**Project Management & Full Design Team Services – RM3741**

**Customer User Agreement**

PMFDTS RM3741 provides access to project management, design and a number of ancillary technical services to assist clients in delivering a wide range of construction projects.

Prior to engaging in any supply market engagement, call off services or placing an order through this agreement, please complete the below form and return to Crown Commercial Services [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk). Please provide an answer for every question, for multiple choice questions (identified by \*) please choose the relevant option by highlighting in yellow.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Contact Details | | | | | | |
| Contracting Authority |  | | | | | |
| Contact Name |  | | | | | |
| Contact Number |  | | | | | |
| Contact Email Address |  | | | | | |
| Customer Call Off Requirements will be collated via a Management Database and shared as a pipeline with framework suppliers to ensure capacity and resource planning for projects within the market. **Customer Contact Details are redacted in line with GDPR**.  If there are any security or confidentiality reasons as to why the **Contracting Authority** name will need to be withheld from the Management Database pipeline which is shared with Suppliers as detailed above, please indicate by highlighting Yes or if this question does not apply to you then choose N/A \*  If no answer is selected, the contracting authority name will be shared as part of the pipeline. | **Yes** – The **Contracting Authority name** must be withheld from the Management Database pipeline which is shared with Suppliers due to security or confidentiality reasons.  Or  **N/A** | | | | | |
| Customer Call Off Requirements | | | | | | |
| Nature of Service Requirement |  | | | | | |
| Please choose the relevant Lot by highlighting yellow\* | **1** | **2** | **3** | **4** | **5** | **6** |
| Further Competition/Direct Award |  | | | | | |
| Procurement Portal Used and Address Used |  | | | | | |
| Supplier(s) Invited (if known) |  | | | | | |
| TOTAL (Construction) Project Value |  | | | | | |
| Value of Professional Fees (Call Off Contract Value) |  | | | | | |
| Planned Commencement Date |  | | | | | |
| Anticipated completion date (if known) |  | | | | | |
| Select Call Of Contract to be used by highlighting yellow\* | **Contract 4A (NEC)** | | | **Contract 4B** | | |

Upon receipt of the completed form you will be provided with a Customer User Agreement Reference Number. This should be quoted in your documentation when in pre-market engagement or placing an order through the framework with your service provider(s). This should also be quoted to CCS when discussing the Call Off in question.

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| Customer User Agreement - Reference Number | **\*** |

**\*to be completed by Crown Commercial Service**