

## **In2 the Bargain Limited**

# **PA2023.org Network Membership Terms and Conditions – April 2025**

### **Network Membership**

- 1) All network services are delivered by In2 the Bargain limited.
- 2) In2 the Bargain Limited is a company registered in England and Wales, registered number 16096657, registered address 45A Scarborough Road Walsingham NR22 6AB.
- 3) PA2023.org network members will be entitled to the following benefits once their network membership fees are paid:
  - A. **Helpline advice.** We will respond to your procurement queries and provide ad hoc procurement advice. We do not limit the number of queries which can be submitted to the helpline but restrict the length of time our consultants can take to research and reply to a particular query to a maximum of 30 minutes per query. Should more lengthy research or input from us be required, we will discuss this with you and provide a fee quote as set out below (3) Procurement Assistance Assignments.
  - B. **Training.** Free attendance on all PA2023.org bite-size network training events for the number of delegate tickets purchased, during your contract year.
  - C. **Training discounts.** Network members will be able to purchase additional training tickets for PA2023.org bite-size network training events; and attendance places on paid-for events, open training events, conferences and summits at a 50% discount.
  - D. **Technical updates.** Network members will receive monthly procurement technical updates
  - E. **Resources.** Network members will have full access to our website resources including hot topic collection, guidance map, template archive, extensive library, procurement court cases, training pages, and past free webinar slides & recordings.

### **Procurement Assistance Assignments**

- 4) Where more lengthy research or input is required we will discuss and agree the scope of work required and the associated fee with you before commencing any work. Our fees for any Procurement Assistance Assignment will be based on an hourly rate of £170 excluding VAT. In the event that the underpinning assumptions upon which our input and fees were determined prove incorrect, we together with you, shall reconsider the estimated fee in light of the circumstances and determine whether an increase in the time spent and estimated fee is appropriate.

### **Fees and Payment Terms**

- 5) Network Membership fees are charged based on the number of delegate tickets purchased for attendance on our PA2023.org bite-size network training events. For example, if your organisation purchases a 3 ticket membership, this entitles any 3 employees of your organisation to attend each PA2023.org bite-size network training event held over the 12 month contract year of your membership.
- 6) Delegate tickets purchased are non-transferable to other organisations. Delegate tickets purchased are only to be used by employees of the purchasing organisation and cannot be used by external consultants, subcontractors or other organisations. Delegate tickets do not have to be used by the same employees over time, for example you could purchase a 3-ticket subscription and rotate attendance on the training amongst several employees. Delegate tickets cannot be carried forward from one training event to another nor can they be carried forward to a consecutive subscription period.
- 7) Following online network membership registration we will send you an invoice. Full payment is required within 30 days of the invoice date. Payment must be received prior to attendance on any free member training events. We reserve the right to refuse admission if payment is not received on time.
- 8) Our fee for Network Membership is charged for 12 calendar months. This fee will be reviewed on an annual basis. Invoices will be submitted prior to the commencement of each contract year and payable within 30 days of the invoice date.
- 9) Payments are to be made into the following bank account:

National Westminster Bank

Account name: In2 the Bargain Limited

Account number: 44340249

Sort code: 01-06-28

BIC NWBKGB2L

IBAN GB96NWBK01062844340249

### **Cancellation**

10) Network membership subscriptions will auto-renew at the end of each 12 month contract period.

A subscriber may cancel their subscription by giving one month's notice in writing before the next subscription start date. Annual subscription fees are non-returnable. If In2 the Bargain Limited does not receive details of the intention to cancel a subscription, at least one month before the date of the next start date, the subscription will automatically be renewed for a further 12 months and the subscribing organisation will be liable for the full subscription fee for the new period.

11) Notice of intention to cancel subscription can be sent to [walter.akers@in2thebargain.com](mailto:walter.akers@in2thebargain.com)

### **Copyright**

12) All intellectual property rights in all materials produced or distributed by In2 the Bargain Limited in connection with this network membership, training, conference, webinar, summit or other occasion (all "events") is expressly reserved and remains the exclusive property of In2 the Bargain Limited. In most circumstances, event materials or papers will be issued on the day of the event. This documentation is made available only to those attending the event and should not be reproduced. Course papers and delegate packs are provided for the sole use of the delegate and may not be reproduced whether in whole or part, shared or distributed by any method whatsoever without prior permission of the copyright owner.

13) External speakers alone are responsible for the content of their respective sessions. It is the policy of In2 the Bargain Limited to give the fullest freedom to contributors/speakers to express their opinions. The opinions expressed by the speakers do not necessarily represent the views of In2 the Bargain Limited. In2 the Bargain Limited speakers will make every effort to ensure the validity and accuracy of the information they provide but will not accept liability for any actions or inaction taken as a result of attending the event.

### **Events**

14) In2 the Bargain Limited may ask for feedback from delegates following the events. Unless you expressly ask for your comments to remain private we may use the written feedback in future advertising for training events and on our website.

15) Whilst every reasonable effort will be made to adhere to the advertised training event agenda/ conference package, In2 the Bargain Limited reserves the right to change event dates, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that In2 the Bargain Limited permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the attendees shall receive a refund limited to the total attendance fee paid for that specific event.

16) If you have any access requirements or any additional needs that will require assistance, please inform us of this at the point of booking. Any requests must be made to us at least one week before the event to ensure we are able to meet your requirements in full.

### **Limitations on our work and advice**

17) Our advice will be provided solely for your confidential use and should not be made available to any other party without our prior written consent. We accept no responsibility, and will deny any liability, to any other party that is shown or gains access to our advice.

- 18) The provision of our advice is based on our interpretation of practice at the time the advice is given. We have no obligation to update our advice (unless otherwise agreed as a new engagement), or to accept liability for any losses resulting from subsequent unforeseen or unanticipated changes.
- 19) Our advice is limited based on the information you provide about the circumstances and your requirements. Only you can determine what is sufficient for your purposes and what areas our advice is to cover and the extent of verification or other checking underlying them are adequate for you and we make no representations in this regard.
- 20) We will provide you with written confirmation of our final advice on all matters. The provision of that written confirmation will constitute the end of the assignment / our response on the matter. For removal of doubt, to avoid potential misunderstandings, you should not rely upon anything said in the course of a telephone / TEAMS conversation which has not been confirmed by way of a formal letter or in an e-mail from us.
- 21) You are responsible for complying with all applicable law and regulations including UK procurement law.
- 22) You are responsible for making available all relevant information to us promptly, and for providing us with explanations relevant to the matter(s) in question. We will rely on the information and documents being correct and complete and will not verify the accuracy of the information provided or those documents.
- 23) You are responsible for seeking advice from appropriate specialists in relation to matters not covered within the written scope of our work.