective way of travelling. Planning journeys well in advance, especially by air, can result in much lower costs
- If a number of people are travelling together, the appointed Contractor, their staff or sub-contractors should examine whether it is cheaper to travel as a group, and think hard about how many people really need to go.
- Only costs that are necessary and additional to normal daily expenditure should be reimbursed.

2. Air Travel

The appointed Contractor, their staff or sub-contractors are expected to book the lowest logical fare available – if there are other more expensive fares available within policy these are still bookable but require a reason explaining why the lowest fare was not booked.

Flying Time (per flight)	Class of Travel
Up to 5 hours	All journeys at public expense: Economy
Over 5 hours	All journeys at public expense: Economy (but see * below)
Over 10 hours	All journeys at expense: Business (subject to prior agreement with the Authority)

* Subject to approval by the Authority the next higher class (but not first class) may be used:

- where strict application of the class-of-travel rules would not be cost effective

- for short duty visits out and back in a working day - The appointed Contractor, their staff or sub-contractors are not entitled if they stay overnight
- when bookings are not available in the lower class and the timing or date of the journey cannot be changed
- if the appointed Contractor, their staff or sub-contractors will be required to work immediately on arrival
- on disability/medical grounds recognised by the Authority.

All flights must be booked at set dates; no open return tickets may be booked.

Air travel should not normally be used within the UK, although there is an exception for travel to/from Scotland and Northern Ireland.

Air travel in the UK must be by economy class.

The appointed Contractor, their staff or sub-contractors are not allowed to use for personal journeys, Air Miles, free tickets or upgrade vouchers which have accrued through travel which has been paid for from public funds. However, such Air Miles, free tickets or upgrade vouchers may be used for official travel on behalf of the Authority.

3. Rail Travel

For rail travel (including Eurostar) the appointed Contractor, their staff or sub-contractors should travel standard class unless for example they have a disability or health condition that would make this unreasonable.

Tickets should be purchased in advance to minimise costs.

4. Taxis

Use of taxis is expected only where there is a clear value for money or business justification, unless the appointed Contractor, their Staff or sub-contractor has a temporary or permanent disability and has been advised that taking a taxi is a 'reasonable adjustment' or for safety and security reasons.

Some examples where taxi travel might be considered appropriate include:

- there were no other reasonable public transport options (for example: travel to a location not served by a bus or train route)
- it was the most cost-effective way of undertaking the journey – for instance sharing the taxi with colleagues would make it cheaper than other public transport options
- for personal safety reasons

Examples of scenarios where it might be considered inappropriate to take a taxi include:

- there were cheaper public transport options which incurred only a modest additional travel time
- public transport involved changing mode of transport (for example: a train and a bus)
- failure to leave sufficient time to make the journey by foot or public transport

It is expected that appointed Contractor, their Staff or sub-contractor will use public transport for travel within London and the use of taxis should only be undertaken by exception.

The principles set out for UK travel equally apply for taxi travel overseas.

5. Private & Hire Vehicles

The appointed Contractor, their staff or sub-contractors are expected to use public transport where this is reasonable and should only use their own vehicle or a hire car where a business need has been agreed in advance by the Authority.

Some examples of scenarios where a private vehicle might be considered appropriate include:

- there were no reasonable public transport options, for example: travel to a location not served by a bus or train route and too far from either to justify use of a taxi
- visits to a number of poorly-served locations in one day, where the cumulative cost of taxis would be significant

This is not only because of the environmental impact of using private transport, but also in terms of staff welfare.

6. Hotel Bookings

The Authority's limits for hotel bookings in the UK are:

- London - £135 and
- Outside London - £85.

SCHEDULE 11 – CONTRACTOR AND THIRD PARTY SOFTWARE

NOT USED.

SCHEDULE 12 – SECURITY REQUIREMENTS, POLICY AND PLAN

NOT USED.

SCHEDULE 13 – CYBER ESSENTIALS

1. Definitions

1.1 In this schedule, the following definitions shall apply:

“Cyber Essentials Scheme” means the Cyber Essentials Scheme developed by the Government which provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats (as may be amended from time to time). Details of the Cyber Essentials Scheme can be found here: <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

“Cyber Essentials Scheme Basic Certificate” means the certificate awarded on the basis of self-assessment, verified by an independent certification body, under the Cyber Essentials Scheme and is the basic level of assurance.

1.2 The Contractor’s Cyber Essentials Scheme Basic Certificate as at the Contract Date is set out in Annex 1 of this schedule.

1.3 The Contractor shall deliver to the Authority evidence of renewal of a valid Cyber Essentials Scheme Basis Certificate or equivalent on each anniversary of the first applicable certificate obtained by the Contractor during the Term. Failure to comply with this obligation shall give the Authority the right to terminate this Agreement.

Annex 1 Cyber Essentials Scheme Basic Certificate

Cyber Essentials Scheme

Applicant: Wellcom London Limited,

Thank you for applying for certification to the Cyber Essentials Scheme Self-Assessment.

Congratulations, you have been successful in your assessment under the Cyber Essentials scheme.

I include below the results from the form which you completed.

Question	Answer	Score	Comments
<p>Please read these terms and conditions carefully. Do you agree to these terms?</p> <p>NOTE: if you do not agree to these terms, your answers will not be assessed or certified</p>	I accept	Compliant	
What is your organisation's name (for companies: as registered with Companies House)?	Wellcom London Limited	Compliant	
What is your organisation's registration number (if you have one)?	979521	Compliant	
What is your organisation's address (for companies: as registered with Companies House)?	Wellcom London Limited 7 Curtain Road London EC2A 3LT	Compliant	
What is your main business?	Arts Entertainment and Recreation Applicant Notes: Media/Advertising Production Company	Compliant	
What is your website address?	www.wellcomworldwide.com	Compliant	
<p>What is the size of your organisation?</p> <p>Based on the EU definitions of Micro (<10 employees and < €2m turnover), Small (<50 employees and < €10m turnover) , Medium (<250 employees and < €50m turnover) or Large (<250 employees or < €50m turnover)</p>	Medium (<250 Employees and <€50m Turnover)	Compliant	
<p>How many staff are home workers?</p> <p>Home workers are staff whose main work location is their home address and who work there for the majority of their time. This does not include office workers who occasionally work at home or when travelling.</p>	0 Applicant Notes: No employees are permanently based at home.	Compliant	
<p>Does the scope of this assessment cover your whole organisation?</p> <p>Please note: Your organisation is only eligible for free Cyber Insurance if your assessment covers your whole company, if you answer "No" to this question you will not be invited to apply for insurance.</p>	No Applicant Notes: It covers the head office in London.	Compliant	
What scope description would you like to appear on your certificate and website?	Wellcom London Limited, Head Office	Compliant	
Please describe the locations of your business which are in the scope of this assessment	City of London	Compliant	

Question	Answer	Score	Comments
<p>Please describe all equipment which is included in the scope of this assessment (please include details of laptops, computers, servers, mobile phones and tablets). All laptops, computers, servers and mobile devices that can access business data and have access to the internet must be included in the scope of the assessment</p>	<p>Servers (Virtual/Physical): 27 End user devices(laptops/Desktops) : 71 Mobile Phones: 28</p>	<p>Compliant</p>	
<p>Please describe the networks that will be in the scope for this assessment (such as office network, home offices and firewalls)</p>	<p>Internal office networks (production, wifi, DMZ) and firewalls.</p>	<p>Compliant</p>	
<p>Who is responsible for managing the information systems in the scope of this assessment?</p>	<p>IT Manager, Nikolaj Biggar</p>	<p>Compliant</p>	
<p>Do you have firewalls at the boundary between your organisations internal networks and the internet?</p> <p>You should have firewalls in place between your office network and the internet. You should also have firewalls in place for home-based workers, if those users are not using a Virtual Private Network (VPN) connected to your office network. Remember most internet-routers contain a firewall</p>	<p>Yes Applicant Notes: Firewalls in use are a Juniper SRX650 HA cluster and a Dell Sonicwall NSA 3600.</p>	<p>Compliant</p>	<p>This is a compliant scenario.</p>
<p>When you first receive an internet router or hardware firewall device it will have had a default password on it. Has this initial password been changed on all such devices?</p>	<p>Yes Applicant Notes: All firewalls have custom passwords implemented and any default login settings removed.</p>	<p>Compliant</p>	
<p>Is the new password on all your internet routers or hardware firewall devices at least 8 characters in length and difficult to guess?</p> <p>A password that is difficult to guess will not be made up of common or predictable words such as "password" or "admin", or include predictable number sequences such as "12345"</p>	<p>Yes Applicant Notes: Password policies are in place to ensure that all passwords meet business requirements.</p>	<p>Compliant</p>	<p>This is a compliant scenario.</p>
<p>Do you change the password when you believe it may have been compromised?</p>	<p>Yes Applicant Notes: This is inline with best practice and company password policy.</p>	<p>Compliant</p>	

Question	Answer	Score	Comments
<p>Do you have any services enabled that are accessible externally from your internet routers or hardware firewall devices for which you do not have a documented business case?</p> <p>At times your firewall may be configured to allow a system on the inside to become accessible from the internet (such as a server or a video conferencing unit). This is sometimes referred to as "opening a port". You need to show a business case for doing this because it can present security risks. If you have not enabled any services, answer "No"</p>	<p>No Applicant Notes: All access has to go through a business approval process authorised by myself.</p>	<p>Compliant</p>	<p>This is a compliant scenario.</p>
<p>Have you configured your internet routers or hardware firewall devices so that they block all other services from being advertised to the internet?</p> <p>By default, most firewalls block all services from inside the network from being accessed from the internet, but you need to check your firewall settings.</p>	<p>Yes Applicant Notes: A DENY all policy is a default on all firewalls and ports must be opened for any services required.</p>	<p>Compliant</p>	
<p>Are your internet routers or hardware firewalls configured to allow access to their configuration settings over the internet?</p> <p>Sometimes organisations configure their firewall to allow other people (such as an IT support company) to change the settings via the internet. If you have not set up your firewalls to be accessible to people outside your organisations or your device configuration settings are only accessible via a VPN connection, then answer "no" to this question.</p>	<p>No Applicant Notes: Administrative access to firewall configuration is blocked externally.</p>	<p>Compliant</p>	
<p>Do you have software firewalls enabled on all of your computers and laptops?</p> <p>You can check this setting on Mac laptops in the Security & Privacy section of System Preferences. On Windows laptops you can check this by going to Settings or Control Panel and searching for "windows firewall".</p>	<p>Yes Applicant Notes: Sophos Endpoint protection is installed on all end user devices.</p>	<p>Compliant</p>	
<p>Where you are able to do so, have you removed or disabled all the software that you do not use on your laptops, computers, servers, tablets and mobile phones?</p> <p>This includes applications, system utilities and network services.</p>	<p>Yes Applicant Notes: Sophos Endpoint protection has been configured to restrict user access to all unnecessary utilities, software and network configuration. Mobile phones are configured via Google MDM to restrict unnecessary access. Servers are securely configured during setup stage.</p>	<p>Compliant</p>	<p>This is a compliant scenario.</p>

Question	Answer	Score	Comments
Have you ensured that all your laptops, computers, servers, tablets and mobile devices only contain necessary user accounts that are regularly used in the course of your business?	Yes Applicant Notes: All end user Apple laptops have unique, local, restricted user accounts and all desktops devices utilise Active Directory accounts.	Compliant	This is a compliant scenario.
Have you changed the default password for all user and administrator accounts on all your laptops, computers, servers, tablets and smartphones to a non-guessable password of 8 characters or more?	Yes Applicant Notes: This is inline with best practice and company password policy	Compliant	
Do all your users and administrators use passwords of at least 8 characters? A strong password typically is a mixture of at least 8 characters, numbers and symbols, the longer the better.	Yes Applicant Notes: This is inline with best practice and company password policy	Compliant	This is a compliant scenario.
Do you run software that provides sensitive or critical information (that shouldn't be made public) to internet-based users?	No Applicant Notes: No such software is in use.	Compliant	
Is "auto-run" or "auto-play" disabled on all of your systems? This is a setting which automatically runs software on a DVD or memory stick. You can disable "auto-run" or "auto-play" through control panel / system preferences.	Yes Applicant Notes: Yes where applicable. Certain devices require this functionality to be able to deliver digital assets via USB/DVD to clients. Access is monitored via Sophos Endpoint protection.	Compliant	This is a compliant scenario as access is monitored.
Are all operating systems and firmware on your devices supported by a supplier that produces regular fixes for any security problems?	Yes Applicant Notes: All firmware is under support contract and regularly (weekly) has supplier updates applied.	Compliant	
Are all applications on your devices supported by a supplier that produces regular fixes for any security problems?	Yes Applicant Notes: All applications supplied by well known/reputable vendors, all of which release regular updates/fixes, which in turn are applied weekly.	Compliant	
Is all software licensed in accordance with the publisher's recommendations?	Yes Applicant Notes: Company approval process requires demonstrating an understanding of licensing to appropriately cost software as well as avoid be in breach of T&Cs.	Compliant	

Question	Answer	Score	Comments
Are all high-risk or critical security updates for operating systems and firmware installed within 14 days of release?	Yes Applicant Notes: All high-risk and critical security patches are applied within 7 days of release by IT infrastructure team.	Compliant	This is a compliant scenario.
Are all high-risk or critical security updates for applications (including any associated files and any plugins such as Adobe Flash) installed within 14 days of release?	Yes Applicant Notes: Application updates are pushed out weekly via administrative tools (i.e. Munki).	Compliant	
Have you removed any applications on your devices that are no longer supported and no longer received regular fixes for security problems?	Yes Applicant Notes: All software is currently supported, using current release versions. Anything no longer supported is removed and equivalents are sought.	Compliant	
Are users only provided with user accounts after a process has been followed to approve their creation?	Yes Applicant Notes: The company has adopted a user access request procedure. Any access requires approval via form filling and signed authorisation from line manager and IT manager.	Compliant	This is a compliant scenario.
Can you only access laptops, computers and servers in your organisation (and the applications they contain) by entering a unique user name and password?	Yes Applicant Notes: All users have unique username and password for any required devices and services, in line with company password policy.	Compliant	
Have you deleted, or disabled, any accounts for staff who are no longer with your organisation? When an individual leaves your organisation you need to stop them accessing any of your systems.	Yes Applicant Notes: Access is reviewed and revoked, and accounts deleted upon staff leaving the business, in line with company procedures and practices.	Compliant	This is a compliant scenario.
Do you ensure that staff only have the privileges that they need to do their current job? When a staff member changes job role you may also need to change their access privileges.	Yes Applicant Notes: Access is restricted to minimum requirements. Additional access must be requested and justified in writing to be approved.	Compliant	This is a compliant scenario.
Do you have a formal process for giving someone access to systems at an "administrator" level?	Yes Applicant Notes: Access is only granted once a user access request form has been completed. Only IT staff have any form of administrator access to any company devices.	Compliant	

