**Appendix B**

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| Price (in provided template) confirming whether VAT is applicable |  |
| Service Offering – include headings that must be covered when describing the service |  |
| Format for providing the response including any word count limits. |  |
| Key Performance Indicators |  |
| A valid DBS document for employees |  |
| Employees in scope of IR35 (*If applicable)* |  |
| Transition Plan *(if applicable)* |  |
| Most recent audited accounts |  |
| Modern Slavery Statement *(if applicable)* |  |
| Business Continuity Arrangements |  |
| Confirmation of compliance with GDPR |  |
| Information on accessibility as set out in the Procurement Accessibility Statement Appendix D |  |
| Two References that can be contacted if successfully appointed |  |