

## AoG Consultancy Services Order (CSO)

### Part A – for Participating Agency (client) to complete

The Participating Agency (referred to as the client in Parts A – E of this Consultancy Services Order) will complete this and email the entire form (including all Parts) to the Provider.

<b>CSO or Project name</b>			
<b>Today's Date</b>			
<b>Agency</b>	Waka Kotahi – NZ Transport Agency	<b>Provider</b>	
<b>Agency contact name &amp; title</b>	Researcher Name	<b>Provider contact name &amp; title</b>	[name]
	Position Title		[title]
<b>Nominated personnel</b>	<b>Researcher Name, Position Title</b> <b>Jonathan Boow</b> , Research and Evaluation Programme Manager <b>Karen Brodie</b> , Research Programme Coordinator	<b>Nominated personnel</b>	[name]
<b>Agency email address</b>	researcher.name@nzta.govt.nz ≥ <a href="mailto:jonathan.boow@nzta.govt.nz">jonathan.boow@nzta.govt.nz</a> <a href="mailto:karen.brodie@nzta.govt.nz">karen.brodie@nzta.govt.nz</a>	<b>Provider email address</b>	
<b>Agency phone</b>	RN +64 # ### ##### JB +64 9 953 8095 KB +64 7 928 7921	<b>Provider phone</b>	
<b>Waka Kotahi Contract Number</b>		#### [Contract register]	
<b>Sub Category</b>		Finance and Economics / Policy, Research and Development	
<b>GCDO Assurance Sub Panel</b>		No	
<b>Protective Security Services Sub Panel</b>		No	

### 1. Invitation to the Provider

Waka Kotahi, the NZ Transport Agency (**Waka Kotahi**), is seeking to appoint a Provider to undertake the research project addressing the knowledge gap and research objectives described below.

The research will be independent research, albeit guided by a research project steering group which will be chaired by a Waka Kotahi representative. The results of the research must be able to be cost effectively applied in New Zealand in the short-to-medium term for longer-term impacts.

The research will form part of the Waka Kotahi Research Programme and the results are likely to be published on its website. As such the administrative requirements below apply and the Provider must confirm their agreement with these.

Waka Kotahi invites the Provider to complete Part B of this CSO (the Research Brief) detailing the methodology, project and risk management, and key personal involved in the research in response to the requirements detailed in Part A of this CSO.

## 2. Background and context

## 3. Knowledge gap

## 4. Research purpose and objectives

## 5. Scope

## 6. End use of research

## 7. Timeframes

Draft final report is required by **XX month 2017**

## 8. Parameters

The Provider will:

- a. agree project steering group membership – Waka Kotahi staff member to chair steering group
- b. provide four peer reviewer options from which Waka Kotahi will select two (note: peer reviewers cannot be steering group members)
- c. provide for the steering group to undertake a review of the research report provided to peer reviewers (can be undertaken concurrently with the peer review)
- d. include plans for disseminating and promoting the research and its recommendations and findings.
- e. **add any other requirements specific to this work**
- f. **add any other requirements specific to this work**
- g. **add any other requirements specific to this work**
- h. **add any other requirements specific to this work**

## 9. Deliverables

Deliverables from the research project will be (opportunity to be innovative in how you want the results to be presented – some examples have been provided):

- a. a review and assessment of New Zealand and overseas literature usually the project's first milestone
- b. a comprehensive research report in the Waka Kotahi research report format
- c. a series of PowerPoint slides explaining the research and its findings
- d. a summary brief of the research findings – eg. Infographic
- e. all data generated from the research, anonymised if necessary to protect any confidentiality arrangement
- f. any algorithms, models, formulas developed for the research
- g. other innovative way of presenting and/or delivering the results of the research
- h. *add any other deliverables specific to this work*
- i. *add any other deliverables specific to this work*
- j. *add any other deliverables specific to this work*
- k. *add any other deliverables specific to this work*

## 10. Research Programme administrative requirements

(March 2021)

The Provider **must** acknowledge and confirm their agreement with the following administrative processes.

### **PAYMENTS**

Waka Kotahi will pay approved invoices only on completed milestones but not more frequently than monthly. Payment will be made by direct credit, where possible. Submitting a proposal indicates acceptance of payment only upon completed milestones.

Each invoice is to be accompanied by a completed monthly progress report (see below) which certifies that the milestone/s being invoiced has/have been completed.

The Provider acknowledges that funding for the Project or milestone (as specified in the Research Brief – Part B) cannot be confirmed beyond the financial year in which the Project or milestone completion date falls. Accordingly, funding for uncompleted projects or milestones shall not automatically be available for any subsequent financial year, and the Provider must request the prior approval of Waka Kotahi for any carryover of the Project or milestones to a subsequent financial year. Any carry over falls is at the sole discretion of Waka Kotahi. Such requests must be made by the date advised by the Waka Kotahi Research Programme Coordinator, unless agreed otherwise.

### **MONTHLY PROGRESS REPORTS**

The Provider will provide Waka Kotahi with monthly progress reports, a template for which will be supplied by Waka Kotahi, in order to confirm progress of the research against each milestone and to advise of any personnel changes.

Occasionally, problems may occur or issues may arise during the research process that Waka Kotahi should be informed about. Progress reports outside of the monthly reporting timetable should be submitted as and when necessary, using the same monthly progress report, or the Research Programme Coordinator should be contacted directly.

### **FORMAT OF THE FINAL RESEARCH REPORT AND PUBLICATION**

The Provider will submit a final draft report<sup>1</sup> (and/or other form of output) in the format set out in the Waka Kotahi Research Report Style Guide.

In addition, no final draft report (and/or other form of output) will be accepted unless accompanied by completed and signed peer review forms.

<sup>1</sup> The completed research report which has addresses peer review comments and is submitted to the Waka Kotahi Coordinator for editing

Waka Kotahi will review the final draft report and request any changes, as appropriate, prior to sending the report to be edited.

Waka Kotahi shall arrange for the Final Draft Report to be edited (at its own cost), in consultation with the Provider, and may profile the report in a story posted on the Waka Kotahi website. The Provider, Author and/or the Provider's authorised representative must cooperate with Waka Kotahi editors and writers and provide as much assistance to those editors during the editing process as they may reasonably require. Likewise such cooperation is required with the preparation of research stories. The Provider may advise the Waka Kotahi Coordinator of any issues arising from these processes.

If Waka Kotahi decides to publish the Final Research Report<sup>2</sup>:

- Waka Kotahi shall publish the Final Research Report on its website, thereby enabling it to be downloaded free of charge.
- The Final Research Report shall be published under the name of the Provider and/or Author and shall include a disclaimer as to responsibility for the contents and use of the report, in a form to be determined by Waka Kotahi.

Generally, this disclaimer states that Waka Kotahi accepts no liability for the report's contents or for any consequences arising from its use, and that the material in the report should not be construed in any way as policy adopted by Waka Kotahi or any other government agency, although it may be used in the formulation of future policy.

#### STEERING GROUP

All research projects are required to have a project steering group chaired by a Waka Kotahi Research Owner. While the Provider will be reporting to, and seeking advice from, the steering group, he/she will not be a member of the steering group.

The Steering Group for this research is:

- RO name, RO position, Waka Kotahi – Research Owner and Chair
- TBA, Ministry of Transport, if not a RO
- add names, position and organisation of steering group member
- add names, position and organisation of steering group member
- add names, position and organisation of steering group member
- add names, position and organisation of steering group member

The Provider will need to ensure the costs for reporting to and engaging (e.g. any Provider travel costs) with the steering group are included in the total cost of the project.

Either of the parties may request and obtain a review of the Project, or of any Research Task, by the Project Steering Group, if there are reasonable grounds to believe that:

- a change to the specifications of the Research Brief may be required, or
- the objectives of the Research Brief are unlikely to be realised.

Following the review, Waka Kotahi may:

- decide to continue with this CSO under its existing terms
- agree with the Provider to vary this CSO, or
- end the research project.

The Project Steering Group may review the research deliverables, including the draft research report, at any time and provide feedback for the Provider to address.

#### PEER REVIEWERS

Waka Kotahi requires that all draft final research reports are peer reviewed by two or more external peer reviewers who have appropriate expertise. Peer reviewers are required to certify that the

<sup>2</sup> The research report that has been edited by the Waka Kotahi research report editor and published on the Waka Kotahi website

project report is technically sound and delivers the agreed project objectives, as recorded in the Research Brief.

Respondents should note that the proposed peer reviewers need only be indicative until the contracting stage when successful Respondents will need to formalise arrangements with Waka Kotahi and, subsequently, the selected peer reviewers.

Waka Kotahi will consider the adequacy of the proposed peer reviewers and will select two. Waka Kotahi reserves the right to request additional or alternative reviewers prior to contracting.

The Peer Review Guidelines provide more detail on Waka Kotahi requirements in this respect. Please note that peer reviewers are not to be part of the Research Project Steering Group.

#### **PRIVACY**

The Provider must comply at all times with all NZ Privacy Laws. “NZ Privacy Laws” refers to the Privacy Act 2020, and any New Zealand laws, regulations, codes of practice and approved information sharing agreements insofar as they regulate the collection, processing, storage, use and/or disclosure of information about individuals, in each case as amended from time to time.

The Provider must comply at all times with *Privacy at Waka Kotahi the NZ Transport Agency – A Guide for Suppliers and Service Providers* (<https://www.nzta.govt.nz/about-us/about-this-site/privacy-guide-for-suppliers-and-service-providers/>).

The Provider must not use or disclose Waka Kotahi Personal Information (including to any Subcontractors or employees) except as strictly necessary to comply with this CSO. The Provider must ensure that any Subcontractors to whom it discloses Waka Kotahi Personal Information are subject to contractual restrictions on the handling, use and disclosure of that information no less strict than those in this CSO. “Personal Information” has the meaning given in the Privacy Act 2020 and “Waka Kotahi Personal Information” means all Personal Information made available to the Provider by or on behalf of Waka Kotahi, or collected by the Provider for Waka Kotahi, in connection with this CSO.

The Provider must implement and maintain reasonable security safeguards to protect Waka Kotahi Personal Information, including from unauthorised use or disclosure.

Except as agreed in writing, the Provider must not store or process (or permit the storage or processing of) Waka Kotahi Personal Information in any location outside New Zealand.

The Provider must promptly return and/or irreversibly erase all Waka Kotahi Personal Information (at the option of Waka Kotahi), once no longer required for the purposes of this CSO, and otherwise where directed by Waka Kotahi.

If the Provider becomes aware of, or has reason to suspect the existence of, a Data Breach, the Provider must as soon as practicable notify Waka Kotahi, take all practicable steps to mitigate the effects of the Data Breach, and co-operate with the investigation undertaken by Waka Kotahi of the Data breach as Waka Kotahi reasonably considers necessary to enable Waka Kotahi to meet its obligations under NZ Privacy Laws.

Unless required by law, the Provider will not notify affected individuals or the Privacy Commissioner of any Data Breach except with the prior written agreement of Waka Kotahi.

The Provider will not comment publicly, including to the media, about any Data Breach, or any breach of these Privacy requirements, without the written consent of Waka Kotahi.

“Data Breach” means any incident involving facilities, systems, personnel, suppliers and/or Subcontractors of the Provider that: (a) involves (or gives rise to a real risk of) unauthorised or accidental access to, use, disclosure, alteration, loss or destruction of, any Waka Kotahi Personal Information; or (b) prevents Waka Kotahi from accessing Waka Kotahi Personal Information on either a temporary or permanent basis; or (c) would prompt a reasonable and prudent person in the position of Waka Kotahi to notify (or consider notifying) the incident to the Privacy Commissioner and/or one or more individuals under NZ Privacy Laws.

## 10. Research Programme administrative requirements

(March 2021)

The Provider will comply with any reasonable direction from Waka Kotahi, where Waka Kotahi reasonably considers that this is necessary to enable Waka Kotahi to comply with a notice or direction given to Waka Kotahi by the Privacy Commissioner.

The above Privacy requirements survive the termination of this CSO.

## 11. Budget and pricing requirements

The budget for this work is: \$###,000

Pricing requirements:

In submitting the Price, the Respondent must meet the following:

- a. Respondents are to use the pricing schedule template provided
- b. A detailed cost breakdown, aligned with the project milestone cost and payment schedule, must be submitted as part of the proposal.
- c. If the project will span more than one financial year (being 1 July to 30 June) the expenditure split for each year must be shown.
- d. Proposals must:
  - i. ensure all costs are quoted GST exclusive and in New Zealand dollars; and
  - ii. include the peer reviews as a separate, costed milestone/s.
- e. The following must be taken into consideration when costing a proposal:
  - i. a minimum of ten percent [10%] of the project's cost or \$10,000 (whichever is the lesser) will be paid once the final draft report has been edited, and the final version has been published on the Waka Kotahi website. This ensures participation in the editing process (see section 3 above).

**Part B – for Provider to complete**

*he Provider will complete Part B and email the form back to the client.*

**Specific Services to be provided**

Accept the Research Programme administrative requirements detailed in Section 3 of the specification document (see “10 Research Programme administrative requirements” above)

Yes/No

**Methodology and analytics**

Provide a clear succinct statement of the purpose of the research

[insert your answer here]

Please list the objectives of the research

[insert your answer here]

Provide a comprehensive description of your research methodology. Identify the research processes and techniques, their relevance to the topic and they will assist in achieving the research purpose and objectives. **Note:** Waka Kotahi expects that projects will include a literature review as the first step in the research process to inform the direction of the project

[insert your answer here]

Describe the strengths and weaknesses of the proposed methodology and how the weaknesses may be mitigated.

[insert your answer here]

Please provide details of the outputs of the research. The primary output will be a research report published on Waka Kotahi website but should also include data tables, models, etc as appropriate.

[insert your answer here]

Please provide details of four proposed peer reviewers (refer notes on peer reviewers in section 2.2 of RFP) and a brief statement outlining why you are recommending that peer reviewer.

	Name	Position	Organisation	Reasoning
1	[insert your answer here]			
2	[insert your answer here]			
3	[insert your answer here]			
4	[insert your answer here]			

Identify how the research and its findings/recommendations will be promoted, applied and used, eg manuals, guidelines, presentations, workshops and tools, including the implications of these, eg resources/costs

[insert your answer here]

Describe how end-users will be able to use, implement or apply the research; and the actions required to implement or apply the research.

[insert your answer here]

### Project and risk management

Please describe your project management approach for this work.

[insert your answer here]

Please describe your data management approach for this work.

[insert your answer here]

Please describe your health and safety approach for this work.

[insert your answer here]

Identify the risks and limiting factors associated with the research activity (eg use of new technology, possible changes to work practices/personnel, milestone time frames and interdependencies)

[insert your answer here]

Include a risk avoidance and mitigation plan

Risk	Impact	Likelihood	Mitigation
[insert your answer here]	[insert your	answer	here] [insert your answer here] [insert
[add extra lines as required]	[add extra	lines as	required] [add extra lines as required]

### Capability, experience and capacity

Provide details of the proposed team to provide the services, including their experience, current roles and responsibilities and the role they would have in the research project. Identification of the particular skills or experience that each team member brings to the research and, an explanation of, why Waka Kotahi should have confidence that the research will be completed to a high standard must also be included along with evidence of project management skills, including delivering on time and to budget – Note: it is not necessary to include CVs

[insert your answer here]

Provide a summary of the proposed team, including the percentage of project time apportioned to each member

Name	Position	Organisation	Project role	%time
[insert your answer	here] [insert your	answer here] [insert	your answer here]	[insert
[add extra lines as	required] [add	extra lines as	required] [add extra	lines
<b>Total:</b>				<b>100%</b>

### Confirmations and timeframes

Can you confirm that the Nominated Personnel (if any) is available to provide the Services?

Can you confirm that the timeframe is acceptable?

**Estimated Start and End Date**

**Start**

**End**

**Milestone, cost and payment schedule**

**Estimate / Quote (excluding GST, if any)**

Please submit your financial information and pricing using the following pricing schedule, noting the requirements detailed in Part A, "6 Indicative budget", above

No.	Milestone	Completion date	Cost	Invoice amount	Invoice amount as %age of total cost
	[insert your answer here]				%
	[add delete lines as appropriate]				%
					%
	Peer review				%
	Draft final report submitted to Waka Kotahi				%
	Research report published	As required		\$10,000	[or] 10%
<b>Totals:</b>				###0,000	100%

**Additional information / assumptions**

**Conflict of interest declaration and additional information**

I, [name of authorised signatory of Provider] have made diligent inquiry whether [name of Provider] has any actual, potential or perceived Conflict of Interest were it to provide the Services described in this Consultancy Services Order and I have disclosed any actual, potential or perceived Conflict of Interest and how it will be managed below:

**Additional information**

**Part C – Variations to Part A**

**LEAVE BLANK WHEN ISSUING CONSULTANCY SERVICES ORDER**

*The client will complete Part C if they wish to change any details in Part A.*

**Revised requirements and/or timeframe**

DATE: ## Month 20##

**Part D – Variations to Part B****LEAVE BLANK WHEN ISSUING CONSULTANCY SERVICES ORDER***The Provider will complete this only if and when it receives a Variation per Part C above from the client.***Revised scope and/or timeframe**

DATE: ## Month 20##

**Revised Estimate (excluding GST, if any)**

No.	Milestone	Completion date	Cost	Invoice amount	Invoice amount as %age of total cost
					%
					%
					%
					%
					%
	Peer review				%
	Draft final report submitted to Waka Kotahi				
	Research report published	As required			
<b>Totals:</b>					<b>100%</b>

**Additional information / assumptions**

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**Part E – Acceptance****LEAVE BLANK WHEN ISSUING CONSULTANCY SERVICES ORDER***The Provider and client to complete on acceptance of this Consultancy Services Order***Signatures**

<b>Name of Provider's authorised signatory</b>	
<b>Signature of authorised signatory</b>	
<b>The client accepts and authorises this Consultancy Services Order</b>	<b>[Yes/No]</b>
<b>Name of client's authorised signatory</b>	<b>Jonathan Boow</b> Research and Evaluation Programme Manager
<b>Signature of authorised signatory</b>	
<b>Date of acceptance</b>	
<b>Client's job reference or purchase order number</b>	<b>TAR 19/##</b>

## Part F – Terms

### THE PROVIDER AND PARTICIPATING AGENCIES ARE NOT PERMITTED TO AMEND THIS PART F.

*This Part F contains an extract of selected terms and conditions from the Services Agreement (the **Agreement**). Clause, schedule and paragraph references have been updated to refer to clauses, schedules and paragraphs in this Part F where applicable. For the full terms and conditions that govern the Services, please refer to the Agreement.*

#### 1. Appointment

##### 1.1 Appointment

- (a) The Participating Agency appoints the Provider to provide Services to the Participating Agency as detailed in this Consultancy Services Order and the Provider accepts that appointment, in accordance with the terms of this Consultancy Services Order.
- (b) Certain obligations of the Provider in this Consultancy Services Order do not apply to sub-categories of Services for which the Provider has been appointed as a Tier 3 Provider as follows:
  - (i) the Participating Agency may nominate specific Personnel to be the primary providers or to supervise the delivery of the Services but clauses 6.2(b) to 6.2(e) do not apply to any nominated Personnel;
  - (ii) the relevant Services are not required to meet or exceed the Service Levels specified in Schedule 3 (Performance Measurement) and clause 2.5(a), Schedule 3 (Performance Measurement) do not apply;
  - (iii) the Provider is not required to pay an Administration Fee and clause 8.3(a)(v) does not apply;
  - (iv) the Provider is not required to conduct the Agency Satisfaction Survey for the relevant Services and clause 5.1(h) does not apply;
  - (v) the Provider and Participating Agency are not obligated to escalate a dispute to the CoE's All-of-Government Procurement Manager, Centre of Expertise for Consultancy, in accordance with clause 13.2(c)(ii); and
  - (vi) as otherwise stated in this Consultancy Services Order.

