Crown Commercial Service

About the Dynamic Market

RM6370 – Space Technology Solutions Dynamic Market

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1. Welcome

We invite you to join this RM6370 Dynamic Market to provide civil and defence related space and geospatial requirements, including related technology, operations, data and advisory solutions (Space Technology Solutions).

2. What is a Dynamic Market?

A Dynamic Market under the Procurement Act 2023 (the Act) is a list of qualified suppliers. Qualified suppliers are not excluded suppliers and have met the 'conditions for membership' of the Dynamic Market.

Buyers may award a contract under a Dynamic Market providing the competitive flexible procedure is used. A contract procured under a Dynamic Market must exclude suppliers that are not members of that Dynamic Market from participating or progressing in the competitive flexible procedure and must not be awarded to a supplier that is not a member of the relevant Dynamic Market.

You can apply to join this Dynamic Market at any time. To accommodate participation in specific buyer tenders, each tender notice will include a deadline for Dynamic Market appointment relevant to that procurement. This allows suppliers to apply and potentially participate even after a tender is published, provided they meet the appointment deadline.

3. Information pack

The information pack includes this document and the following attachments:

Attachment 1 – Specification

Attachment 2 – DMQ PDF for information only for suppliers to view in advance of completing the online Dynamic Market Questionnaire (DMQ)

Attachment 2a – Carbon Reduction Plan Template

Attachment 3 – Financial Viability Risk Assessment (FVRA) Instructions

Attachment 3a – FVRA Tool

Attachment 4 – Subcontractor and associated person information

Attachment 5 – Terms of Use

Attachment 5a – Management Information (MI) Reporting Template

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Attachment 6 - DM Appointment Form – This is the agreement between you and us. You will need to agree to electronically sign up to this Dynamic Market.

4. Introduction

Make sure you read all the guidance, information and instructions that we provide in this document and all the attachments, they are there to help you to complete your application.

We hope everything is clear, if it is not, in the ‘how to apply section’, we explain when and how you can ask questions.

We are establishing this Dynamic Market in accordance with the Procurement Act 2023.

When we use “CCS”, “we”, “us” or “our” we mean Crown Commercial Service. We are a central purchasing body and will be establishing and managing this Dynamic Market.

When we use “you”, “your” or “supplier” we mean the organisation applying to be a member of this Dynamic Market.

“buyers” are the contracting authorities who will award a contract under this Dynamic Market using the competitive flexible procedure.

“buyers’ contracts” are the contracts buyers will award under this Dynamic Market.

5. Who can apply?

5.1 Anyone can submit an application to be appointed to this Dynamic Market in response to the published Intention Notice (UK13)

5.2 You can submit an application as a single legal entity or as a special purpose vehicle (SPV).

5.3 Please note that all members of a consortium (where an SPV has not been formed) wishing to tender for buyer contracts under this Dynamic Market must submit their own separate application for appointment to the Dynamic Market. This is because buyers may treat non-incorporated consortia bids in a variety of different ways. The buyer's associated tender documents will outline the specific procedures for submitting a consortium tender where a special purpose vehicle (SPV) has not been formed.

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6. Submitting an application with subcontractors

6.1 If you are intending to use subcontractors to help you deliver contracts awarded with reference to this Dynamic Market, you need to provide us with an exhaustive list of all your intended subcontractors who you will use to deliver any buyers contracts. This applies to all subcontractors that are known about at the time of application to the Dynamic Market. This does not include every supplier with whom you have a commercial relationship (for example an existing supply contract where there is no intention to specifically subcontract all or part of any buyers' contracts to that supplier).

6.2 You need to tell us about subcontractors of all tiers in the supply chain. Subcontractors of all tiers encompasses everyone from the tier 1 subcontractors down to those further down the supply chain who will be supplying the deliverables being used to deliver any buyers' contracts.

6.3 If any subcontractor is being relied upon to satisfy a condition of membership, they will also be an associated person and be considered as an associated person in the assessment of your application. You need to tell us who these subcontractors are.

6.4 In Attachment 4 you need to provide the following details for each subcontractor:

- name
- organisation identifier, name of the register and registration number
- registered office address
- supplier classification
- is the subcontractor also an associated person?

6.5 In Attachment 4, if the subcontractor is also an associated person you also need to provide details on the specific condition(s) of membership you are relying on them for and confirm you have incorporated the relevant information into the Dynamic Market Questionnaire (DMQ). See paragraph 8.

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7. How to register on the Supplier Registration Service (SRS)

7.1 The Dynamic Market platform is accessed via the Supplier Registration Service (SRS), therefore, all suppliers are required to register on the SRS system before applying to the Dynamic Market.

7.2 To register for the SRS system please follow the instructions below:

- ‘register for an account’ at the following link

https://supplierregistration.cabinetoffice.gov.uk/organisation/register

- Step 1 - Select ‘Supplier’
- Step 2 – **Click on the DUNS number radio button** (this ensures the correct DUNS number is utilised for your organisation) and complete the required information.

7.3 If you are already registered to SRS please ‘sign in’ to your account via the attached link https://supplierregistration.cabinetoffice.gov.uk/login.

7.4 Please ensure the DUNS number associated with your registration details is the DUNS number you will be using in application.

7.5 In the event that your DUNS number does not reflect the DUNS number you wish to use for your RM6370 submission please contact Dun and Bradstreet (D&B) at the following link https://www.dnb.co.uk/ to make the necessary amendments to your D&B registration before proceeding with your application.

