

SSA-O Appendix 2024

Appendices to SSA-O

Appendices to the Assignment Agreement

The Norwegian Government’s Standard Agreement for consultancy assignments

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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](mailto:ssa-post@dfo?subject=SSA-O).no with “SSA-O” at the start of the subject field.

# Appendix 1: The Customer’s specification of the Assignment

*This appendix must be completed by the Customer.* The following sections reference provisions in the Agreement and serve as a reminder for the Customer to consider these sections.

## Section 1.1 Scope of the Agreement

The Customer’s specification of the Assignment shall be provided 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 Assignment, this shall be specified in this Appendix.

## Section 7.1 Information security

If the Customer imposes further requirements as to how the Consultant is required to manage information security, this shall be specified here.

## Section 7.2.2 Other obligations relating to the processing of personal data

If the Consultant will transfer personal data in such a way as described in Section 7.2.2 of the Agreement, the lawful basis for transfer shall be documented here.

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

*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.

# Appendix 3: Project and progress schedule

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

## Section 2.5 Progress schedule and delivery date

### Start-up

Select option:

The Project shall commence on DD/MM/YYYY.

The Project 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 Assignment

Select option:

The Project will run until DD/MM/YYYY.

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

### Partial deliveries

The following partial deliveries must be delivered:

1. DD/MM/YYYY: [enter text]
2. DD/MM/YYYY: [enter text]
3. DD/MM/YYYY: [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 have been organised as a project. Please see the first comment above.

# 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

Here, the Parties shall specify the appointed representative authorised to act on behalf of the Party in matters relating to the Agreement.

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

Deadline for convening meetings:

Procedures for conducting meetings:

## Section 2.4 Written form requirements

If it has been agreed that notifications, claims or other messages associated with the 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 in this Appendix.

## Section 5.2.1 The Consultant’s use of subcontractors

The Consultant’s subcontractors that have been approved by the Customer shall be specified here.

|  |  |
| --- | --- |
| Name | Category |
|  |  |
|  |  |
|  |  |

## Section 5.2.2 The Customer’s use of third parties

The Customer’s third parties shall be specified here.

|  |  |
| --- | --- |
| Name | Category |
|  |  |
|  |  |
|  |  |

## Section 5.3 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 5.4 Duty of confidentiality

If the duty of confidentiality will be subject to a different duration than what follows from Section 5.4 of the Agreement, this must be specified here.

## Section 5.5 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 5.5.2 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 Assignment has been agreed as follows: (select the appropriate option)

Fixed price

|  |  |  |  |
| --- | --- | --- | --- |
|  | Currency | Amount |  |
| Price for the Assignment |  |  | excluding value-added tax |
| VAT.……% |  |  |  |
| Contract sum |  |  | including value-added tax |

Hourly rate

|  |  |  |  |
| --- | --- | --- | --- |
|  | Currency | Amount |  |
| Price per hour |  |  | excluding value-added tax |
| VAT.……% |  |  |  |
| Price per hour |  |  | including value-added tax |
|  |  |  |  |

Total budget for the Assignment

*(select applicable option)*

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

Total price

|  |  |  |  |
| --- | --- | --- | --- |
|  | Currency | Amount |  |
| Total price |  |  | excl. VAT |
| Total price |  |  | Inc. VAT |
|  |  |  |  |

*Or*  Total number of hours

Total number of hours \_\_\_\_\_\_\_\_\_\_\_ hours

### 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 must 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 in this Appendix. 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 into here, cf. Section 3 of the Agreement.*

Example of change directory:

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

# Appendix 8: Data processing agreement

*If the Parties enter into a Data Processing Agreement, this must be enclosed as Appendix 8. A template data processing agreement can be found here:*[*Data Processing Agreement and Checklist | Anskaffelser.no*](https://anskaffelser.no/maler/databehandleravtale-og-sjekkliste)