#### 2. Services

##### 2.1 Services

- (a) The Provider will provide Services to the Participating Agency in accordance with the terms of this Consultancy Services Order.

- (b) The Provider will use all reasonable endeavours to ensure that, on the date the Documentation is provided under this Consultancy Services Order, such Documentation is in a readable and readily useable format.

##### 2.2 Agents may procure Services

The Participating Agency may, by notice to the Provider and the CoE, appoint one or more third parties to procure Services under this Consultancy Services Order on the Participating Agency's behalf and/or receive invoices, as if that agent was a Participating Agency, provided that any such procurement is for the sole benefit of the Participating Agency.

##### 2.3 Timely performance

The Provider will ensure that the Services to be performed under this Consultancy Services Order are provided on or before the date specified for performance (if any) in this Consultancy Services Order and, if no time is specified, within a reasonable time after the issue of the Consultancy Services Order.

##### 2.4 Delay

- (a) If the Provider considers that it is (or is likely to be) prevented or delayed from achieving a date or time for performance (**Milestone**) specified in this Consultancy Services Order (**Delay**), it will:
  - (i) immediately provide notice verbally or in writing to the Participating Agency, setting out:
    - (A) the cause of the Delay and its expected duration;
    - (B) the effect of the Delay on its ability to perform its obligations under this Consultancy Services Order (including any future Milestones);
    - (C) what extension, if any, to the relevant Milestone is being sought; and
    - (D) what steps, if any, the Participating Agency may take to mitigate the effect of the Delay; and
  - (ii) take all reasonable steps necessary (including by the allocation of additional

- resources) to eliminate or avoid the Delay and, in all cases, mitigate its effects.
- (b) If the Provider and Participating Agency agree that the Delay is acceptable or wish to amend the Milestone:
  - (i) the Provider will complete and submit Part C of this Consultancy Services Order to the Participating Agency; and
  - (ii) upon receipt of the completed Part C of this Consultancy Services Order, the Participating Agency must promptly advise the Provider in writing if the completed Part C is acceptable.
- (c) If the Provider does not achieve the Milestone (as amended from time to time) and the Participating Agency's acts or omissions, or those of its Personnel or third parties acting on its behalf, have not caused the Provider to fail to achieve the Milestone, the Participating Agency may, without prejudice to any other right or remedy, suspend payment of any Charges relating to this Consultancy Services Order until the Provider remedies the relevant failure.

2.5 **Service standards**

- (a) The Provider must provide the Services in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider to a standard that reaches or exceeds the Service Levels specified in Schedule 3 (Performance Measurement).
- (b) In addition, the Provider must:
  - (i) provide the Services diligently, efficiently, effectively and in accordance with Industry Best Practice;
  - (ii) ensure that the Services to be performed under this Consultancy Services Order are provided on or before the date specified for performance (if any) in this Consultancy Services Order and, if no time is specified, within a reasonable time after the issue of this Consultancy Services Order;
  - (iii) ensure that all Documentation, information and advice (including Documentation, information and advice provided prior to the issue of this Consultancy Services Order) provided to the Participating Agency or published on the Provider Database is Fit for Purpose so that, without limitation, it contains sufficient content and detail to enable the Participating Agency to make use of it for the purpose for which it was requested;
  - (iv) act in the best interests of the Participating Agency in the provision of Services to the Participating Agency; and

- (v) provide Services to the reasonable satisfaction of the Participating Agency (as reported to the CoE).

**3. Estimates and Quotes**

3.1 **Estimates and Quotes**

- (a) The Provider must provide an Estimate or Quote for all Services to be provided under this Consultancy Services Order, unless the total Fees in respect of the Services under this Consultancy Services Order are likely to be less than \$10,000 (exclusive of GST) or such other amount as determined by the CoE and notified to the Provider.
- (b) Despite clause 3.1(a), if, during the course of providing the Services, the Provider becomes aware that the total Fees (excluding GST) are likely to exceed the amount referred to in clause 3.1(a), the Provider must provide an Estimate in accordance with clauses 3.1(c) to (e).
- (c) All Estimates and Quotes will be provided at no cost to the Participating Agency.
- (d) All Estimates and Quotes must specify the estimated timeframe to perform the Services requested in this Consultancy Services Order and the Rates of Personnel providing the Services and include any Expenses likely to be incurred in providing the Services.
- (e) All Quotes and Estimates must be provided to the Participating Agency in writing and must be included in this Consultancy Services Order.
- (f) To avoid doubt and without limiting clause 4.5(c) of the Services Agreement, if any Quote or Estimate is not acceptable to the Participating Agency, the Participating Agency and Provider may seek to negotiate a more favourable Quote or Estimate, including a decrease in the Rates on which the Quote or Estimate was based.

3.2 **If Charges exceed the Estimate**

- (a) If during the course of providing the Services under this Consultancy Services Order, the Provider becomes aware that the total Charges (excluding GST) are likely to exceed the Estimate, the Provider must give written notice to the Participating Agency using Part D of this Consultancy Services Order as soon as the Provider becomes so aware, but no later than the time the costs accrued or incurred reach 80% of the Estimate.
- (b) The notice under clause 3.2(a) must specify a revised Estimate for the Services and include the reason the total Charges will exceed the original Estimate.
- (c) The Participating Agency has sole discretion whether to approve a revised Estimate and must act reasonably when deciding whether to approve a revised Estimate.

- (d) When a revised Estimate is approved, the Participating Agency must provide written notice of the same to the Provider. potential or perceived Conflict of Interest,
- (e) If a Provider has provided an Estimate to the Participating Agency for Services, the Participating Agency is not liable to pay the Provider any amount exceeding the Estimate unless the Participating Agency has approved a revised Estimate. that cannot be managed to the satisfaction of the Participating Agency.

**3.3 If Charges exceed the Quote**

- (a) The Provider acknowledges that neither the CoE nor the Participating Agency are obliged to pay any Charges to the Provider in relation to Services performed under this Consultancy Services Order if those Charges exceed any Quote provided in relation to this Consultancy Services Order, unless the Participating Agency has given its prior written consent in accordance with clause 3.3(b).
- (b) If the Participating Agency agrees to allow the Provider to increase the Charges:
  - (i) the Provider will complete and submit Part D of this Consultancy Services Order to the Participating Agency; and
  - (ii) upon receipt of the completed Part D of this Consultancy Services Order, the Participating Agency must promptly advise the Provider (in writing) if the completed Part D is acceptable.

- (d) If, after commencing Services under this Consultancy Services Order, the Provider becomes aware of any matter, circumstance, interest or activity that may give rise to any actual, potential or perceived Conflict of Interest, the Provider must immediately notify the Participating Agency of all relevant details and must immediately cease work on the Services until such time as the Participating Agency provides written notice confirming the Provider may continue to perform the Services or terminates the engagement of the Provider in respect to the Services to be performed under this Consultancy Services Order in accordance with clause 4.1(e).
- (e) If the Participating Agency considers that the Provider has an actual Conflict of Interest of sufficient gravity that the Provider can no longer perform Services for it, the Participating Agency may, by written notice to the Provider, terminate this Consultancy Services Order with immediate effect on the date of termination specified in that notice.
- (f) Any approval or notice given by the Participating Agency pursuant to clause 4.1(b) or 4.1(d) may require the Provider to take steps reasonably required by the Participating Agency to manage the Conflict of Interest, and the Provider must provide written notice confirming its acceptance of those steps before it may commence or continue to provide the Services under this Consultancy Services Order.

**4. Conflicts of interest**

**4.1 Conflicts of interest**

- (a) The Provider must, upon receipt of this Consultancy Services Order, make diligent inquiry whether it has any actual, potential or perceived Conflicts of Interest if it were to provide the Services specified in this Consultancy Services Order and, if no such Conflict of Interest exists, the Provider must provide confirmation to that effect to the Participating Agency.
- (b) If the Provider has an actual, potential or perceived Conflict of Interest, the Provider must immediately notify the Participating Agency and must not begin performing the Services without the prior written approval of the Participating Agency.
- (c) The Provider must take all reasonable steps to ensure that:
  - (i) a situation does not arise that might result in an actual, potential or perceived Conflict of Interest; and
  - (ii) any Personnel or Subcontractors of the Provider do not engage in any activity or obtain interests that might result in the Provider or such Personnel or Subcontractors having an actual,

**5. Responsibilities**

**5.1 Provider responsibilities**

- In addition to its other obligations under this Consultancy Services Order, the Provider will:
- (a) respond promptly, accurately and adequately to any requests for information made by the Participating Agency in relation to the Services, including requests for advice;
  - (b) in performing Services for the Participating Agency under this Consultancy Services Order comply with all privacy and other policies and guidelines issued by the Participating Agency and notified or made available to the Provider;
  - (c) obtain, maintain and comply with any governmental, regulatory or other approvals, permissions, consents, licences, and requirements necessary to provide the Services and perform its obligations under this Consultancy Services Order;
  - (d) comply with all Laws at all times during the Term in so far as they relate to the provision of the Services, including the

Privacy Act 1993 and all applicable consumer laws;

- (e) ensure that it and its Personnel providing the Services do not access the Participating Agency's information or systems except to the extent necessary to provide the Services and for no other purpose;
- (f) as soon as is practicable, notify the Participating Agency of any problems or issues that arise in relation to the performance of its obligations under this Consultancy Services Order, including any problems or issues that will, or are likely to, affect the provision or quality of the Services or the ability of the Provider to perform its obligations under this Consultancy Services Order;
- (g) without limiting any other provision of this Consultancy Services Order, use all reasonable endeavours to avoid damaging or adversely affecting any Participating Agency's reputation;
- (h) in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider, conduct the Agency Satisfaction Survey by asking the Participating Agency the questions recorded in Annexure A of Schedule 5 (Governance) to the Services Agreement within 5 Business Days of the Services in this Consultancy Services Order being completed.