7.6 Please note – When registering at D&B please ensure you include any Trading Names you wish to use for the Dynamic Market Appointment Form, as the name you input as part of your D&B registration process will be the name generated when registering on the Supplier Registration Service when using your D&B number (as per Step 2 above)

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8. The Central Digital Platform (CDP)

8.1 The Central Digital Platform (CDP) is where all UK contracting authorities publish information relating to procurement. It is also the place where identifiers are recorded and/or issued and for suppliers to input their core supplier information. The Central Digital Platform is an enhancement to the existing Find a Tender Service (FTS).

8.2 How to video guides and user manuals on the CDP, which will give you an overview of the platform, the registration process, and how to complete and update supplier information can be accessed through the Cabinet Office dedicated TPP supplier page https://www.gov.uk/government/collections/information-and-guidance-for-suppliers

8.3 The link to the enhanced FTS sign in page is https://signin.account.gov.uk/sign-in-or-create

8.4 You and if applicable, any associated persons, will need to register on the CDP and complete your core supplier information in the supplier information section.

8.5 You and if applicable, any associated persons, must ensure that your details are complete, accurate and up to date in the CDP.

8.6 Any associated persons will need to download their supplier information file from the CDP.

8.7 All associated persons' supplier information from the CDP needs to be downloaded and submitted as part of the application, no share codes can be submitted for associated persons.

8.8 Please note that an associated person will need to input their financial information into the CDP in order to download their supplier information file. In this case, the associated persons financial information must not be submitted as part of the application. In practice, they will need to unzip the supplier information folder and remove this financial information before sending to you. You must ensure that this financial information is not submitted as part of your application.

8.9 You must submit the supplier information as part of the application by uploading in the DMQ.

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8.10 Table 1, tells you what supplier information from the CDP needs to be submitted as part of the application, the file names to be used and the DMQ question the information needs to be uploaded to.

Table 1

Supplier core information	DMQ question	File names
Subcontractors who are also associated persons Supplier information pdf (portable document format)	1.8.5	Please upload in a zip folder to this question with all associated persons supplier information pdfs as downloaded from the CDP. The supplier information pdfs within the zip folder must be named [AP_insertcompanynameofAP] The zip folder must be named [AP_insertyourcompanyname]
Subcontractors who are also associated persons Exclusion supporting documents	1.8.7	Please upload a zip folder containing any supporting documents for any exclusions. Please name each file: [Ex_insertthecompany nameofwhotheexclusionsappliesto], Upload in a zip folder named [Ex_[insertyourcompanyname]

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8.11 For applicants and associated persons, we will use the email address and contact postal address submitted in your supplier information in the Dynamic Market Establishment Notice and potentially Dynamic Market Modification Notices if relevant, therefore this must be generic with no references to individual names and no contact details that are directly linked to an individual. Your contact information may also be made available on the SRS platform for buyers to view.

8.12 We will also publish any applicants and associated persons' connected persons' details as submitted in the supplier information in the Establishment Notice, unless we are told otherwise in response to the relevant question in the Dynamic Market questionnaire (DMQ) that the details of any connected persons are exempt from publication.

8.13 A connected person is an individual or an entity with significant control or influence over the supplier, as set out in schedule 6(45):

- An individual or entity with significant control over the supplier, as defined under section 790C(2) of the Companies Act 2006.
- A director or shadow director of the supplier
- A parent or subsidiary undertaking of the supplier, as defined in section 1162 of the Companies Act 2006
- A predecessor company that has ceased trading due to insolvency which transferred all or substantially all of its assets to the supplier and carried on the same or substantially the same business as the supplier (where the supplier is sometimes known as a phoenix company

9. Where to apply

9.1 Your request to apply must be entered via the Supplier Registration Service (SRS) at: https://supplierregistration.cabinetoffice.gov.uk/dmp?nav=1. We can only accept requests to participate through this route.

9.2 You must submit your application in English and through the SRS platform only.

9.3 Your application must be completed by the organisation that will be responsible for providing the buyers contract, if appointed on to the RM6370 Dynamic Market.

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9.4 Any supporting evidence will be requested via the DMQ Mailbox messaging facility or info@crowncommercial.gov.uk.

9.5 Do not upload any attachments we haven't asked for.

9.6 Make sure you answer every applicable question within the questionnaire.

9.7 The RM6370 Dynamic Market is divided into categories of goods, works and services called 'Parts', please read Attachment 1 - Specification. Only select the Parts in the DMQ that can be delivered by your organisation either in your own right or via the use of subcontractors.

10. Application process

10.1 The first step of the application process is to link your supplier information from the Central Digital Platform (CDP) to your Dynamic Market application. You can do this by entering your unique share code from CDP when prompted.

10.2 You must ensure that the share code that you enter is the share code relating to your most recent updated supplier information in CDP.

10.3 Should you update your supplier information in CDP during the Dynamic Market application stage then you should update your application with your latest share code.

10.4 You will then be directed to the Dynamic Market questionnaire (DMQ) where you can respond to questions relating to the Space Technology Solutions Dynamic Market conditions of membership.

10.5 If you are unsure about how to complete any part of the questionnaire, you can raise a question via the Dynamic Market clarification link (on SRS).

11. Assessing process

11.1 When you submit your response, your application status will change to 'Assessing'. When you enter in the 'Assessing' status, we undertake a review of your response to the DMQ to determine if your response is compliant.

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11.2 We may seek clarification of any information you provide to validate and verify your responses. Don't forget to check for messages regularly at frequent intervals in your internal mailbox system (this will be the email address you input to question 1.25.3 of the DMQ (contact details) throughout the application process.

11.3 If your organisation successfully meets all of the conditions of membership for RM6370 Space Technology Solutions Dynamic Market, we will advance your submission from the 'Assessing' stage to the 'Agreeing' stage, which will require your sign off to enable appointment to the Dynamic Market.

11.4 If we are not satisfied with the response(s) you have provided, we will transfer your organisation from the 'Assessing' stage back to 'Responding' stage.

11.5 Once your submission has been returned to the 'Responding' stage, you will be able to update your answers

11.6 To update these answers select the 'Respond' option which can be located on 'Your Dashboard' by setting your 'Questionnaires' filter to 'procurement name', and your 'Status' filter to 'Assessing'.

11.7 All your previous answers will be pre-populated and you can navigate through the DMQ, where you can amend your response(s) as appropriate and re-submit your submission to us for further assessment.

11.8 We have a maximum of fifteen (15) working days to work jointly with you to rectify the issue where possible

11.9 In the event that the issue cannot be rectified within the fifteen (15) working days, we will 'reject' your Dynamic Market submission as an interim measure whilst the necessary further actions are undertaken. You can then reapply to join the Dynamic Market after a timescale specified by us via the SRS platform.

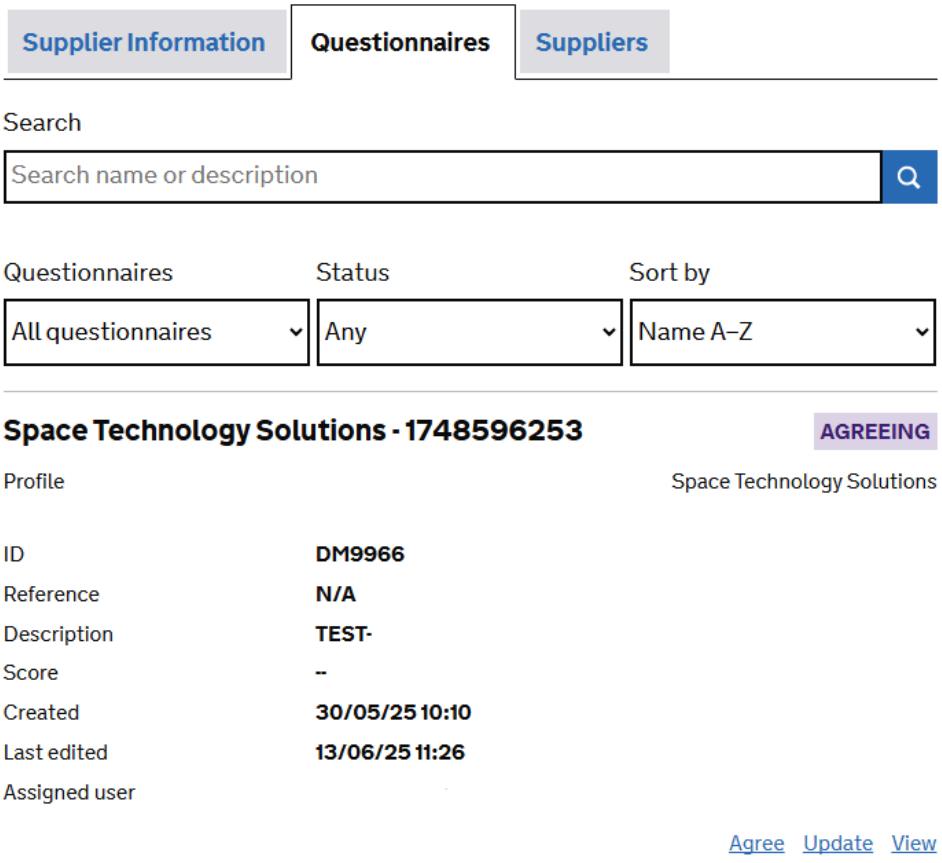
11.10 If we are satisfied with the responses you have provided to the compliance issues we have raised, you will be appointed to the Dynamic Market. Following which we will progress your submission status from 'Assessing' to 'Agreeing'.

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11.11 You will be sent a notification to say that your submission has entered an ‘Agreeing’ stage – this means you will need to access the submission on SRS and agree to the Dynamic Market Appointment Form electronically – once you have completed this your status will show as ‘Appointed’.

12. Agreeing process

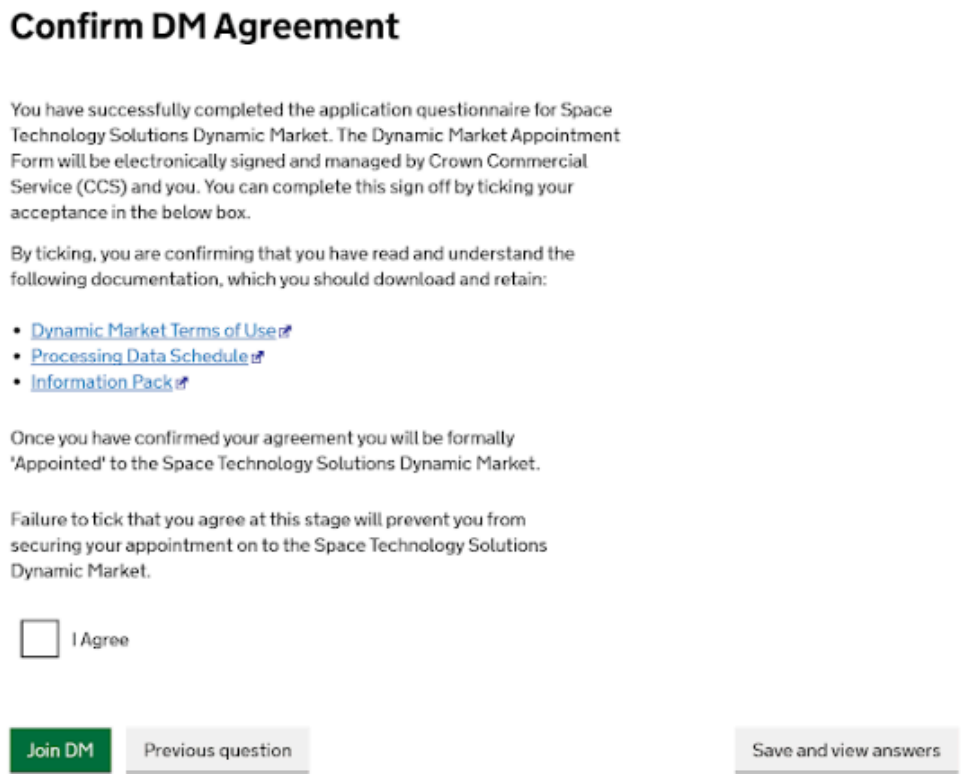
12.1 The screenshot below shows an example of what your application on the SRS system will look like, you can see that the blue status box is showing the current status of the application as ‘Agreeing’. You now need to select the ‘Agree’ link on the application.



13. Electronic signature process

13.1 Once you have clicked on the ‘Agree’ link you will be taken to the page shown below, here you can review the Dynamic Market Information Pack including the Terms of Use. If you are happy to progress, you then check the ‘I agree’ box and click on the orange highlighted ‘Join Dynamic Market’ link. This will now change your status to ‘Appointed’.

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13.2 Please refer to Annex A for full details of the status flags and the order that they will appear through the application process.

14 The Dynamic Market appointment form sign-off

14.1 If you are successful and therefore ‘Appointed’ on to the Dynamic Market, the Appointment Form will be electronically signed and managed by you and us.

14.2 The DM Terms of Use that you agreed to comply with at the beginning of the DMQ, will require your final sign off.

14.3 To ensure the DM Appointment Form is fully complete, you must select ‘I Agree’ in the required box on the agreement page that you are presented with at the end of the DMQ and prior to appointment.

14.4 Failure to select ‘Yes’ at this stage will prevent you from securing your appointment on to the DM for RM6370.

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15 How we assess your application

15.1 Our assessment of your responses to the questions in the DMQ will comprise of the following stages:

- Stage 1 Compliance checks and clarification
- Stage 2 Application of Procurement Policy Note 007 - Contracts with Suppliers from Russia and Belarus
- Stage 3 Checking the debarment list
- Stage 4 Self declarations
- Stage 5 Assessing conditions of membership responses.

16 Stage 1 Compliance checks and clarification

16.1 We will carry out a compliance check of your application to ensure it has been completed and submitted in line with this Information Pack

16.2 If your application is not compliant then it will be rejected. We will tell you your application has been rejected and why.

16.3 In the event that specific information or documents are missing from your application, we reserve the right to request clarification or additional information if appropriate to do so.

17 Stage 2 Procurement Policy Note 007

17.1 The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine. This PPN requires that Contracting Authorities, such as CCS, should consider how they can further cut ties with companies backed by the states of Russia and Belarus, including declining to consider applications.

17.2 CCS will therefore apply Procurement Policy Note 007 - Contracts with Suppliers from Russia and Belarus to all applicants and any subcontractors. Unless exceptions in the PPN apply, CCS may

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17.2.1 reject any applications that are deemed from suppliers and any subcontractors who are constituted or organised under the law of Russia or Belarus, or whose connected persons information states Russia or Belarus as the place of residency; or

17.2.2 request that an applicant find a replacement subcontractor by a specified deadline before its application can be agreed.

17.3 If your application is rejected, we will tell you it has been rejected and why.

18 Stage 3 Debarment list

18.1 We will check

i) if your name or any of the names of your connected persons are on the debarment list; and

ii) if the names of any subcontractors are on the debarment list. If your subcontractor is an associated person, then we will also check whether their connected persons are on the debarment list.

18.2 The mandatory exclusion grounds are set out in Schedule 6 of the Act and discretionary exclusion grounds in Schedule 7 of the Act.

18.3 If you or a connected person are on the debarment list for a mandatory exclusion ground, then your application will be rejected.

18.4 If an associated person (including any of its connected persons) or a subcontractor is on the debarment list for a mandatory exclusion ground, you will be given the opportunity to replace them. In the event that a replacement is required, we will communicate with you, setting out the time period allowed to find an alternative and how any changes will be assessed which will be dependent on the circumstances.

18.5 Failure to provide a replacement within the allotted time, or if no replacement is made, will result in your application being rejected.

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18.6 If you or a connected person are on the debarment list as a result of a discretionary exclusion ground, then we will exercise our discretion in deciding whether to allow you to participate.

18.7 If an associated person (including any connected persons) or a subcontractor is on the debarment list for a discretionary exclusion ground, you will be given the opportunity to replace them as per paragraph 18.4.

18.8 Failure to provide a replacement within the allotted time, or if no replacement is made, will result in your application being rejected.

18.9 Where you or a connected person, an associated person (including any connected persons) or a subcontractor is on the debarment list for the mandatory exclusion ground relating to national security, we will check to see if the entry is relevant to this Dynamic Market. Any decision to reject your application will be approved in advance by a Minister of the Crown via referral to the Procurement Review Unit (PRU) and the National Security Unit for Procurement (NSUP). The PRU will ensure that only suitable suppliers can tender for public contracts, by implementing the debarment regime.
https://www.gov.uk/government/publications/raising-standards-our-ambition.

18.10 Where you or a connected person, an associated person (including any connected persons) or a subcontractor, is on the debarment list for the discretionary exclusion ground relating to national security, then we may reject your application. Any decision to reject your application will be approved in advance by a Minister of the Crown via referral to the Procurement Review Unit (PRU) and the National Security Unit for Procurement (NSUP).

18.11 If we reject your application, we will tell you that it has been rejected and why.

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19 Stage 4 Self-declarations

19.1 We will check the exclusion information, self-declarations submitted as part of your application for you and any associated persons as to whether any mandatory or discretionary exclusion grounds apply.

19.2 We will consider if the circumstances giving rise to the application of the exclusion ground are continuing or likely to occur again in accordance with section 58(1) of the Act.

19.3 Self-declarations will need to include any relevant self-cleaning evidence, but we may also ask for further evidence or information.

19.4 Failure to provide an acceptable response within the allotted time may result in your application being rejected.

19.5 If we consider that the circumstances giving rise to the mandatory exclusion ground in relation to you are continuing or likely to occur again then your application will be rejected.

19.6 If we consider that the circumstances giving rise to the discretionary exclusion ground in relation to you the supplier are continuing or likely to occur again then we will exercise our discretion in deciding whether to reject your application.

19.7 Where a mandatory or discretionary exclusion ground applies to an associated person, you will be given the opportunity to replace them. In the event that a replacement is required, we will communicate with you setting out the time period allowed to find an alternative and how any changes will be assessed which will be dependent on the circumstances.

19.8 If no replacement is made and we consider that the circumstances giving rise to the mandatory exclusion ground are continuing or likely to occur again then your application will be rejected.

19.9 If no replacement is made and we consider that the circumstances giving rise to the discretionary exclusion ground are continuing or likely to occur again then we will exercise our discretion in deciding whether to reject your application.

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19.10 If your application is rejected on the basis of the discretionary exclusion ground in paragraph 14 of schedule 7 (Threat to National Security), any decision to reject your application will be approved in advance by a Minister of the Crown via referral to the Procurement Review Unit (PRU) and the National Security Unit for Procurement (NSUP).

19.11 If we reject your application we will tell you it has been rejected and why.

19.12 We will also notify the PRU where this is required under the Act.

20 Stage 5 Assessing conditions of membership

20.1 The conditions of membership relate to the legal and financial capacity and technical ability to perform the contract.

20.2 Every condition of membership must be satisfied in order for you to be a member of this Dynamic Market.

20.3 Any application that fails to satisfy all of the conditions will be rejected. We will tell you your application has been rejected and why.

20.4 We will assess your legal and financial capacity and technical ability, using your responses to the conditions of membership questions.

20.5 If you fail any conditions of membership, it means that the condition of membership is not satisfied and your application will be rejected until the condition of membership can be satisfied.

20.6 Assessment guidance for the conditions of membership is set out in the Dynamic Market notice and replicated here:

Insurance Requirements

You are required to confirm that you will obtain the required insurances as set by the customer as part of their competitive flexible procedure, if you have bid for and been successfully awarded a contract under that procedure. If you select ‘No’ to this question, it will be classed as a ‘Fail’.

Data Protection

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You are required to confirm that you have, or will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of rights of data subjects. If you select ‘No’ to this question, it will be classed as a ‘Fail’.

Health and Safety

You are required to confirm that you have adequate arrangements in place to manage health and safety effectively and control significant risks relevant to the buyer’s requirement (including risks from the use of contractors where relevant). If you select ‘No’ to this question, it will be classed as a ‘Fail’.

Payment in Contracts Above £5m Per Annum (PPN 015)

This PPN applies to Suppliers who will be using a supply chain to deliver the services for the RM6370 Space Technology Solutions.

Please see the guidance in the DMQ.

You are required to confirm you have the systems in place to pay those in your supply chain promptly and effectively, i.e. within agreed contractual terms. If you select ‘No’ to this question, it will be classed as a ‘Fail’. If you select ‘Yes’ to this question, you will be required to provide the following evidence:

- a copy of your standard payment terms for all of your supply chain contracts
- a copy of your procedures for resolving disputed invoices promptly and effectively
- details of any payments of interest for late payments you have paid in the last 12 months or which became due in the last 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not happen again
- a copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Procurement Act 2023.

You are required to confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively. If you select ‘No’ to this question, it will be classed as a ‘Fail’.

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You are required to confirm that, for public sector contracts awarded under the Procurement Act 2023, you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. If you select ‘No’ to this question, it will be classed as a ‘Fail’.

If you pay between 90% and 95% of all supply chain invoices in 60 days in at least one of the two previous six month reporting periods after removing intercompany payments AND your average payment days are 55 days or less in the same reporting period, but you have not provided an action plan, or your action plan does not include the required features then your response will be classed as a ‘Fail’.

If you pay less than 90% of all supply chain invoices in 60 days in both of the previous two six month reporting periods after removing intercompany payments then your response will be classed as a ‘Fail’.

If your average payment days are more than 55 days in both of the previous two six month reporting periods after removing intercompany payments then your response will be classed as a ‘Fail’.

Your response will be classed as a ‘Fail’ if you do not meet any of the following criteria:

- You pay 95% or more of all supply chain invoices within 60 days in at least one of the previous two six month reporting periods AND your average payments days are 55 days or less in the SAME reporting period.
- You pay 95% or more of all supply chain invoices in 60 days in at least one of the two previous six month reporting periods after removing intercompany payments AND your average payments days are 55 days or less in the SAME reporting period.
- You pay between 90% and 95% of all supply chain invoices in 60 days in at least one of the two previous six month reporting periods after removing intercompany payments AND your average payments days are 55 days or less in the SAME reporting period, and you have provided an action plan with all of the required features.
- You are a new entrant (trading less than 12 months) unable to demonstrate that more than 90% of all supply chain invoices have been paid within 60 days of receipt of the invoice, AND / OR unable to demonstrate your average payments days are 55 days or less, but have provided an explanation of your circumstances.

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Carbon Reduction

Please see the guidance in the DMQ.