Question	Answer	Score	Comments
Do you ensure that staff only use administrator accounts to carry out administrative activities (such as installing software or making configuration changes)?	Yes Applicant Notes: All IT staff have individual user accounts for daily tasks and where administrative access is necessary, these accounts have been restricted from common services such as internet access.	Compliant	This is a compliant scenario.
Do you ensure that administrator accounts are not used for accessing email or web browsing?	Yes Applicant Notes: All internet and email access is restricted within administrator accounts.	Compliant	
Do you formally track which users have administrator accounts in your organisation?	Yes Applicant Notes: Documented through user access request form.	Compliant	
Do you review who should have administrative access on a regular basis?	Yes Applicant Notes: Checks are made to ensure that only relevant IT staff have administrative access, reviewed on a monthly basis.	Compliant	This is a compliant scenario.
Have you enabled two-factor authentication for access to all administrative accounts?	No Applicant Notes: There are no 2 factor authentication solutions available for most of the systems in use. Administrative account access is usually limited to an individual system or application, meaning one cannot pivot between systems/apps using the same account.	Compliant	
Is this because two-factor authentication is not available for some or all of your devices or systems?	Yes Applicant Notes: As with previous answer, there are no 2 factor authentication solutions available for most of the systems in use. Administrative account access is usually limited to an individual system or application, meaning one cannot pivot between systems/apps using the same account.	Compliant	This is a compliant scenario.
Are all of your computers, laptops, tablets and mobile phones protected from malware by either A - having anti-malware software installed, B - limiting installation of applications to an approved set (ie using an App Store or application whitelisting) or C - application sandboxing (ie by using a virtual machine)?	Yes Applicant Notes: Yes - Sophos Endpoint protection is installed on all end user devices and mobiles use sandboxing and Google MDM.	Compliant	This is a compliant scenario.

Question	Answer	Score	Comments
<p>(A) Where you have anti-malware software installed, is it set to update daily and scan files automatically upon access?</p> <p>This is usually the default setting for anti-malware software.</p>	<p>Yes Applicant Notes: Default setting for Sophos Endpoint.</p>	Compliant	
<p>(A) Where you have anti-malware software installed, is it set to scan web pages you visit and warn you about accessing malicious websites?</p>	<p>Yes Applicant Notes: Enforced through Sophos Endpoint Web Control settings.</p>	Compliant	
<p>(B) Where you use an app-store or application signing, are users restricted from installing unsigned applications?</p> <p>By default, most mobile phones and tablets do not allow you to install unsigned applications. Usually you have to "root" or "jailbreak" a device to allow unsigned applications</p>	<p>Yes Applicant Notes: Mobile devices are restricted to trusted sources only through MDM policy.</p>	Compliant	This is a compliant scenario.
<p>(B) Where you use an app-store or application signing, do you ensure that users only install applications that have been approved by your organisation and do you document this list of approved applications?</p>	<p>Yes Applicant Notes: This is done via Google MDM whitelisting and listed in IT policy.</p>	Compliant	
<p>(C) Where you use application sandboxing, do you ensure that applications within the sandbox are unable to access data stores, sensitive peripherals and your local network?</p> <p>If you are using a virtual machine to sandbox applications, you can usually set these settings within the configuration options of the virtual machine software.</p>	<p>Yes Applicant Notes: Enforced via Google MDM.</p>	Compliant	
<p>Have all the answers provided in this assessment been approved at Board level or equivalent?</p>	<p>Yes Applicant Notes: Approved by Managing Director, Duncan Stokes.</p>	Compliant	
<p>Has the attached Cyber Declaration been downloaded (by clicking here), completed and signed (by a Board level or equivalent signatory), then uploaded (using the function provided below)?</p> <p>Please note: The file upload must be in .PDF, .JPG or .PNG format.</p>	<p>Yes Applicant Notes: Uploaded in PDF format</p>	Compliant	



Certificate of Assurance

Wellcom London Limited

Wellcom London Limited
7 Curtain Road
London
EC2A 3LT

Scope: Wellcom London Limited, Head Office

Complies with the requirements of the Cyber
Essentials Scheme

Date of Certification: 18th January 2018

Recertification Due: Jan 2019

Certificate Number: IASME-A-04996

Profile Published: February 2017

Certification Body:

IASME

Assessor:

Callen Gibbs

Accreditation Body:



This Certificate certifies that the organisation named was assessed as meeting the Cyber Essentials implementation profile published in February 2017 and thus that, at the time of testing, the organisations ICT defences were assessed as satisfactory against commodity based cyber attack. However, this Certificate does not in any way guarantee that the organisations defences will remain satisfactory against cyber attack.

SCHEDULE 14 – CONTRACTOR’S PROPOSAL

Wellcom London Limited – B1 – Hong Kong

A;

Wellcom London Limited (WL) is part of one of the world's leading global creative production agencies, Wellcom Worldwide, and has been providing wide-ranging, best-in-class creative media production services for over 35 years. Our Wellcom Malaysia (Kuala Lumpur) facility is similarly aligned, and has been operational since 2010. These are just two of ten global Wellcom facilities, each providing the full range of creative media production services required in the 'Provision of Creative and Production Services ITT Reference: DN310591' document. Wellcom has been a subcontracted supplier to DIT for the past three and a half years under the 'UKTI Creative Services Production PS140301 (RM988)' framework agreement and so already has deep experience of the DIT regional office requirement types and current ways of working. We can provide highly efficient centralised campaign production, localisation & implementation of all the required services from our Malaysian creative production facility.

Wellcom Malaysia has 40+ full-time staff, working for over 20 global brands covering creative, design, adaptation, retouching, digital, illustration and translation across 3 time zones. In 2017 Wellcom Malaysia delivered over 50,000 assets for our clients. Wellcom Malaysia is supported by an additional 500 full-time staff across Wellcom Worldwide globally, enabling a real-time 'always-on' service offering.

Wellcom Malaysia is not a low-cost production operation competing against the likes of India, rather we are a head office in Asia offering the same service and quality as our other facilities in Europe, USA and Australia, but at a regionally competitive rate.

We work on some of the largest global brands from Australia, USA, UK, New Zealand, the Middle east and Asia.



Artwork/Production Design

- Making Amendments to existing creative & correcting off-brand creative work

Our expert studio team of 6 designers and 14 artworkers in Wellcom Malaysia have been providing studio artworking services for over 7 years to many clients across different industries. We have also been supplying these services directly to DIT for the last three and a half years via our Malaysian facility, with Wellcom London providing additional support where required. We have supplied over 300 print ready assets for DIT regional offices during our subcontracted partnership.

- Producing a wide range of production solutions including:

- Print/publication ready artwork - Development of graphs and charts - Powerpoint and Word Templates

Our Malaysian studio team of 6 designers and 14 artworkers are highly experienced in completing all artworking and studio requests; Indeed, the 5 most senior staff have over 100 years combined experience! All Wellcom Worldwide sites utilise our proprietary MIS software, Knowledgewell, which means we are an 'always on' business whereby any creative production brief can be submitted on or offline and will be actioned in the relevant region, 24-hours a day.

- File conversion to comply with newspaper specifications

Wellcom maintains a database containing over 15,000 media publication, printer and digital platform specifications to ensure all assets comply to required specifications. All Wellcom sites use our proprietary software and asset workflow. This utilises the media database and also provides the facility to digitally transfer assets to publications and/or printers seamlessly. Wellcom delivered over 45,000 compliant files to media specifications globally during 2017, with over 2000 being delivered to Asian publications and 600 of those to Hong Kong media.

- Image retouching

Our team of 9 retouchers in Malaysia undertake all retouching briefs, from standard image colour balancing to full out extensions and image manipulation. Additional support including CGI and animation can be provided by our other regional offices. For example, Wellcom London has a team of over 10 retouchers to provide out of hours support to Malaysia.

- Build of Simple HTML templates, microsites, motion graphics, video editing, digital presentations

Wellcom Malaysia has a team of 8 digital specialists including digital designers, developers and digital project management. Supplemented by our extensive team of digital specialists in London, New York and multiple locations in Australia, our 'always on' philosophy enables us to complete any brief from any location globally.

- Campaign Assets

Wellcom's vastly experienced Studio Managers are all located in-region. They have proven experience in taking complex campaign briefs and allocating projects to our dedicated resource to fulfil all required campaign deliverables for multi-channel marketing briefs. One of our four Studio Managers in Malaysia would be allocated to DIT across the region to maintain brand consistency and quality across all delivered campaign assets.

We can produce, amend, localise and maintain campaign assets of any type and format. We are often assigned the role of brand guardian by our clients, managing an asset library and ensuring that all assets produced and required locally are brand and campaign compliant.

- End to end video production

Wellcom has resource and capability in to fulfil any brief, covering original content production and International content adaptations, translation and versioning of master assets for TV, Cinema, Radio, Digital and all social channels.

Content production capabilities: Conceptualising, Copywriting, Shooting, Post Production, Graphics, Animations, CGI, Sound Design, Sound Mixing and Colour Grading.

International content adaptation: Translation & Transcreation, Subtitling, Voice Overs, Talent Buying, Graphic Adaptation, Rebuilds & Motion Graphics and Multi-Channel Delivery.

- Translation Services, where required

Wellcom provides translation, transcreation and copywriting services using a global network of in-market copywriters and translators. They are selected for a project according to their experience and expertise within the client category & work-type: i.e. a translator used for a marketing brochure may not be the most appropriate for a local press advertising campaign. All translation and transcreation is managed by our experienced Campaign Managers, using our MIS workflow solution, Knowledgewell, for operational efficiency, control, and providing live information of project status.

Account/Project Management

- To support the delivery of the above services, one of our 4 Campaign Managers in Malaysia would be allocated to DIT to cover the region to ensure brand consistency and quality across all delivered assets. These individuals are vastly experienced in multi-channel media creative production, and operate as a Single-Point-of-Contact (SPOC) for our clients.

With our three-point QC process in operation and a dedicated Proof Reader on site, all assets undergo a rigorous quality assurance procedure. In addition, all activity is managed by our MIS workflow software, Knowledgewell, giving access to full reporting of financials, time and resource management and full invoicing functionality directly from the system.

All of the above services are supplemented by our Wellcom facilities in other global locations including the UK, USA, Australia and New Zealand, allowing us to provide real-time 'always on' support 24 hours a day.

With all Wellcom facilities utilising our proprietary MIS workflow software, Knowledgewell, we are an 'always on' business. Any creative production brief can be submitted on or offline and will be actioned in the relevant region within 1 hour. This gives us round-the-clock global coverage, so we can work to any deadline be it 2 hours, 4 hours or 24 hours.

	Greenwich Mean Time					
<u>Wellcom Location</u>	00:00	04:00	08:00	12:00	16:00	20:00
Kuala Lumpur	■		■			
London	■					
New York	■					
Melbourne	■		■			
Auckland	■		■			

How Wellcom would deliver services to DIT

We have customised workflows according to different work-types, which allow us to provide exacting services to client's needs.

The client or Account Manager creates a project ticket in our online MIS software, Knowledgewell, and provides a brief. The Wellcom Studio Manager will receive an automated email from the system informing them that a new project has been requested.

The Studio Manager will open the project ticket which is linked to a transfer folder and download the assets. They check the clarity of the brief and that all assets are supplied correctly.

If the project is ready to begin, the Studio Manager will change the project status to "build request received"; This will inform the client that we have received and checked the brief and it is ready to go into production.

If the brief is not clear or any assets are missing, the project status will be changed to "on hold" with the reason/additional information required added to the project comments tab. The client will receive an automated response from Knowledgewell that a project has been put on hold, and can login to view the commentary.

Once a project is ready to be briefed to a Designer and/or Artworker, the job status will change to "in progress".

Once the Designer and/or Artworker has completed the creative elements of the project it will progress through internal QC, Creative Director, Proof Reader and Studio Manager. Once the internal checklist has been signed by all 3 stakeholders a PDF is created and uploaded to our online approval system.

The client will receive an automated email from the approval software and a link to view the PDF. The client can annotate the PDF online, approving or rejecting as required. The Wellcom Studio Manager will receive an automated email stating an approval needs their attention. This process is repeated until the job is approved.

Our proprietary production tools provide multiple benefits: Operational cost efficiency, speed-to-market, accuracy, version control, real-time status, reporting, accountability and budget control.

DIT currently does not use all Wellcom's available production tools. We could improve our offering by adding these new production tools to the DIT workflow which would centralise all projects for DIT review and control.

B;

Wellcom Malaysia and Wellcom London have been supplying creative production services to this region for the last 7 years for many globally recognised brands. We have also been a sub-contracted service supplier of DIT for the last 3 years under the 'Creative Solutions, Execution and Related Services Framework Agreement (RM988). Within this framework we have serviced multiple DIT office locations, including Hong Kong from our Malaysian facility, supplying creative production, print/publication-ready artwork, graphs, retouching, digital assets, charts, and other campaign assets.

There is a total of 7 languages spoken within our Wellcom Malaysian facility, which allows us to work closely with many clients in their local language. Languages spoken include English, Malay, Traditional Chinese, Simplified Chinese, Tamil, Japanese and Arabic. Our local 'in-market' translation and copywriting talent are always available to assist with other languages if required. This greatly facilitates client liaison, and also helps us to ensure that projects are given due consideration for the cultural differences between markets. We offer a cultural consultation service to assist the creative agency and client to develop campaigns that will resonate culturally in each market.

Recent examples of this work include;

The supply of multiple collateral pieces for the China Joy event .