## 5.2 Participating Agencies' responsibilities

The Participating Agency has the following responsibilities in relation to the Services:

- (a) to manage its operational relationship with the Provider, including in relation to the fulfilment of this Consultancy Services Order;
- (b) to notify the Provider of all relevant policies, guidelines and procedures of the Participating Agency that the Provider must comply with when performing the Services under this Consultancy Services Order;
- (c) to provide adequate instructions and information to the Provider to allow it to perform the Services under this Consultancy Services Order;
- (d) to make timely decisions where approvals or consents are reasonably sought by the Provider in performing the Services under this Consultancy Services Order;
- (e) to pay the Charges; and
- (f) to use its best efforts to resolve any dispute directly with the Provider before involving the CoE in accordance with clause 13.

## 6. Resourcing

### 6.1 General requirements

The Provider will provide and maintain sufficient resources (including human resources, equipment, telecommunications connectivity, premises and other facilities) to enable it to

perform its obligations on time and otherwise in accordance with this Consultancy Services Order.

6.2

### Provider's Nominated Personnel

- (a) The Participating Agency may, in this Consultancy Services Order, nominate specific Personnel (**Nominated Personnel**) to be the primary providers or to supervise the delivery of the Services.
- (b) If any Nominated Personnel nominated in this Consultancy Services Order are not available to provide or supervise the Services requested, the Provider must immediately notify the Participating Agency and provide details of other Personnel (if any) with the necessary skills and experience to provide or supervise the Services requested pursuant to this Consultancy Services Order.
- (c) Notice given under clause 6.2(b) must specify the period for which the Nominated Personnel will continue to be unavailable.
- (d) Upon receipt of notice under clause 6.2(b), the Participating Agency must notify the Provider whether the replacement Personnel are acceptable.
- (e) The Participating Agency is under no obligation to accept any replacement Personnel and, if it does not approve the replacement Personnel, the Provider may not commence or continue providing the Services.

6.3

### Personnel

- (a) The Provider will ensure that all of its Personnel who are engaged in the performance of the Provider's obligations under this Consultancy Services Order:
  - (i) have the requisite skills, expertise, qualifications and experience;
  - (ii) have, before performing any such obligations, obtained all security clearances and passed all probity checks required by, or necessary to provide the Services to, the Participating Agency;
  - (iii) comply with all health, safety, security and other policies, codes of conduct, procedures and reasonable directions as may be reasonably required by the Participating Agency from time to time; and
  - (iv) will carry out their respective duties with due care, skill and diligence.
- (b) The Participating Agency will notify the Provider of any security clearances and probity checks required by, or necessary to provide the Services to, the Participating Agency.

6.4

### Subcontracting

- (a) The Provider will not subcontract the performance of all or part of the Services or any of its other obligations under this Consultancy Services Order, except with the prior written consent of the Participating Agency.
- (b) The Provider is solely responsible for the selection of each Subcontractor and must ensure that each Subcontractor is creditworthy, qualified and has the relevant experience to perform the work it is required to carry out for the Provider.
- (c) To the extent permitted by Law, the Provider is and remains fully responsible for any act or omission of any Subcontractor.
- (d) The Provider must ensure that each Subcontract contains obligations on the Subcontractor that are consistent with the relevant terms of this Consultancy Services Order, including in relation to clauses 5.1 (Provider responsibilities), 6.3(a) (Personnel), 10 (Confidentiality), 11 (Intellectual Property) and 14 (Termination) and Schedule 3 (Performance Measurement), together with clause 15 (Audit) of the Services Agreement.
- (e) If, in the Participating Agency's reasonable opinion, a Subcontractor is:
  - (i) materially not performing in accordance with the terms of this Consultancy Services Order, the Participating Agency may, by notice to the Provider, require the Provider to procure that the Subcontractor performs the relevant obligations within 10 Business Days, failing which the Participating Agency may, by notice to the Provider, require the Provider to remove that Subcontractor; or
  - (ii) a material threat to the health, safety or security of the Personnel or property of the Participating Agency, or has breached security or confidentiality requirements of this Consultancy Services Order, the Participating Agency may, by notice to the Provider, require the Provider to remove that Subcontractor,

and the Provider will ensure the immediate removal of that Subcontractor.

**7. Changes**

**7.1 Change procedure**

The Participating Agency may agree any variations to this Consultancy Services Order with the Provider using Part C of the Consultancy Services Order.

**8. Price and payment**

**8.1 Calculation of Charges**

The Charges will be calculated in accordance with the terms of Schedule 2 (Pricing).

**8.2 Participating Agency to pay for Services**

- (a) The Participating Agency will pay the Provider the Charges applicable to any Services procured by the Participating Agency on the terms of this clause 8.
- (b) The Charges and Administration Fee comprise the total amount payable by the Participating Agency for the Services.

**8.3 Invoicing and payment**

Except as otherwise provided in Schedule 2 (Pricing) or as agreed with the Participating Agency in this Consultancy Services Order, the Provider will invoice the Participating Agency (or, if the Participating Agency has instructed the Provider in writing, the third party agent) for the Charges and the Participating Agency will pay those Charges, in accordance with the following terms:

- (a) the Provider will render one itemised invoice to the Participating Agency at the end of each month during the Term for all Services performed during that month specifying (as applicable):
  - (i) the nature and amount of the Fees or other applicable fees and fee structures;
  - (ii) the Personnel and their applicable Rate;
  - (iii) the hours billed (by Personnel and in the aggregate);
  - (iv) the nature and amount of any Expenses (including any third party charges to be passed on to the Participating Agency);
  - (v) if applicable, the amount representing the Administration Fee;
  - (vi) how much of the Estimate or Quote has been used;
  - (vii) a brief description of the Services provided during that month; and
  - (viii) any other matters the Participating Agency may reasonably request;
- (b) each correctly rendered invoice will be payable on or before the 20th day of the month following the month in which the invoice was received;
- (c) the Participating Agency will have no obligation to pay any Charges which are invoiced more than 90 days after the date that such amount was required to be invoiced pursuant to this clause 8.3; and
- (d) the Provider may only invoice the Participating Agency for any Expenses at the cost actually incurred by the Provider.

**8.4 Invoice disputes**

If the Participating Agency or the Provider disputes an invoice:

- (a) it may withhold the disputed sum and, if applicable, associated Administration Fee until the dispute is resolved;

- (b) the dispute will be resolved in accordance with clause 13; and
- (c) it will pay the undisputed portion in accordance with clause 8.3.

The Provider will not be excused from performing its obligations under this Consultancy Services Order while an invoice is disputed by the Participating Agency.

#### 8.5 Taxes

- (a) Except for any GST payable by the Participating Agency, any present or future tax, levy, impost, duty, charge, assessment or fee of any nature (including applicable interest and penalties) payable in connection with this Consultancy Services Order under any Law is to be paid by the Provider and not passed on to the Participating Agency unless otherwise expressly agreed in writing by the Participating Agency.
- (b) The Participating Agency may deduct from any payment to be made to the Provider any withholding taxes or other deductions that it is required by Law to make.

#### 8.6 Administration Fee

In relation to the sub-categories for which the Provider has been appointed as a Tier 1 or Tier 2 Provider, the Provider will ensure that each invoice issued to the Participating Agency for the Charges includes, in addition to the Charges, a separate amount equal to 1% of the Fees (excluding GST) (the **Administration Fee**).

#### 8.7 Suspension of payment

- (a) Without prejudice to any other right or remedy that may be available to the Participating Agency, the Participating Agency may suspend payment of all or any part of the Charges if the CoE has notified the Provider that the Provider is in Material Breach, until that Material Breach is remedied.
- (b) If the Material Breach is not capable of remedy the Participating Agency and the Provider agree to treat the Charges as being in dispute and clause 14 will apply.

### 9. Warranties

#### 9.1 General warranties

Each party represents, warrants and undertakes that:

- (a) it has full power, capacity and authority to execute, deliver and perform its obligations under this Consultancy Services Order;
- (b) it has, and will continue to have, all the necessary consents, permissions, licences and rights to enter into and perform its obligations under this Consultancy Services Order; and
- (c) this Consultancy Services Order constitutes its legal, valid and binding obligations and is enforceable in accordance with its terms.

#### 9.2

#### Provider's warranties

The Provider represents, warrants and undertakes that:

- (a) it will perform its obligations under this Consultancy Services Order with due care, skill, promptness and diligence at all times;
- (b) it has, and will have throughout the Term, sufficient Personnel to supply the Services and to perform its other obligations under this Consultancy Services Order;
- (c) it, and each of its Personnel engaged in the performance of the Services, has, and will have throughout the Term, the necessary expertise and all necessary governmental, regulatory or other approvals, permissions, consents, licences, qualifications, accreditations and requirements to provide the Services and perform its other obligations under this Consultancy Services Order;
- (d) it will comply with the requirements of all Laws as they relate to the provision of Services by the Provider;
- (e) the possession or use of any item of Intellectual Property supplied or licensed by it, or the use of any item of Intellectual Property by it to perform its obligations under this Consultancy Services Order, will not infringe the rights of any third party;
- (f) all Documentation (and any other information or advice supplied by it to the Participating Agency) and any information and data reported to the CoE will be accurate, complete and (as applicable) Fit for Purpose;
- (g) there are no existing agreements, undertakings or arrangements which prevent it from entering into this Consultancy Services Order, or which would impede the performance of its obligations under this Consultancy Services Order, or that it would breach by entering into this Consultancy Services Order;
- (h) it is not (and nor is any of its Personnel) a party to any litigation, proceedings or disputes which could adversely affect its ability to perform its obligations under this Consultancy Services Order; and
- (i) it has not offered any inducement in connection with the entering into or negotiation of this Consultancy Services Order, and will not offer any inducement in connection with the supply of Services to the Participating Agency.