Your response will be classed as a ‘Fail’ if any of the following apply:

- you have not provided a link to your organisation's published Carbon Reduction Plan or confirmed that you do not have a website and have not provided a copy of the Carbon Reduction Plan to CCS and/or the Carbon Reduction Plan submitted
- is not in the correct format as provided in Attachment 2a Carbon Reduction Plan template
- does not confirm the supplier’s commitment to achieving Net Zero by 2050 and/or
- does not contain emissions for the sources included in Scope 1 and 2 of the GHG Protocol, and a defined subset of Scope 3 emissions, OR an acceptable explanation has not been provided to explain why Scopes or only for some Scopes, have been reported and/or
- does not set out the environmental management measures in effect, including certification schemes or specific carbon reduction measures you have adopted, and that you will be able to apply when performing the contract
- the reporting period is more than 12 months from the date of commencement of the procurement, and an acceptable explanation why has not been provided
- has not been signed off by a director (or equivalent) or designated member (for LLPs)
- where a Parent Company Carbon Reduction Plan has been submitted the criteria stated above and in the guidance in the DMQ has not been met.

Modern Slavery Act 2015

Please see the guidance in the DMQ.

If you are 'a relevant commercial organisation' and non-compliant with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance and/or your statement does not include:

- the organisation's structure, its business and its supply chains
- its policies in relation to slavery and human trafficking
- its due diligence processes in relation to slavery and human trafficking in its business and supply chains

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- the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk
- its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate
- the training and capacity building about slavery and human trafficking available to its staff

and no satisfactory reason or assurance of future compliance has been provided,

OR you are not 'a relevant commercial organisation' but have a turnover of over £36m and have not provided a link to an equivalent statement or document and/or the statement does not include information relating to the bullet points above and no satisfactory reason or assurances of future compliance (where applicable) provided, then the response to this question will be classed as a ‘Fail’.

Cyber Essentials Certification.

You are required to confirm as part of your Dynamic Market submission, that you have Cyber Essentials certification or an IASME certified equivalent in place, as a minimum. If you do not hold a valid Cyber Essentials certificate or IASME certified equivalent this will be classed as a ‘Fail’. Your application will be rejected until you have a valid Cyber Essentials certificate.

Financial Risk

Please read Attachment 3 - Financial Viability Risk Assessment instructions, and Attachment 3a - Financial Viability Risk Assessment Tool “Instructions” tab, before completing Attachment 3a - Financial Viability Risk Assessment Tool.

Please note, in addition to the published accounts you are required to provide, you may include more recent draft accounts if you wish. This is not mandatory and it is at your discretion to provide this information if you choose to.

The financial risk assessment will be assessed PASS / FAIL.

If you pass the assessment to the satisfaction of CCS, you will achieve a pass.

If you do not pass the assessment to the satisfaction of CCS, you will fail this condition of membership.

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If the outcome of the assessment is ‘acceptable with mitigating actions’ we may offer the opportunity to nominate a guarantor. We will undertake a Financial Viability Risk Assessment on the nominated guarantor. However, please note there is no option to nominate a guarantor as part of your application.

Certificates

Once you are appointed to the Dynamic Market, you will be required to provide copies of your Cyber Essentials (or equivalent) certificate. In addition, you may be required to provide copies of any other relevant certificates as specified as part of your Dynamic Market submission. Please note these certificates will be requested after appointment and do not have to be submitted as part of your application.

21 Appointment to the Dynamic Market

21.1 If we reject your application, we will tell you if your application has been rejected or if your organisation has been excluded and why.

21.2 If you are appointed to the Dynamic Market, we will tell you and explain what you need to do next.

22 Establishment Notice (UK14)

22.1 We will publish an Establishment Notice, after which time buyers will be able to award contracts with reference to the Dynamic Market.

23 Removing members from the Dynamic Market

23.1 If we consider you to be an excluded supplier under section 57(1)(b) of the Act (debarment by reference to mandatory exclusion ground), we will remove you from the Dynamic Market.

23.2 We may remove you from the Dynamic market if we consider that you:

i) are an excluded supplier under section 57(1)(a);

ii) do not satisfy the conditions of membership; or

iii) have, since becoming a member, become an excludable supplier.

23.3 We may remove you from the Dynamic Market if we discover that, on becoming a member, you were an excludable supplier.

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23.4 We may remove you from the Dynamic Market if:

i) you fail to pay the Management Charge;

ii) there is a Supplier Insolvency Event; or

iii) there is a Notifiable Default.

23.5 For further information on 23.4 (i), (ii) and (iii), please see Attachment 5 – Terms of Use.

23.6 The reference to you becoming an excludable supplier includes a reference to you becoming an excludable supplier by virtue of a discretionary exclusion ground that:

i) did not apply before you became a member; or

ii) applied before you became a member by reference to different circumstances.

23.7 If we remove you from the Dynamic Market, before doing so, we will inform you of our decision to do so, together with reasons for that decision.

23.8 You may request your own removal from the Dynamic Market by giving us 30 days' written notice.

24 Timelines for the Dynamic Market

24.1 These are our intended timelines. We will try to achieve these but, for a range of reasons, dates can change. We will tell you if and when timelines change:

Publication of Intention Notice – Dynamic Market available for suppliers to apply	30/06/2025
Publication of Establishment Notice – Dynamic Market is open for buyers to award contracts under the Dynamic Market	31/07/2025

25 When and how to ask questions?

25.1 If you have any questions you need to send your questions through the Dynamic Market Marketplace clarification link. Try to ensure your questions are specific and clear.

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25.2 The clarification facility captures responses to all questions in relation to this Dynamic Market. Please note it is your responsibility to monitor responses to clarification questions therefore please ensure that you access and review the Dynamic Market clarification link on a regular basis. This will ensure you have sight of all relevant information.