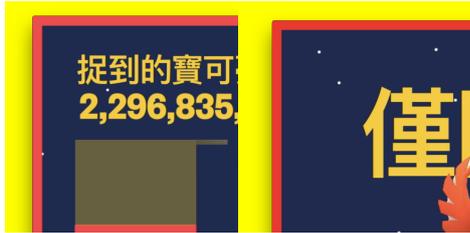


Wellcom's brief was to produce four backdrops, four pull-ups, one A5 cover and 1x LED screen artworks for the DIT stand at the China Joy event.

wellcom

WORLDWIDE

An online video campaign for Pokemon.



Wellcom's brief was to produce a number of video online assets for a Pokemon campaign.

This project included master video, animation, post production and localisation of assets.

A Patek Philippe campaign in Asian local media to showcase a new product.



Wellcom's brief was to create 400 artwork assets to be used across all media including supply globally.

These campaign assets were used across printed, online and social media.

C; Wellcom's Project Governance Framework

Our approach is to consult with our clients to build a tailored, right-sized team with the skills to deliver what you need, in a model that allows for flexibility to cater for varying workloads and requirements.

There are some common components to teams that we assemble for our other clients that we believe will apply to DIT.

- Clients are at the centre of everything we do: Account Management staffing is assigned to all clients to provide a single-point-of-contact for all requirements.
- Headed by a senior leader, the exact number, levels and % allocation of each account management individual will be right-sized to the scale and breadth of DIT's requirement. They will be responsible for ongoing liaison with all DIT stakeholders, and your central agencies, ensuring they are fully informed about all available campaigns and assets. They will be the single-point-of-contact for receiving all requirements, channelling all work through to our executional teams, supervising all activity, and for overall control of everything we do for you.

Key account management role-types are as follows:

- Steering Group – ultimate stakeholders who meet quarterly to review the account.
- Senior Account Director – To lead the relationship
- Senior Account Manager/Account Manager – Immediate day to day point of contact
- Dedicated Production Project Managers – responsible for the day to day delivery of campaigns to media owners.

OPERATIONAL MODEL TEAM STRUCTURE AND RESOURCING

Off-S

Our operating model has in-built flexibility to cater for varying volume activity and requirements. Production adaptations will primarily be completed within our Malaysian facility, with support from Wellcom London and the wider group that can rapidly scale-up resources to work simultaneously or around-the-clock on your campaigns.

Best-in-class process is the consequence of optimal application of people, process and technology. It requires:

1. The identification and definition of optimal working processes for each work-type, which is achieved through:
 - Detailed examination of current working practices, perceived satisfaction /dissatisfaction with them.
 - Analysis of available metrics and areas of improvement.
 - An in-depth understanding of the specific client circumstances.
 - Application of our experience and expertise in managing and delivering similar production services to other clients.
 - The application of suitable technology solutions to enable time-efficient working by all parties, from client request through to approval, together with integrated best-in-class production automation methodology and systems technology.
2. The assignment of appropriately skilled and experienced individuals to perform all identified roles, and who are on-boarded and trained in the defined working processes.

Best-in-class process is seamless from end-to-end, to optimise operational and cost efficiencies, and to ensure that there are no uncertainties or ambiguities regarding the responsibilities of all involved parties.

D;

Wellcom services for the requirements listed within this ITT are provided by full time employees, with only local market transcreation/translation sourced from our sub-contracted network of copywriters and translators. This local in-market talent has been used by Wellcom for many years and is used by all our global facilities, ensuring we can procure these services at low cost for our clients. This is also benchmarked annually to ensure Wellcom can offer the best value-for-money talent available to our clients.

Wellcom London Limited – B2 – Hong Kong

A. Wellcom methodology

- Building and refining a model to deliver against a typical brief.

Wellcom has existing experience of the DIT briefing form in Appendix C and we have previously developed this form into an online version. This online brief, once completed by a DIT stakeholder, can be submitted digitally and ingested into the Wellcom MIS platform, Knowledgewell.

The Wellcom Studio Manager would then receive an automated email from the system informing them that a new project has been requested.

The Studio Manager will open the project ticket which is linked to a transfer folder and download the assets. They check the clarity of the brief and that all assets are supplied correctly.

If the project is ready to begin, the Studio Manager will change the project status to "build request received", this will let the client know that we have received and checked the brief and it is ready to go into production.

If the brief is not clear or any assets are missing, the project status will be changed to "on hold" with the reason/additional information required added to the project comments tab. The client will receive an automated response from Knowledgewell that a project has been put on hold, and can login to view the commentary.

Once a project is ready to be briefed to a Designer and/or Artworker, the job status will change to "in progress".

Once the Designer and/or Artworker has completed the creative elements of the project it will progress through internal QC, Creative Director, Proof Reader and Studio Manager. Once the internal checklist has been signed by all 3 stakeholders, a PDF is created and uploaded to our online approval system.