#### 9.3

#### Continuous application

The warranties, representations and undertakings set out in clause 9.2 will be deemed to be given by the Provider continuously throughout the Term.

#### 9.4

#### Notification

Each party will promptly notify the other if at any time during the Term it breaches any of the

warranties, representations and undertakings in this clause 9.

**9.5 Other warranties excluded**

All warranties (statutory, express or implied) which are not expressly referred to in this Consultancy Services Order are excluded to the fullest extent permitted by Law.

**10. Confidentiality**

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**10.1 Protection of Confidential Information**

- (a) Subject to clauses 10.1(c) and 10.2, the Provider and the Participating Agency will treat as confidential and not disclose to any third party nor use for its own benefit any Confidential Information that is the Confidential Information of the other.
- (b) The Provider will:
  - (i) ensure that all Confidential Information of the Participating Agency (and any backup archives containing such Confidential Information) in the possession or control of the Provider from time to time is kept secure and managed and protected and only disclosed or otherwise dealt with in accordance with this Consultancy Services Order;
  - (ii) not use any Agency Information for its own purposes or for any purposes different from those contemplated by this Consultancy Services Order; and
  - (iii) advise the CoE in writing if any Confidential Information of the Participating Agency will be transferred or stored outside New Zealand before such information is transferred and will confirm that the requirements of this clause 10.1 will be met while such Confidential Information is stored outside New Zealand.
- (c) Clause 10.1(a) does not prevent the disclosure of Confidential Information:
  - (i) if that information was known, or becomes known, to the public through no act or default of the recipient;
  - (ii) that the recipient is required by Law or parliamentary practice (including parliamentary questions) to disclose, or to a Select Committee or to a Minister of the Crown, so long as the recipient provides notice of the required disclosure promptly upon receipt of notice of the required disclosure (if it is permitted to do so by Law);
  - (iii) that was lawfully known to the recipient prior to the date it was received;
  - (iv) that becomes available to the recipient from a source other than a party to this Consultancy

Services Order, provided that the recipient has no reason to believe such source is itself bound by an obligation of confidence to the person that disclosed that information or is otherwise prohibited under Law from disclosing such information;

- (v) to any Professional Adviser for the purposes of rendering professional services to a party in relation to this Consultancy Services Order;
- (vi) to the extent that such disclosure is authorised by this Consultancy Services Order; or
- (vii) if such disclosure is approved for release with the consent of the party from whom the Confidential Information is first received.

**10.2 Limited disclosure**

- (a) The Provider may, subject to clause 10.2(d), disclose the Confidential Information of the Participating Agency to its Subcontractors, Personnel, Related Entities and Professional Advisers who need to know the same for the sole purpose of enabling the Provider to perform its obligations and exercise its rights under this Consultancy Services Order.
- (b) The Participating Agency may, subject to clause 10.2(d), disclose the Confidential Information of the Provider to its third party suppliers, Personnel and Professional Advisers and any other Participating Agencies (including the CoE) who need to know the same in connection with the Services.
- (c) The Provider will not disclose the Participating Agency's Confidential Information to any of its Subcontractors, Related Entities or Professional Advisers, and the Participating Agency will not disclose the Provider's Confidential Information to any of its third party suppliers or Professional Advisers, unless the recipient has given a written confidentiality undertaking to the disclosing party in terms substantially similar to those set out in this clause 10.
- (d) Any undertaking given pursuant to clause 10.2(c) will be provided to the other party to this Consultancy Services Order on request.

**11. Intellectual Property**

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**11.1 Intellectual Property owned by Provider**

- (a) The Participating Agency acknowledges that all:
  - (i) Intellectual Property held by the Provider before the Commencement Date;
  - (ii) Intellectual Property developed independently from this Consultancy Services Order by the Provider, and that is not developed, commissioned or

created under or in connection with this Consultancy Services Order; and

- (iii) adaptations and modifications to the Intellectual Property described in clauses 11.1(a)(i) and (ii),

remains the Provider's sole and exclusive property (**Provider IP**).

- (b) To the extent that the Participating Agency needs to use any of the Provider IP to receive the full benefit of the Services, the Provider grants to the Participating Agency a royalty-free, non-exclusive licence (including, if agreed in this Consultancy Services Order, the right to sublicense) to use, copy, modify and distribute during the Term any Provider IP provided to the Participating Agency by or on behalf of the Provider.

## 11.2 Intellectual Property owned by Participating Agency

- (a) The Provider acknowledges that the Participating Agency or its licensor has, and continues to have, sole and exclusive ownership of all Intellectual Property rights in all of the Agency Information together with all adaptations and modifications of such Agency Information (**Pre-contract Participating Agency IP**).
- (b) All Intellectual Property created or developed by the Provider or its employees or Subcontractors in performing the Services and developing the Documentation will be owned by the Participating Agency from the date the Intellectual Property is created or developed (**Post-contract Participating Agency IP**) and, together with the Pre-contract Participating Agency IP, the **Participating Agency IP**).
- (c) If the Provider (or any of its Subcontractors) has under any Law any right in or claim to any of the Participating Agency IP or holds any of the Participating Agency IP, the Provider (by itself and for its Subcontractors):
  - (i) assigns to the Participating Agency all of its rights, title and interest in and to the Participating Agency IP from the date it was created or developed; and
  - (ii) waives all right of lien or similar rights as may now or later be claimed in the Participating Agency IP; and
  - (iii) waives all of its moral rights under Part 4 of the Copyright Act 1994 in the Participating Agency IP,

and the Provider will sign all documents and do all acts and things that are necessary to give effect to this clause 11.2(c).

- (d) To the extent that the Provider needs to use any of the Participating Agency's IP

for the purpose of performing its obligations under this Agreement, the Participating Agency grants to the Provider, subject to any written direction given by the Participating Agency, of a royalty-free, non-exclusive, non-transferable licence to use and store the Participating Agency's IP for the sole purpose of performing its obligations under this Consultancy Services Order during the Term.

## 11.3 Intellectual Property owned by third parties

- (a) To the extent that the Provider needs to use any Intellectual Property held or owned by a third party (**Third Party IP**) in performing the Services under this Consultancy Services Order, the Provider will use its best endeavours to obtain the fullest rights of use and licence of that Third Party IP (on terms and at a cost to be agreed with the Participating Agency) as are necessary for the performance of those Services for the benefit of the Participating Agency.
- (b) The Participating Agency acknowledges that the Provider may have limited ability to obtain rights and/or a licence to use any Third Party IP and, where the Provider, using its best endeavours, cannot obtain appropriate rights and/or a licence for the Participating Agency to use that Third Party IP, the warranty in clause 9.2(e) applies.

## 12. Liability

### 12.1 Indemnity

- (a) The Provider will, to the extent permitted by Law, indemnify the Participating Agency against all Losses suffered or incurred by the Participating Agency as a result of any:
  - (i) unlawful, malicious or negligent act or omission by the Provider;
  - (ii) personal injury, sickness, death or loss of, or damage to, tangible property due to an act or omission of the Provider; or
  - (iii) any other breach by the Provider of its obligations under this Consultancy Services Order.
- (b) The Provider will, subject to clause 12.1(c), indemnify the Participating Agency against all Losses suffered or incurred by the Participating Agency as a result of any claim that the possession or use of any Intellectual Property supplied or licensed by the Provider, or the use of any Intellectual Property used to provide the Services, infringes any third party's rights.
- (c) The Provider will have no liability under clause 12.1(b) to the extent that any IP Claim arises from any:
  - (i) modification by the Participating Agency of any item of Intellectual Property supplied or licensed by the Provider without the approval of the Provider;

	(ii)	use by the Participating Agency of Intellectual Property supplied or licensed by the Provider for any purpose disallowed by this Consultancy Services Order or the applicable Intellectual Property licence (but only if the licence has been provided to the Participating Agency prior to such use); or		continued use of the infringing materials; or
			(ii)	replace, modify or resupply the infringing materials so that there is no further infringement, without adversely affecting the performance or functionality of those materials.
	(iii)	use of Intellectual Property used to provide the Services if and to the extent that Intellectual Property was supplied by the Participating Agency.	12.3	<b>Maximum liability of Participating Agency</b> In addition to its obligation to pay the Charges, the maximum aggregate liability of the Participating Agency to the Provider under or in connection with this Consultancy Services Order will be, in respect of all Losses, limited to the total Charges paid and payable under this Consultancy Services Order.
12.2	<b>IP Claims</b>			
	(a)	In the event of a claim under clause 12.1(b) (an <b>IP Claim</b> ):	12.4	<b>Maximum liability of the Provider</b> The maximum liability of the Provider to the Participating Agency for all Losses under or in connection with this Consultancy Services Order in respect of all claims will not exceed:
	(i)	the Participating Agency will give the Provider notice of the IP Claim as soon as practicable and, to the extent permissible by Law, permit the Provider (at the Provider's cost) to handle all negotiations for settlement and to control and direct any litigation that may follow ( <b>Control of the IP Claim</b> );		(a) in relation to the sub-categories for which the Provider has been appointed as a Tier 1 Provider, the greater of:
	(ii)	if the Provider has Control of the IP Claim:		(i) 10 times the total Charges paid and payable under this Consultancy Services Order;
	(A)	the Participating Agency will provide all reasonable assistance to the Provider (at the Provider's cost) in the handling of any negotiations and litigation; and		(ii) \$5,000,000; and
	(B)	the Provider will keep the Participating Agency informed of the defence or negotiations of the IP Claim and diligently conduct any litigation or negotiations, using competent counsel and in a manner that does not adversely affect the name or reputation of the Participating Agency;		(iii) any greater amount or multiple set out in this Consultancy Services Order;
	(iii)	the Provider will not enter into any settlement or compromise in relation to the IP Claim without the prior written consent of the Participating Agency (which will not be unreasonably withheld); and		(b) in relation to the sub-categories for which the Provider has been appointed as a Tier 2 Provider, the greater of:
	(iv)	the Provider will notify the CoE of the IP Claim, and the outcome within 5 Business Days of the claim being concluded.	12.5	(i) 10 times the total Charges paid and payable under this Consultancy Services Order;
	(b)	If any IP Claim disrupts the Participating Agency's use or enjoyment of a Service, the Provider will (unless otherwise requested by the CoE), at its own expense and at its option, immediately:	12.6	(ii) \$2,000,000; and
	(i)	obtain for the Participating Agency the legal right to		(iii) any greater amount or multiple set out in this Consultancy Services Order;
				(c) in relation to the sub-categories for which the Provider has been appointed as a Tier 3 Provider, the greater of:
				(i) 10 times the total Charges paid and payable under this Consultancy Services Order;
				(ii) \$1,000,000; and
				(iii) any greater amount or multiple set out in this Consultancy Services Order.
			12.5	<b>No double dipping</b> A party to this Consultancy Services Order (or the CoE acting on behalf of the Participating Agency in accordance with the Services Agreement) cannot recover for the same Loss under both this Consultancy Services Order and the Services Agreement.
			12.6	<b>Exclusions on liability</b> The limitations on liability set out in clauses 12.3 and 12.4 will not limit the liability of:

- (a) the Provider under clauses 12.1(a) and 12.1(b) (other than in respect of negligent acts or omissions under clause 12.1(a)(i) and breach by the Provider of its obligations under this Consultancy Services Order under clause 12.1(a)(iii), which are subject to the limitations of liability in clauses 12.3 and 12.4);
- (b) the Provider for any fraudulent act or omission; or
- (c) either party for any breach of confidentiality.

12.7 **Categories of loss**

- (a) Irrespective of how liability arises, neither the Provider nor the Participating Agency will, under any circumstances, be liable for any indirect loss or damage (including consequential loss) arising under or in connection with this Consultancy Services Order.
- (b) The Participating Agency will not, under any circumstances, be liable for any loss of profits or loss of revenue suffered by the Provider in connection with this Consultancy Services Order.

12.8 **Force majeure**

- (a) The Provider and the Participating Agency will not be liable to the other for any failure to perform its obligations under this Consultancy Services Order during the time and to the extent that such performance is prevented, wholly or substantially, by reason of any Force Majeure Event.
- (b) The party subject to the Force Majeure Event (the **non-performing party**) must:
  - (i) notify the other party as soon as practicable after the Force Majeure Event occurs and provide full information concerning the Force Majeure Event, including the extent of its inability to perform, an estimate of the time likely to be required to overcome the Force Majeure Event and the steps the non-performing party will take to comply with clauses 12.8(b)(ii) and 12.8(b)(iii);
  - (ii) use all reasonable endeavours to mitigate and remedy the effect of the Force Majeure Event and minimise the impact of the event on the other party; and
  - (iii) use all reasonable endeavours to perform its obligations under this Consultancy Services Order as far as is practicable,

and the Participating Agency will not be required to pay Charges to the extent that the Provider fails to perform its obligations to the Participating Agency due to a Force Majeure Event.
- (c) If the non-performing party affected by the Force Majeure Event is the Provider, the Participating Agency may, to the extent that any Service requested by the

Participating Agency under this Consultancy Services Order has not been delivered and delivery has, or will be, delayed by the Force Majeure Event, terminate this Consultancy Services Order, by notice to the Provider within five Business Days following receipt by the Participating Agency of notice of the Force Majeure Event, at no cost to the Participating Agency, subject to the Participating Agency paying for Services delivered up to the date of the Force Majeure Event.

12.9 **Insurance**

- (a) During the Term and for a period of two years following the termination of this Consultancy Services Order, the Provider will, at its own expense, ensure that it maintains adequate insurance in respect of its potential liability for loss or damage under this Consultancy Services Order in accordance with Industry Best Practice, but as a minimum the Provider must hold:
  - (i) professional indemnity insurance;
  - (ii) public liability insurance in respect of the Services provided under this Consultancy Services Order; and
  - (iii) other insurance to cover standard commercial risks (including in respect of Documentation which is the property of the Participating Agency and in the Provider's possession or control).
- (b) The Provider will, at the Participating Agency's request, promptly provide satisfactory evidence that it has complied with its obligations in this clause 12.9.

**13. Dispute resolution**

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13.1 **Dispute**

In the event of any dispute, difference or question arising out of, or in connection with, this Consultancy Services Order or its formation (a **dispute**):

- (a) the Participating Agency and the Provider will each use its best efforts to resolve the dispute through good faith negotiations and informal dispute resolution techniques, and will continue to perform its obligations under this Consultancy Services Order as far as possible as if the dispute had not arisen, pending final settlement of the dispute; and
- (b) neither the Participating Agency nor the Provider will commence any formal proceedings relating to the dispute unless it has complied with clause 13.2.

13.2 **Escalation**

- (a) The Participating Agency and the Provider will each advise its respective Representative (or equivalent person) of

- a dispute on the day that the dispute arises.
- (b) The Representatives will use their best efforts to resolve the dispute in accordance with clause 13.1(a).
- (c) If the dispute is not resolved:
  - (i) within 10 Business Days, the dispute will be escalated to senior representatives of the Provider and the Participating Agency with delegated authority to resolve the dispute; and
  - (ii) in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider, within a further 10 Business Days, the dispute will be escalated to the CoE's Manager, All-of-Government Contracts and the Provider's Chief Executive.

**13.3 Mediation**

- (a) If a dispute is not resolved under clause 13.2, either party may, by written notice to the other, refer the dispute to mediation, or they may agree in writing to refer the dispute to mediation.
- (b) The mediation will be conducted by a single mediator in accordance with the terms of the Resolution Institute Standard Mediation Agreement and at a fee to be agreed by the parties.
- (c) If the parties fail to agree on the identity of the mediator and/or the mediator's fee within five Business Days of referral of the dispute to mediation, the mediator will be chosen, and the mediator's fee determined, by the chairperson for the time being of Resolution Institute (or his or her nominee).

**13.4 Urgent relief**

Nothing in this clause 13 will preclude either party from taking immediate steps to seek urgent relief before a New Zealand court.

**14. Termination**

**14.1 Termination of Consultancy Services Order**

The Participating Agency may terminate this Consultancy Services Order:

- (a) for convenience by giving the Provider at least one month's prior written notice;
- (b) by notice to the Provider with immediate effect on the date of termination specified in that notice, if the Provider commits a Material Breach which is:
  - (i) not capable of being remedied (and, for the avoidance of doubt, paragraphs (a) and (b) of the definition of "Material Breach" are deemed incapable of being remedied); or
  - (ii) capable of being remedied but which is not remedied to the satisfaction of the Participating Agency within 10 Business Days following the date of receipt by

the Provider of the Participating Agency's notice of the Material Breach;

- (c) in accordance with clause 4.1(e) (Conflict of Interest); or
- (d) in accordance with clause 12.8(c) (Force Majeure Event).

**14.2 Consequences of termination or expiry**

- (a) In the event of termination or expiry of this Consultancy Services Order, the Participating Agency will not be obliged to make any payment to the Provider except for any Charges payable for Services supplied pursuant to this Consultancy Services Order before the effective date of expiry or termination.
- (b) Termination or expiry will not, unless otherwise provided in this Consultancy Services Order, affect:
  - (i) any rights and remedies available to either party which have accrued up to and including the date of termination or expiry; and
  - (ii) the provisions of this Consultancy Services Order which expressly, or by their nature, survive termination or expiry, including clauses 15 (Entire agreement), 10 (Confidentiality), 11 (Intellectual Property), 12 (Liability), 13 (Dispute Resolution), 14.2 (Consequences of termination or expiry) and 16 (General) and Schedule 1 (Definitions);
  - (iii) the continued application of clauses of the Services Agreement which expressly, or by their nature, are intended to continue to apply to this Consultancy Services Order after termination or expiry of this Consultancy Services Order, including clauses 1.4 (Precedence) and 15 (Audit).
- (c) After expiry or termination of this Consultancy Services Order for any reason, each party will, within five Business Days of receiving notice from the other party, return all Documentation, Confidential Information or other property belonging to the other party (or destroy such Confidential Information, if requested), except if such Documentation, Confidential Information or other property is required to be retained by any Law.

**15. Entire agreement**

**15.1 Entire agreement**

- (a) This Consultancy Services Order is intended to be read in conjunction with the Services Agreement. The provisions of the Services Agreement (not already included in this Consultancy Services Order) which confer rights, obligations or benefits on the parties or the CoE in respect of this Consultancy Services

- Order are intended to apply to this Consultancy Services Order.
- (b) Subject to clause 15.1(a), no other terms or conditions, including any conditions of sale, invoices or any other communication not included in this Consultancy Services Order (**Communication**), will be incorporated into this Consultancy Services Order, even if at some later date the other party (including, in the case of the Participating Agency) signs or otherwise purports to accept those terms and conditions or the terms of that Communication.
- (c) For the avoidance of doubt, and without limiting clauses 15.1(a) and 15.1(b):
- (i) any Communication which is expressed or intended to operate as an indemnity, warranty, representation, undertaking, condition or other term of such a nature is hereby disappplied and excluded from this Consultancy Services Order; and
- (ii) any part of this Consultancy Services Order which describes the nature, scope, price or manner of delivery of Services will, subject to clause 15.1(c)(i), form part of this Consultancy Services Order, but only to the extent that it does not conflict with any other part of this Consultancy Services Order.

**16. General**

**16.1 Interpretation**

The rules of interpretation set out in clause 19.1 of the Services Agreement apply to this Consultancy Services Order.

**16.2 Relationship of the parties**

Nothing expressed or implied in this Consultancy Services Order will be deemed to constitute either party as the partner, agent, or joint venturer of the other party.

**16.3 Costs**

A party who has an obligation to do anything under this Consultancy Services Order will perform that obligation at its own cost, unless a term of this Consultancy Services Order expressly provides otherwise.