25.3 If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response or return a response to you confidentially via the email address info@crowncommercial.gov.uk.

26 Additional Dynamic Market rules

26.1 This paragraph sets out additional rules of this Dynamic Market, in some cases these rules repeat what has been set out elsewhere in this Information Pack, in other cases, they are only being set out in this paragraph. These rules must not be read in isolation and should be read in conjunction with the Information Pack as a whole.

26.2 Please note that these rules, including those relating to improper behaviour, conflicts of interests, preliminary market engagement and information about others continue to remain relevant in response to any changing circumstances or new information.

26.3 This document together with the Information Pack provided in connection with this Dynamic Market contain the rules which you must follow. Failure to comply with or follow any of the Dynamic Market rules may result in your application being rejected, at our discretion.

26.4 You are responsible for the acts and omissions of your associated persons and connected persons, subcontractors and any third parties (including but not limited to professional advisors, agents, consultants and bid writers). CCS will treat any breach of these rules by an associated person, connected person, subcontractor, or any third parties as a breach of these rules by you.

26.5 Improper behaviour

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26.5.1 We may determine that you have acted improperly and in consequence you are put at an unfair advantage that cannot otherwise be avoided in relation to this Dynamic Market.

26.5.2 The reference to you acting improperly includes any of the following circumstances and also includes attempts to but is not limited to:

- failing to provide information requested by us
- providing information that is incomplete, inaccurate or misleading
- accessing confidential information
- unduly influencing our decision-making

26.5.3 If we determine that you have acted improperly, and as a consequence are put at an unfair advantage that cannot otherwise be avoided, then we will ask you to make representations and submit relevant evidence.

26.5.4 Failure to make representations and submit relevant evidence within the allotted time may result in your application being rejected.

26.5.5 We will consider the relevant information before deciding. If our decision remains that as a consequence of the improper behaviour you have had an unfair advantage that cannot be avoided, your application will be rejected.

26.5.6 If your application is rejected, we will tell you and why.

26.6 Preliminary market engagement

26.6.1 If you have participated in the preliminary market engagement for this Dynamic Market, there may be some circumstances where as a result of participation you have obtained an unfair advantage.

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26.6.2 We will work with you to see if this can be avoided but if you have obtained an unfair advantage, and if this advantage cannot be avoided, then your application will be rejected.

26.6.3 If your application is rejected, we will tell you and why.

26.7 Conflicts of interest

26.7.1 You are responsible for ensuring that no actual, potential, or perceived conflicts of interest (within the meaning of the Act) exist between yourselves, connected persons, associated persons, subcontractors, and any third parties (including but not limited to professional advisors, agents, consultants and bid writers).

26.7.2 You must tell us as soon as possible of any actual, potential, or perceived conflict of interest. A conflict of interest can arise at any point during the application process, before or after you have submitted your application.

26.7.3 In the event of any actual, potential, or perceived conflict of interest, we shall use our discretion to decide on the appropriate course of action. We reserve the right to:

- reject your application, if you fail to notify us of an actual, potential, or perceived conflict of interest;
- reject your application where an actual conflict of interest exists or the conflict cannot be avoided, or you will not take steps that we consider necessary in order to ensure you are not put at an unfair advantage.
- request further information and require you to take reasonable steps to mitigate a conflict of interest. Failure to do so may result in your application being rejected.

26.8 Information about others

26.8.1 We may request information throughout the application process about your connected persons, associated persons, or subcontractors.

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26.8.2 If you do not provide any of the information, or provide information that is inaccurate, incomplete, or misleading, then your application may be rejected.

26.8.3 Failure to provide the information requested within the allotted time may result in your application being rejected.

26.8.4 If we reject your application, we will tell you and why.

26.9 Communication with us

26.9.1 We have set out the way we will communicate with you in this document. Please check your mailbox daily for messages from us. It is your responsibility to check for messages from us.

26.10 Publicity

26.10.1 You must not contact the media, make any press announcements (including any social media statements) or make any other public statements regarding your application, unless we have given you written permission.

26.10.2 In this paragraph the word ‘media’ includes, without limitation, any social media platforms, radio, television, other broadcast media, newspapers or other print media, trade and specialist press, the internet (including but not limited to any internet networking sites) and e-mail accessible by the public at large and the representatives of such media.

26.11 Confidentiality

26.11.1 All information supplied by or on behalf of us to you in connection with your application must be treated in confidence for example any messages sent to you and any clarification questions and answers, unless already in the public domain.

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26.11.2 Subject to the exceptions referred to in the paragraph below, the information in this Information Pack is being made available by us on the condition that:

- you shall at all times treat the information as confidential
- you shall not (or allow anyone else to) disclose, copy, reproduce, distribute or pass the information to any other person at any time or allow any of these things to happen
- you shall not try to obtain any information about anyone else's application or proposed application
- you shall not use the information for any purpose other than for the purpose of making (or deciding whether to make) an application.

26.11.3 You may disclose, distribute, or pass information within this Information Pack to another person (including but not limited to, for example legal advisers or your insurers) if either:

- this is done for the sole purpose of enabling an application to be made and the person receiving the information undertakes in writing to keep the information confidential on the same terms as set out in this section (Confidentiality)
- you obtain the prior written consent of CCS in relation to such disclosure, distribution or passing of information

26.12 Freedom of Information Act 2000 (the FOIA) and Environmental Information Regulations 2004 (the EIR)

26.12.1 We are committed to meeting our responsibilities under the FOIA Accordingly, all information submitted to us may need to be disclosed in response to a request under the FOIA.

26.12.2 If you consider any information which you supply to CCS to be commercially sensitive or of a confidential nature, you should tell us.