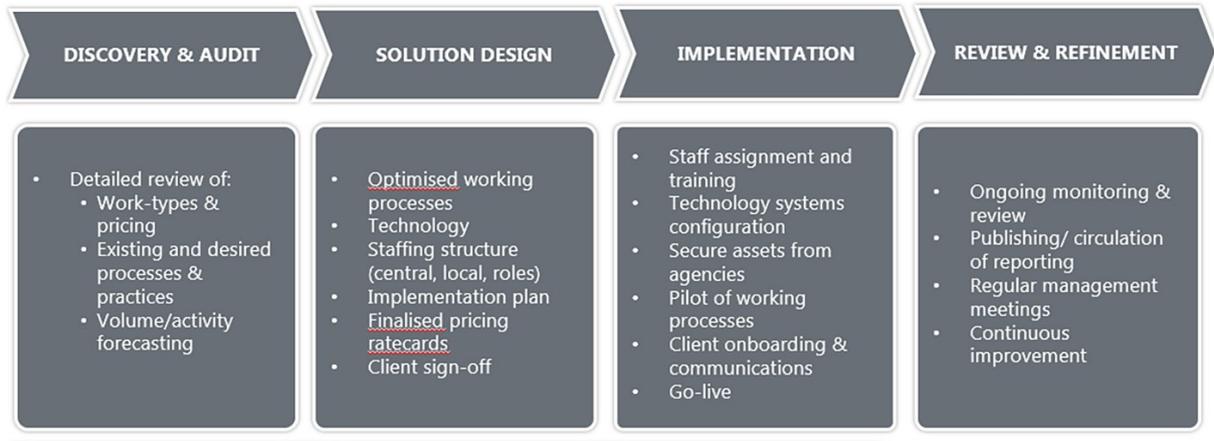
The client will receive an automated email from the approval software and a link to view the PDF. The client can annotate the PDF online, approving or rejecting as required. The Wellcom Studio Manager will receive an automated email stating an approval needs their attention. This process is repeated until the job is approved.

Our proprietary production tools provide multiple benefits: Operational cost efficiency, speed-to-market, accuracy, version control, real-time status, reporting, accountability and budget control

- Developing an understanding of the Authority's decision-making processes

Wellcom has a proven Discovery-Solution Design-Implementation-Review&Refine methodology for onboarding new clients, that enable us to explore & understand detailed client requirements and to build an optimal set of workflows, including approvals and decision-making, to complete all work. We tailor this methodology to each client according to its requirements, structure and geographic distribution, and the nature of our engagement, and it can be conducted to varying timelines and using a combination of documentation and direct dialogue (electronic, audio, video, f2f, as appropriate).

The workflows will be built specifically to cater for the Authority's decision-making processes. In particular, all approvals will be channelled via our online approval solution within our MIS, Knowledgewell, which can cater for many varying approval processes involving multiple stakeholders.



- Providing best practice, delivering efficiencies for repetitive requirements

Best-in-class process is the consequence of optimal application of people, process and technology. It requires:

- The identification and definition of optimal working processes for each work-type, which is achieved through:
 - Detailed examination of current working practices, perceived satisfaction/dissatisfaction with them
 - Analysis of available metrics and areas to improvement
 - An in-depth understanding of the specific client circumstances
 - Application of our experience and expertise in managing and delivering similar production services to other clients
 - The application of suitable technology solutions to enable time-efficient working by all parties, from client request through to approval, together with integrated best-in-class production automation methodology and systems technology
- The assignment of appropriately skilled and experienced individuals to perform all identified roles, and who are onboarded and trained in the defined working processes

Best-in-class process is seamless from end-to-end, to optimise operational and cost efficiencies, and to ensure that there are no uncertainties or ambiguities regarding the responsibilities of all involved parties.

Detailed and transparent working processes will be defined and agreed for all activity-types, and agreed timelines for each key process step will be built into each process.

Our Knowledgewell technology solution will be incorporated into all processes where appropriate.

Process maps will be published, and refined over time when incremental process efficiency improvements are identified.

B. Additional Key Performance Indicators (KPI's)

We think that the KPI's listed in Section 5 of the ITT are appropriate for the nature of these contracts.

If linked to payment, we would propose that a risk-reward approach is considered, whereby we would provide an overall discount/rebate if the majority of our scores are within the 'red' metric range, and an equivalent bonus would be awarded to Wellcom if the majority of our scores are within the 'green' metric range.

We suggest that this matter is discussed further upon our engagement by DIT.

Wellcom London Limited – B3 – Hong Kong

- Key Personnel

<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>[REDACTED]</p> <p>[REDACTED]</p>

IN WITNESS of which this Agreement has been duly executed by the parties.

Contractor: Wellcom London Limited

Signed by: .

Title:

Date:

Signature: ..



Authority: Department for International Trade

Signed

Title: ..

Date: ..

Signat