**16.4 Assignment**

Neither party may assign, novate, transfer or otherwise dispose of the whole or any part of its rights and obligations under this Consultancy Services Order without first obtaining the other party's consent (which will not be unreasonably withheld or delayed).

**16.5 Public disclosures**

Subject to clause 10, all public disclosures by the Provider relating to this Consultancy Services Order, including the fact of its existence (but not including any announcement intended solely for internal distribution or any disclosure required by legal, accounting or regulatory requirements), will be co-ordinated with, and must first be approved

16.6

in writing by, the Participating Agency prior to release.

**Notices**

- (a) Unless otherwise specified in this Consultancy Services Order, each notice or other communication under this Consultancy Services Order will be made in writing and delivered by post, personal delivery or email to the addressee at the addressee's postal address, physical address or email address (as applicable) and marked for the attention of the person or office holder (if any) from time to time designated for that purpose by the addressee.
- (b) The Provider's postal address, physical address and email address is set out in the Provider Database and may be amended by the Provider at any time.
- (c) The Participating Agency's postal address, physical address and email address is as notified by the Participating Agency to the Provider and may be amended by the Participating Agency at any time.
- (d) A notice or other communication will be deemed to be received:
- (i) in the case of a letter sent to the addressee's postal address, on the third Business Day after posting;
- (ii) in the case of personal delivery, on receipt; and
- (iii) in the case of an email, at the time the email leaves the communications system of the sender, provided that the sender:
- (A) does not receive any error message relating to the sending of the email at the time of sending; and
- (B) has obtained confirmation that the email has been delivered to the recipient (which confirmation may be in the form of an automated delivery receipt from the communications system of the recipient),
- on the Business Day on which it is dispatched or, if dispatched after 5 p.m. (in the place of receipt), on the next Business Day after the date of dispatch.

16.7

**Severability**

If any term or provision of this Consultancy Services Order is held to be illegal, invalid or unenforceable it will be severed from this Consultancy Services Order without affecting the legality, validity or enforceability of the remaining provisions.

16.8

**Waiver**

- (a) Neither party will be deemed to have waived any right under this Consultancy

Services Order unless the waiver is in writing and signed by the parties.

- (b) Any failure or delay by a party to exercise any right or power under this Consultancy Services Order will not operate as a waiver of that right or power.
- (c) Any waiver by a party of any breach, or failure to exercise any right, under this Consultancy Services Order will not constitute a waiver of any subsequent breach or continuing right.

#### 16.9 Remedies cumulative

Except as is expressly stated otherwise in this Consultancy Services Order:

- (a) the rights, powers and remedies provided in this Consultancy Services Order are cumulative and are not exclusive of any rights, powers or remedies provided by Law or under this Consultancy Services Order; and
- (b) the exercise of any rights, powers and remedies provided in this Consultancy Services Order will not prejudice the exercise of any other right, power or remedy under this Consultancy Services Order or existing at Law.

#### 16.10 Counterparts

This Consultancy Services Order may be signed in two counterparts, each of which will be deemed an original, but both of which together are to constitute a single instrument.

#### 16.11 Governing law and jurisdiction

- (a) This Consultancy Services Order is governed by, and will be construed in accordance with, the laws of New Zealand.
- (b) Subject to clause 13, each party irrevocably submits to the exclusive jurisdiction of the New Zealand courts for the purpose of hearing and determining any dispute under, or in connection with, this Agreement.

### SCHEDULE 1: DEFINITIONS

In this Consultancy Services Order, unless the context otherwise requires:

**Administration Fee** means the amount referred to in clause 8.6;

**Agency Information** means all:

- (a) information and records belonging to the Participating Agency that are supplied to or collected by the Provider for the purpose of enabling the Provider to perform its obligations under this Consultancy Services Order;
- (b) compilations of data created by a Participating Agency or the Provider for the purposes of this Consultancy Services Order; and
- (c) legal names, logos, trademarks, brands or images of the Participating Agency, including all related Intellectual Property of the Participating Agency and

the New Zealand Coat of Arms or any other coat of arms or emblem used by the Participating Agency,

but excluding the Provider's working papers;

**Annexure** means any document physically attached to a Schedule and identified as such and any other document incorporated by reference in any part of this Consultancy Services Order (other than an Annexure);

**Appointment Letter** means the letter issued to the Provider by the CoE, as amended or reissued from time to time, confirming (among other things) the Provider's appointment as an All-of-Government provider of consultancy services and detailing the terms and conditions of the appointment (including the Services and the applicable Tier(s));

**Business Day** means any day of the year other than a Saturday, a Sunday or a public holiday (as defined in section 44 of the Holidays Act 2003) observed at the location of the Participating Agency;

**Charges** means the amount payable by Participating Agencies for Services and includes Fees and Expenses, as described in Schedule 2 (Pricing) and agreed in this Consultancy Services Order;

**CoE** means the Ministry of Business, Innovation and Employment, the Centre of Expertise for Consultancy Services;

**Commencement Date** is the date on which this Consultancy Services Order is signed by both parties or, if two dates, the later date;

**Confidential Information** means:

- (a) all information and trade secrets already communicated or subsequently communicated under or in connection with this Consultancy Services Order, including information obtained during the negotiation of this Consultancy Services Order and information on the Provider Database;
- (b) any information about the business or property of either party including any information:
  - (i) relating to the financial position of that party;
  - (ii) concerning that party's suppliers and customers; or
  - (iii) relating to that party's internal management, structure, Personnel or strategies;
- (c) the terms of this Consultancy Services Order; and
- (d) Agency Information;

**Conflict of Interest** means any matter, circumstance, interest or activity of the Provider, its Personnel or Subcontractors, arising by whatever means that directly or indirectly conflicts with:

- (a) the duties of the Provider and any of its Personnel or Subcontractors to the Participating Agency; or
- (b) the interests of the Participating Agency in relation to this Consultancy Services Order or otherwise in respect to the provision of consultancy services to the Participating Agency either before or after the Commencement Date;

or otherwise impairs or might appear to impair the ability of the Provider (or any of its Personnel or Subcontractors) to provide the Services to the Participating Agency under this Consultancy Services Order diligently, independently, impartially and in the best interests of the Participating Agency;

**Consultancy Services Order** means this service order relating to the supply of Services issued by the Participating Agency;

**Contract Quarter** means a period of three consecutive months commencing on 1 January, 1 April, 1 July or 1 October;

**Control** means, in relation to the Provider or any ultimate or intermediate holding company or Holding Entity of the Provider, the power to:

- (a) manage, directly or indirectly, the operation of the business; or
- (b) control, directly or indirectly, the composition of the board of directors or board of management or equivalent governing body,

of the Provider or such ultimate or intermediate holding company or Holding Entity, whether through the ownership of voting securities, by contract or otherwise, and for these purposes "holding company" will have the same meaning as in section 5 of the Companies Act 1993;

**Documentation** means all advice, communications, documentation (including information on the Provider Database) and reports (whether in paper, electronic, audio or audio-visual format) relating to, or provided as part of, the Services together with additions, modifications to, and replacements of, that documentation, but excludes the Provider's working papers;

**Estimate** means an estimate of the total Charges for the Services required by the Participating Agency;

**Expense** means any actual and reasonable out-of-pocket costs incurred by the Provider in the delivery of the Services and agreed to in this Consultancy Services Order, and includes any freight and related costs, travelling and incidental expenses and other costs, disbursements, fees, charges and expenses directly or indirectly incurred by the Provider;

**Fees** means the amount payable by the Participating Agency to the Provider for its time spent delivering the Services calculated on the basis of the Rates, excluding Expenses;

**Fit for Purpose** means, in relation to any Service or Documentation to be provided by the Provider to the Participating Agency, that such Services or Documentation are, in descending order of priority, fit for the purpose(s):

- (a) expressly made known in writing by the Participating Agency to the Provider (including in this Consultancy Services Order); or
- (b) for which the Provider, given its knowledge of the Participating Agency and understanding why the Services or Documentation are required, has reason to expect such Services or Documentation to be used;

**Force Majeure Event** means an event or circumstance beyond the reasonable control of either party which makes it impossible or illegal to perform, or prevents compliance with, or the performance of, a party's obligations under this Consultancy Services Order, including:

- (a) fire, floods, tsunami, storms, tempest, earthquake or other act of God;
- (b) any act of a public enemy, war, riot, or act of civil or military authority;
- (c) nuclear, chemical or biological contamination; and
- (d) subject to paragraph (g) of this definition, any act of a third party engaged in subversive or terrorist activity or sabotage,

but does not include an event to the extent that:

- (e) the effect of that event could have been substantially prevented, avoided or overcome or mitigated by:
  - (i) implementation of any contracted business continuity or disaster recovery service, or any contingency plans agreed between the parties or which a party has represented it has in place; or
  - (ii) exercising a reasonable standard of care; or
  - (iii) using information provided by the other party or which is available in the public domain; or
- (f) it is an event for which the party affected is or was directly responsible; or
- (g) that event is constituted or caused by any act or omission of Personnel or a Subcontractor unless and to the extent that the Personnel or Subcontractor was itself affected by an event, which if it occurred in relation to either party would have been a Force Majeure Event; or
- (h) that event is constituted or caused by an Insolvency Event or the insolvency of a Subcontractor or lack of funds for any reason;

**GST** means goods and services tax under the Goods and Services Tax Act 1985;

**Holding Entity** means a trust, unit trust, partnership, limited partnership, unincorporated joint venture or other body corporate or unincorporated body of persons that Controls the Provider, and includes any natural person that Controls the Provider;

**Industry Best Practice** means the high professional standard that would reasonably be expected from a prudent and experienced provider of consultancy services in New Zealand having regard to market practice at the relevant time;

**Insolvency Event** means, in relation to the Provider:

- (a) the presentation of an application for its liquidation that is not discharged within 30 days of its filing or which is not demonstrated to the Participating Agency prior to the expiry of that 30 day period as being an application that is frivolous or vexatious;
- (b) any step taken in or toward the making of any compromise, proposal or deed of arrangement with all or some of its creditors;
- (c) the appointment of a liquidator, receiver, statutory manager, administrator or similar official, to it;
- (d) the suspension or threatened suspension by it of the payment of its debts;
- (e) cessation by it of a whole or any relevant part of its business in New Zealand;
- (f) the enforcement of any security against the whole or a substantial part of its assets; or
- (g) any other insolvency event or proceedings analogous to any of the foregoing occurring in any relevant jurisdiction;

**Intellectual Property** means copyright, all rights in relation to inventions (including patents), registered and unregistered trademarks, registered and unregistered designs, trade or other proprietary rights or rights derivative of those rights (including licence rights) anywhere in the world as well as any other rights in intellectual property which are recognised or protected under Law;

**Law** means:

- (a) any statute, regulation, bylaw, ordinance or subordinate legislation in force from time to time to which a party is subject;

- (b) the common law and the law of equity as applicable to the parties from time to time;
- (c) any binding court order, judgment or decree;
- (d) any applicable industry code of practice or conduct, convention, policy, rule or standard to which a party is bound; or
- (e) any applicable direction, policy, permission, consent, licence, rule or order that is binding on a party and that is made or given by any governmental or regulatory body having jurisdiction over a party or any of that party's assets, resources or business,

in any jurisdiction that is applicable to this Consultancy Services Order;

**Losses** means liabilities, expenses, losses, damages and costs (including legal costs on a full indemnity basis);

**Material Breach** means any material breach by the Provider of the terms of this Consultancy Services Order or the occurrence of any event having a material effect on the ability of the Provider to perform its obligations under this Consultancy Services Order (other than a Force Majeure Event), including:

- (a) the occurrence of an Insolvency Event in relation to the Provider or the likely occurrence of an Insolvency Event;
- (b) the occurrence of a change in Control of the Provider or any ultimate or intermediate holding company or Holding Entity of the Provider that the CoE has not previously approved (acting reasonably);
- (c) any representation or warranty made by the Provider in terms of this Consultancy Services Order being found to be untrue or incorrect; and
- (d) any failure on the part of the Provider to comply with, observe or perform any of the terms of this Consultancy Services Order in circumstances where that contract breach or that contract breach together with other contract breaches is considered by the Participating Agency on reasonable grounds to cause the Provider to be unable or unwilling, or be likely to be unable or unwilling, to perform its obligations under this Consultancy Services Order;

**Maximum Rates** means the maximum Rates payable to the Provider for providing the Services, as recorded in the Provider Database, excluding Expenses;

**Panel** means the All-of-Government panel of providers who provide consultancy services to Participating Agencies, including any sub-panel, as detailed on [www.procurement.govt.nz](http://www.procurement.govt.nz);

**Participating Agency** means the Participating Agency that is a party to this Consultancy Services Order;

**Participating Agencies** means each of the CoE and every other Eligible Agency that is a party to the memorandum of understanding between the CoE and all other Participating Agencies relating to the management of their relationship with each other and with the Provider in relation to the Services, as amended from time to time;

**Personnel** includes partners, principals, directors, employees, agents, officers and individual independent contractors;

**Professional Adviser** means any accounting, legal, procurement or technical professional;

**Provider Database** means the IT platform described in Schedule 7 (Provider Database) to the Services Agreement;

**Quote** means a fixed price, capped price or other pre-agreed basis for establishing the Charges for Services required by

the Participating Agency where the Provider is prevented from increasing the Charges without the prior written consent of the Participating Agency;

**Rates** means the rates (whether hourly, daily or weekly or other time-related basis) payable to the Provider for providing the Services, determined in accordance with Schedule 2 (Pricing), excluding Expenses;

**Related Entity** means a related company under the Companies Act 1993 (New Zealand) or a related body corporate under the Corporations Act 200, provided that any reference in the Companies Act 1993 to a "company" is deemed to include any partnership, body corporate, association or other entity, whether corporate or unincorporated, irrespective of the place of incorporation or registration of that partnership, body corporate, association or other entity;

**Representative** has the meaning given in paragraph 3.1 of Schedule 5 (Governance) to the Services Agreement;

**Service Level** means a required standard for the Provider's performance of its obligations under this Consultancy Services Order, as described in Schedule 3 (Performance Measurement);

**Service Level Default** means a failure by the Provider to meet one or more Service Levels;

**Services** means the consultancy services provided from time to time under the terms of this Consultancy Services Order;

**Services Agreement** means the All-of-Government services agreement relating to the supply of Tier 1 and 2 consultancy services between the CoE and the Provider;

**Subcontractor** means any person to whom the Provider has subcontracted any part of its obligations under this Consultancy Services Order or who is a supplier to the Provider in respect of this Consultancy Services Order and includes the employees and subcontractors of that person and **Subcontract** will be construed accordingly;

**Term** means the period commencing on the date that this Consultancy Services Order is signed by both parties and ending on the earlier of:

- (a) the date on which the Services are completed in accordance with this Consultancy Services Order; and
- (b) the date on which this Consultancy Services Order is terminated in accordance with its terms; and

**Tiers** means any of **Tiers 1** and **Tiers 2** for which members of the Panel are appointed and, in respect of the Provider, means the Tier(s) the Provider is appointed to as detailed in the Appointment Letter.

## SCHEDULE 2: PRICING

### 1. Introduction

This Schedule sets out general principles underlying the Charges.

### 2. Principles

#### 2.1 Participating Agency will only pay for Services ordered

- (a) The Provider will invoice the Participating Agency for the Charges in accordance with clause 8.3 of this Consultancy Services Order.
- (b) The Participating Agency will only pay for Services that it orders in accordance with this Consultancy Services Order.

- 2.2 **No minimum volume**  
The Participating Agency is not required to meet a minimum aggregate expenditure or volume level for any Services.
- 2.3 **No interest**  
No interest will be payable on any amount due to the Provider under this Consultancy Services Order.
- 2.4 **Rates**
- (a) The Fees are calculated on the Rates, being either the Rates that are recorded on the Provider Database or, subject to paragraph 3, a different Rate as negotiated between the Provider and Participating Agency and recorded in this Consultancy Services Order.
  - (a) The Maximum Rates are the maximum amounts payable by the Participating Agency for the Services.

### 3. Charges

The Charges payable by the Participating Agency for Services must not include any Fees invoiced at Rates higher than the Maximum Rates recorded in the Provider Database.

## SCHEDULE 3: PERFORMANCE MEASUREMENT

### 1. Introduction

This Schedule describes, in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider:

- (a) the Service Levels; and
- (b) how performance against Service Levels will be measured and reported.

### 2. Service Levels

#### 2.1 Format

Each Service Level is described in Annexure A using the following format:

Parameter	Description
Description	Description of what the Service Level will measure
Purpose	Why it is important to Participating Agencies that the Service Level is met
Calculation	Method for calculating the Service Level
Service Level	The performance standard that the Provider is required to meet or exceed

#### 2.2 Service Levels must be met

- (a) At all times during the Term, the Provider will, in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider, perform its obligations to meet or exceed the Service Levels.

- (b) The Provider acknowledges that any failure to meet the Service Levels may have a significant impact on the Participating Agency.

### 2.3 Changes to Service Levels

- (a) From time to time during the Term, the CoE and the Provider may negotiate in good faith to add, delete or modify then-existing Service Levels to reflect changes in the Participating Agencies' requirements or objectives.
- (c) Any changes to Service Levels will be effected in accordance with clause 10 of the Services Agreement.

## 3. Performance measurement

### 3.2 Failure to meet Service Levels

If the Provider fails to achieve one or more of the Service Levels in any Contract Quarter in respect of this Consultancy Services Order, it will:

- (a) take such steps and do all things necessary, as soon as possible, to correct the failure; and
- (a) notify the Participating Agency of the reasons for the failure and the steps that the Provider is taking to ensure that the failure is not repeated; and
- (b) consider whether the Charges for the Services that are subject to the Service Level Default should be reduced to reflect the lower value of the Services provided.

## Annexure A: Service Levels

Parameter	1. Services Fit for Purpose
Description	Were the Services subject to this Consultancy Services Order Fit for Purpose?
Purpose	To ensure Services provided are Fit for Purpose.
Calculation	The Participating Agency will advise whether the Services are Fit for Purpose as part of the Agency Satisfaction Survey.
Service Level	100% of Services delivered to the Participating Agency must be Fit for Purpose.

Parameter	2. Timely Performance of Services
Description	Did the Provider perform the Services subject to this Consultancy Services Order within the timeframe recorded in this Consultancy Service Order (or as amended by agreement from time to time)?
Purpose	To ensure on-time provision of Services requested under a Consultancy Services Order.
Calculation	The Provider is required to report on this metric as part of the reporting requirements in Schedule 6 (Reporting) to the Services Agreement.

<b>Parameter</b>	<b>2. Timely Performance of Services</b>
Description	Did the Provider perform the Services subject to this Consultancy Services Order within the timeframe recorded in this Consultancy Service Order (or as amended by agreement from time to time)?
Purpose	To ensure on-time provision of Services requested under a Consultancy Services Order.
Service Level	The Provider must deliver all Services subject to this Consultancy Services Order within the agreed timeframe for delivery recorded in this Consultancy Services Order including any variation to the timeframe recorded in Part D of this Consultancy Services Order.

<b>Parameter</b>	<b>3. Services Performed to budget</b>
Description	Were the Charges for the Services subject to this Consultancy Services Order within the Estimate or Quote recorded in this Consultancy Services Order?
Purpose	To ensure Services requested under a Consultancy Services Order are performed on or under the Provider's Estimate or Quote.
Calculation	The Provider is required to report on this metric as part of the reporting requirements in Schedule 6 (Reporting) to the Services Agreement.
Service Level	The Provider must deliver all Services subject to this Consultancy Services Order within the agreed Estimate or Quote recorded in this Consultancy Services Order including any variation to the Estimate recorded in Part D of this Consultancy Services Order.