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26.12.3 If you receive a request for information relating to this application process under the FOIA or the EIR you need to tell us immediately and you should not respond to the request without consulting us.

26.13 Collusive behaviour

26.13.1 You must make sure that you and if applicable any directors, employees, subcontractors and any third parties (including but not limited to professional advisors, agents, consultants and bid writers) do not:

- fix or adjust any part of your application by agreement or arrangement with any other person, except where, getting quotes necessary for your application or to get any necessary security
- enter into any agreement or arrangement with any other person, so that person refrains from submitting an application
- share, permit or disclose to another person, access to any information relating to your application (or another application to which it is party) with any other person
- pay or give or offer or agree to pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any other person for doing or having done or causing or having caused to be done in relation to the application, any other response or proposed response, any act or omission, except where such acts are undertaken with persons who are also participants in your application such as subcontractors, advisers or companies within its group, in order to obtain quotations necessary for the preparation of the application or obtain any necessary security

26.13.2 We may require you to put in place any procedures or undertake any such action(s) that we in our sole discretion considers necessary to prevent or stop any collusive behaviour.

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26.13.3 If you breach these rules, we may (without prejudice to any other criminal or civil remedies available to it) reject your application.

26.14 Intellectual property rights

26.14.1 Subject to the exceptions referred to in the earlier paragraph (Confidentiality) this Information Pack remains our property. You must use this Information Pack only for your application to this Dynamic Market.

26.14.2 Nothing in this Information Pack nor any other information supplied in connection with this Dynamic Market, may, except with the prior written consent of CCS, be published, reproduced, copied, stored in any medium, distributed or disclosed to any person, nor used for any purpose other than consideration by you when submitting an application.

27 Our rights

27.1 Further to those granted to CCS elsewhere in this Dynamic Market, we reserve the right to reject applications:

- where you have made any material misrepresentation in your application
- where your application contains false or misleading information
- where your application or responses to our questions are late, incomplete or do not comply with the instructions set out in this Information Pack
- for any reason set out in the Act and Regulations
- for any other reason including exclusion grounds set out elsewhere in this Information Pack

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27.2 We reserve the right to, where required, disclose on a confidential basis any information we receive from suppliers during the application process to any third party engaged by us for the specific purpose of assessing or assisting us in assessing the application or to external legal advisors in the event of a challenge made against CCS. In providing such information you consent to such disclosure.

27.3 We reserve the right to:

- waive or change the requirements of this Information Pack
- make changes to anything set out in the Dynamic Market Notices or this Information Pack , including any conditions of membership and the Terms of Use.
- issue further supplementary instructions and updates and amendments to the instructions and information contained in this Information Pack
- contact any named contact given as a reference or otherwise referred to as part of an application
- verify information, seek clarification, require evidence, or further information in respect of your application within an appropriate time limit
- withdraw or change any part of this Information Pack at any time, including time limits, or re-invite applications on the same or alternative basis
- discontinue any Parts of the Dynamic Market, or the Dynamic Market in its entirety

28 Information sharing across government

28.1 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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28.2 For these purposes, we may disclose within Government any of your documentation/information (including any information that you consider to be confidential and/or commercially sensitive such as specific application information) submitted by you to us during your application. The information will not be disclosed outside Government with the exception of the circumstances stated in the earlier paragraph (Our Rights) which reserves the right to allow for disclosure to a third party. By applying for membership of this Dynamic Market, you consent to these terms of application.

29 Application costs

29.1 We will not pay any application costs for any reason, for example if we terminate or amend the Dynamic Market.

29.2 By participating in this Dynamic Market and submitting your application, you are in the knowledge and understanding that this is the case.

30 Supplier notifications to CCS

30.1 In the event your organisation would like to be removed from the RM6370 Space Technology Solutions Dynamic Market please contact CCS via info@crowncommercial.gov.uk to confirm in writing with at least 30 days' notice.

30.2 Please note that if you have been awarded a contract awarded with reference to the RM6370 Dynamic Market your obligations in accordance with the Dynamic Market Appointment Form and Attachment 5 - Terms of Use, which form part of the Information Pack, will remain in place as applicable.

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31 Buyers competitive flexible procedure

31.1 The process followed by buyers to award a contract with reference to this Dynamic Market is governed by section 34 of the Act. Section 34 allows buyers to award a contract with reference to an ‘appropriate dynamic market’, provided the competitive flexible procedure is used. An appropriate dynamic market is one which covers the goods and or services that the buyer wishes to purchase. Please note it is your responsibility to monitor Find a Tender service for any transparency notices published for contracts with reference to this Dynamic Market and respond accordingly.

32 Third party agents/bid writers

32.1 The Dynamic Market Appointment Form is required to be electronically signed and managed by you (the supplier). Therefore, you may use the services of a third party/bid writer to prepare your application but, it is you (the supplier) who must submit the application yourself because by ticking the statement “you (the supplier) are confirming that you (the supplier) comply with the following agreements and documentation, which you (the supplier) should download and retain”. you (the supplier) are entering into a legally binding contract with CCS.

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33 Annex A – Status flags on the Supplier Registration Service (SRS)

The information below shows the order of the status flags in which they will appear as you progress through the Dynamic Market application on SRS.

Dynamic Market Questionnaire (DMQ) Status flags

- ‘Responding’ - Supplier is completing the DMQ ahead of submitting or resubmitting their application.
- ‘Assessing’ - The supplier has completed the submission and now needs to be assessed by CCS.
- ‘Agreeing’ - supplier has been ‘Approved’ in the Dynamic Market but has not yet accepted the Dynamic Market Appointment Form.
- ‘Appointed’ - The supplier has now accepted the Dynamic Market Appointment Form.
- ‘Rejected’ - supplier has been rejected, and will need to start a new application if they apply again.

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