Crown Commercial Service

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DPS
Appointment Form

This DPS Appointment Form creates the DPS Contract. It summarises the main features of the procurement and signposts to where information is held as a result of the Supplier's DPS SQ Submission such as CCS' and the Supplier's contact details.

1.	**CCS**	The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS). Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.
2.	**Supplier**	The name, address, and registration number of the Supplier will be captured as part of the selection questionnaire during the DPS Registration process.
3.	**DPS Contract**	This dynamic purchasing system access agreement between CCS and the Supplier allows the Supplier to be considered for Order Contracts to supply the Deliverables as listed in the Service Filter Matrix at DPS Schedule 1 and as Attachment 2 of the RM6126 Research & Insights bid pack. You cannot deliver in any other Filter Categories under this contract. Any references made to other Filter Categories in this contract do not apply. This opportunity is advertised in the Contract Notice in the Find a Tender Service reference RM6126 (FTS Contract Notice).
4.	**Deliverables**	Crown Commercial Services (CCS) key priorities are to support visibility and control of research services whole life costs and to influence efficiencies through: ● Offering valued research solutions to meet customers individual requirements ● Build and increase capacity of high quality research and insights services outputs ● Develop a dynamic commercial model for access to research and insights services See DPS Schedule 1 (Specification) for further details.
5.	**DPS Start Date**	3rd December 2021
6.	**DPS Expiry Date**	2nd December 2025

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7.	**DPS Optional Extension Period**	CCS may extend the period of validity of the DPS for further two yearly periods at the end of the initial four year period and then at the end of each period of validity, as previously extended.
8.	**DPS Incorporated Terms** (together these documents form the DPS Contract')	The following documents are incorporated into the DPS Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies: 1. This DPS Appointment Form 2. Any DPS Special Terms (see Section 9 'DPS Special Terms' in this DPS Appointment Form) 3. Joint Schedule 1 (Definitions) RM6126 4. Joint Schedule 11 (Processing Data) RM6126 5. The following Schedules for RM6126 (in equal order of precedence): o DPS Schedule 1 (Specification) o DPS Schedule 3 (DPS Pricing) **NOT USED** o DPS Schedule 4 (DPS Management) o DPS Schedule 5 (Management Levy and Information) o DPS Schedule 6 (Order Form Template and Order Schedules) including the following template Order Schedules: ▪ Order Schedule 1 (Transparency Reports) ▪ Order Schedule 2 (Staff Transfer) ▪ Order Schedule 3 (Continuous Improvement) ▪ [Order Schedule 4 (Order Tender)] ▪ [Order Schedule 5 (Pricing Details)] ▪ [Order Schedule 7 (Key Supplier Staff)] ▪ [Order Schedule 8 (Business Continuity and Disaster Recovery)] ▪ [Order Schedule 9 (Security)] ▪ [Order Schedule 10 (Exit Management)] ▪ [Order Schedule 12 (Clustering)] ▪ [Order Schedule 14 (Service Levels)] ▪ [Order Schedule 15 (Order Contract Management)] ▪ [Order Schedule 16 (Benchmarking)] ▪ [Order Schedule 17 (MOD Terms)] ▪ [Order Schedule 18 (Background Checks)] ▪ [Order Schedule 19 (Scottish Law)] ▪ [Order Schedule 20 (Order Specification)] ▪ [Order Schedule 21 (Northern Ireland Law)] ▪ [Order Schedule 23 (HMRC Terms)] o DPS Schedule 7 (Order Procedure) o DPS Schedule 8 (Self Audit Certificate) o DPS Schedule 9 (Cyber Essentials Scheme) o Joint Schedule 2 (Variation Form) o Joint Schedule 3 (Insurance Requirements)

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		○ Joint Schedule 4 (Commercially Sensitive Information) ○ [Joint Schedule 6 (Key Subcontractors)] ○ [Joint Schedule 7 (Financial Difficulties)] ○ [Joint Schedule 8 (Guarantee)] ○ Joint Schedule 10 (Rectification Plan) ○ [Joint Schedule 12 (Supply Chain Visibility)] 6. CCS Core Terms - DPS (version 1.0.3) 7. Joint Schedule 5 (Corporate Social Responsibility) RM6126 8. DPS Schedule 2 (DPS Application) RM6126 as long as any part of the DPS Application that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above
9.	**DPS Special Terms**	N/A
10.	**DPS Pricing**	N/A
11.	**Insurance**	Details in Annex of Joint Schedule 3 (Insurance Requirements).
12.	**Cyber Essentials Certification**	Cyber Essentials Scheme Basic Certificate **OR** ISO 27001. Details of Cyber Essentials Scheme in DPS Schedule 9 (Cyber Essentials Scheme)
13.	**Management Levy**	The Supplier will pay, excluding VAT, **1**% of all the Charges for the Deliverables invoiced to the Buyer under all Order Contracts.
14.	**Data Protection Liability Cap**	£10,000,000
15.	**Supplier DPS Manager**	[**Insert** name] [**Insert** job title] [**Insert** email address] **[Insert** phone number] Contact details such as above will be requested as part of your SQ DPS Submission.

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16.	**Supplier Authorised Representative**	[**Insert** name] [**Insert** job title] [**Insert** email address] [**Insert** phone number] Contact details such as above will be requested as part of your SQ DPS Submission.
17.	**Supplier Compliance Officer**	[**Insert** name] [**Insert** job title] [**Insert** email address] [**Insert** phone number] Contact details such as above will be requested as part of your SQ DPS Submission.
18.	**Supplier Data Protection Officer**	[**Insert** name] [**Insert** job title] [**Insert** email address] [**Insert** phone number] Contact details such as above will be requested as part of your SQ DPS Submission.
19.	**Supplier Marketing Contact**	[**Insert** name] [**Insert** job title] [**Insert** email address] [**Insert** phone number] Contact details such as above will be requested as part of your SQ DPS Submission.
20.	**Key Subcontractors**	**Key Subcontractor 1** Name (Registered name if registered) [**insert** name] Registration number (if registered) [**insert** number] Role of Subcontractor [**insert** role]

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		Details such as above will be requested as part of your SQ DPS Submission. [copy above lines as needed]
21.	**CCS Authorised Representative**	**[Insert** name] **[Insert** job title] **[Insert** email address] **[Insert** phone number] Details such as above will be requested as part of your SQ DPS Submission.

For and on behalf of the Supplier:		**For and on behalf of CCS:**	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

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