

SSA-B Appendix 2024

Appendices to SSA-B

Appendices to the Assistance Agreement

The Norwegian Government’s Standard Agreement for Consultancy Assistance

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**Comments for those who will be using the template appendices to this document**

The template appendices are not intended to be exhaustive. They primarily provide an overview of the sections in the general agreement text that require or allow for further regulation through appendices. The appendices must always be adapted for the procurement and application in question.

For guidance in selecting agreements, completing appendices, etc., please refer to anskaffalser.no

Any reports of errors or ambiguities or other input concerning the guidance should be directed to: ssa-post@dfo.no with “SSA-B” at the start of the subject field.

# Appendix 1: The Customer’s specification of assistance

*This appendix must be completed by the Customer.*

## Section 1.1 Scope of the Agreement

The Customer’s specification of the assistance shall be specified here. The specification shall include the Customer’s needs and requirements.

## Section 5.1.1 The Consultant’s responsibilities and expertise

In the event that the Customer has standards/methods or similar that the Consultant will be required to use in the implementation of the assistance, this shall be specified in this Appendix.

# Appendix 2: The Consultant’s specification of the assistance

*This appendix shall be completed by the Consultant.*

The Consultant must ensure that all requirements and needs set out in Appendix 1 have been satisfactorily answered in Appendix 2. The Consultant’s quotation, including responses and CVs, shall be specified here.

# Appendix 3: Project and progress schedule

*To be completed by the Consultant based on the overall instructions set down by the Customer.*

## Section 4.1 Duration

The Customer shall specify the start date and timeframe for the assistance. Several options have been included below concerning start date and timeframes.

### Start-up

Select option:

[ ]  Assistance shall commence on DD/MM/YYYY.

[ ]  Assistance shall commence as soon as possible and no later than DD/MM/YYYY.

[ ]  Custom by Customer. If this option is selected, the Customer must enter text:

### Timeframe for the assistance

Select option:

[ ]  Assistance shall run until DD/MM/YYYY.

[ ]  Assistance shall be provided for XX weeks from the start date

[ ]  Assistance shall be provided on an ongoing basis until the Customer’s project is completed

[ ]  Assistance shall be provided on an ongoing basis until the upper financial limit for the Agreement or the total number of hours have been reached

[ ]  Custom by Customer. If this option is selected, the Customer must enter text:

### The Consultant’s progress schedule

Should be included if it has been agreed that the Consultant will draw up a progress schedule for its services.

### The Customer’s progress schedule

Description of the Customer’s project and progress schedule, if the Customer’s activities are organised as a project.

# Appendix 4: Administrative provisions

*Administrative provisions and other information of relevance to the Parties’ relationship. To be completed by the Consultant based on the overall instructions set down by the Customer in the Appendix.*

## Section 2.1 The Parties’ representatives

### Authorised representative (individual or role)

The authorised representative must be specified and this section should not be deleted unless replaced by other equivalent text.

On behalf of the Customer: [*Enter the name/role and contact details of the authorised representative*]

On behalf of the Consultant: [*Enter the name/role and contact details of the authorised representative*]

## Section 2.2 Meetings

Other deadline for convening meetings:

Other procedures for conducting meetings:

## Section 2.4 Written form requirements

If it has been agreed that notifications, claims or other messages associated with this Agreement must be issued in ways other than in writing to the postal or electronic address specified for the authorised person or role above, e.g. using electronic interaction tools, this must be specified here.

## Section 5.2 Key personnel

The Consultant’s key personnel in connection with the fulfilment of the Agreement must be specified here.

The Consultant’s key personnel:

|  |  |  |
| --- | --- | --- |
| Name | Category | Area of expertise |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Section 5.3 Duty of confidentiality

If the duty of confidentiality will be subject to a different duration than what follows from Section 5.3 of the Agreement, this must be specified here.

## Section 5.4 Pay and working conditions

If the Customer has requested documentation relating to pay and working conditions, such documentation must be included here.

If a higher daily penalty has been agreed for breaches of the documentation duty than what follows from Section 5.4.2 of the Agreement, this must be specified here.

# Appendix 5: Price and price provisions

*Overview of all price elements linked to the implementation of this Agreement. To be completed by the Consultant based on the overall instructions set down by the Customer in the Appendix.*

## Section 6.1 Payment

### A. Overview

All prices and further conditions relating to the payment payable by the Customer for the Consultant’s services shall be specified in this Appendix. The total prices and total final payment shall be specified here. As part of the basis for the total price, any special payment arrangements, discounts, advances, instalments and diverging payment dates must also be specified.

If the Parties agree upon something other than what follows from the Agreement in relation to payment, the details must be specified in this Appendix.

### B. The Consultant’s hourly rates and other price models

The payment for the Assistance has been agreed as follows: (select the appropriate option)

[ ]  Fixed price

|  |  |  |  |
| --- | --- | --- | --- |
|  | Currency | Amount |  |
| Price for the Assistance |  |  | excl. VAT |
| VAT……% |  |  |  |
| Contract sum |  |  | Inc. VAT |

[ ]  Hourly rate

|  |  |  |  |
| --- | --- | --- | --- |
|  | Currency | Amount |  |
| Price per hour |  |  | excl. VAT |
| VAT……% |  |  |  |
| Price per hour |  |  | Inc. VAT |

[ ]  Total budget for Assistance

The following upper budget limit has been agreed for the assignment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Currency | Amount |  |
| Total price |  |  | excl. VAT |
| VAT ……% |  |  |  |
|  Total price  |  |  |  Incl. VAT |

### C. Expenses and travel expenses, etc.

If expenses, including travel and per diem will be covered, this must be specified here. If the rates will deviate from the Norwegian Government’s current rates, this must also be specified here.

In the event that travel time will be invoiced, this must be specified here. The rates shall also be specified.

### D. Exceedance and notification

The rules relating to the notification of exceedance of agreed hours must be specified here. Any price reductions arising from such exceedance shall also be specified here.

## Section 6.2 Invoicing

Other provisions relating to payment schedules and terms of payment must be included here.

Any additional terms for the use of electronic trading format (EHF) must be specified here.]

The Customer’s EHF address is: [The same as the business registration number]

The Customer’s EHF reference is: [Please enter the EHF reference here]

## Section 6.5 Price changes

If the Customer has further or other requirements than what follows from Section 6.5, this shall be specified here. This could include e.g. other provisions relating to price changes or indices.

## Section 4.2 Cancellation

In the event that a cancellation fee other than what is specified in Section 4.2 of the Agreement will apply, this shall be specified here.

# Appendix 6: Amendments to the general agreement text

|  |  |
| --- | --- |
| **Section** | **To be replaced with** |
|  |  |
|  |  |
|  |  |

# Appendix 7: Amendments to the Agreement after the Agreement has been entered into

*Changes made after the conclusion of the Agreement must be entered here, cf. Section 3 of the Agreement.*

Example of change directory:

|  |  |  |  |
| --- | --- | --- | --- |
| **Change no.** | **Description** | **Effective date** | **Archive reference** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |