



**RM6095 Gigabit  
Capable Connectivity**

**Supplier Application  
Webinar**



Crown  
Commercial  
Service

## **Thank you for joining**

We mute your phone on entry, to cut down on background noise

There will be no chat facility for the webinar - please use the clarification process

## When and how to ask questions

There are two routes you can use to send us your questions:

1. The DPS Marketplace clarification link  
<https://supplierregistration.cabinetoffice.gov.uk/dps#technology>
  - Navigate to the Gigabit Capable Connectivity DPS and click 'Clarification Questions'
  - Click the link to the right 'Ask a clarification question'
  - You can also view the list of questions already asked and answered
2. The DPS Mailbox address  
[info@crowcommercial.gov.uk](mailto:info@crowcommercial.gov.uk)

If you have any questions please submit them as soon as possible, this will give you the chance to check that you understand everything before you submit your request to participate.

There are two routes you can use to ask your questions, the first is online through the DPS clarification link, this is where you can also view a full list of the questions already asked and answered, the second route is by email.

The questions you ask will be published openly with our response.

If you feel that a particular question should not be published you must tell us why when you ask the question, the process for doing this is detailed in the DPS Needs document which can be found in the Bid Pack on the DPS platform.

## Agenda

- OJEU
- How to apply
- What is a DPS
- Timelines
- Document set
- Contract Structure
- Order form
- Selection Questionnaire
- Economic and Financial Standing
- Suppliers approach to payment
- Service types
- Geographical Location
- Assessing applications
- Exclusion from DPS
- Appointment
- DCMS

## OJEU contract notice

- OJEU contract notice is published  
<https://ted.europa.eu/udl?uri=TED:NOTICE:445854-2019:TEXT:EN:HTML&src=0>
- Full document set is available to download from Contracts Finder  
<https://www.contractsfinder.service.gov.uk/Notice/8e2829ca-b5b5-4d41-97fb-2adb6fbb7381?p=@QxUIRRPT0=NjJNT08=UF>
- Dynamic Purchasing System is now open for supplier applications  
<https://supplierregistration.cabinetoffice.gov.uk/dps#technology>

Our OJEU has been published and the DPS is open for applications, we've provided links here to direct you to the right information. The key part is the document set available to download from Contracts Finder, or the Bid Pack can be downloaded from the DPS platform. This covers all the information you'll need to understand what is required to be appointed to the DPS and for customer Order Contracts going forward.

## How to apply

The application process is managed online on the Supplier Registration Service (SRS)

- If not already done so you will need to register for the SRS system  
<https://supplierregistration.cabinetoffice.gov.uk/organisation/register>
- You can then navigate to the Gigabit Capable Connectivity DPS and click 'Access as a Supplier'  
<https://supplierregistration.cabinetoffice.gov.uk/dps#technology>

**Please ensure you have downloaded and read the Bid Pack particularly the DPS Needs before you begin to apply**

Any suppliers not already registered for the Supplier Registration System, please do so as soon as possible following the guidance in the DPS Needs document from the Bid Pack, as you'll need to be registered in order to apply to the DPS. Please also ensure that you provide the correct DUNS number as our financial checks and reporting are all based on the number you provide.

Once you're registered you can access and apply to our Gigabit Capable Connectivity DPS. Again, please download the Bid Pack before applying as it contains a lot of useful information.

## What is a Dynamic Purchasing System (DPS)?

- A procurement vehicle similar to a framework but doesn't 'close' to organisations (bidders) requesting to participate
- The opportunity for bidders to request to participate remains open for the duration of the DPS
- Bidders can self certify during the application stage, with documentation being provided upon request of the contracting Authority e.g. CCS to confirm compliance OR a Buyer at contract award

A dynamic purchasing system is similar to a framework in that the aim is to create a marketplace of capable suppliers for our public sector customers to work with. Unlike a framework it doesn't close to suppliers and applications are accepted for the life of the DPS. The DPS also doesn't require essay response questions, instead it requires suppliers to self certify to a list of pre-set criteria, with the documentation being requested by the customer upon contract award. This makes a DPS much easier to access for a supplier than a framework.

## Timelines

Submission of the OJEU Contract Notice	19/09/2019
Start Date - Open DPS to bidders to request to participate	24/09/2019
DPS open to Contracting Authorities (Buyers) for Competition Procedure	21/10/2019
Duration of the DPS	4 years

Here are our current timelines. Our target date for go live is 21st October, this is when customers will be able to access the DPS and run their competitions. Obviously for a range of reasons dates can change as the competition progresses. We will tell you if and when timelines change. The DPS does remain open for supplier applications however we would urge you to start your application in preparation for the 21st so that you can take advantage of the customer opportunities.

The initial duration period of the DPS is 4 years.



## RM6095 document set

The full document set consists of four parts:

- Bid pack part 1 - General
  - DPS Needs
  - Buyer Needs
  - Att 1 - Gigabit Capable Connectivity Services Matrix
  - Att 2 - Management Information (MI) Reporting Template
  - Att 3 - Financial Assessment Template
  - Att 4 - Additional Subcontractors
  - Att 5 - Group of Economic Operators
  - Att 6 - Selection Questionnaire (SQ)

When you download the full document set for the DPS you will see that it is grouped into 4 main parts.

Part 1 contains everything you need to know about how to request to participate in the DPS and the DPS appointment process.

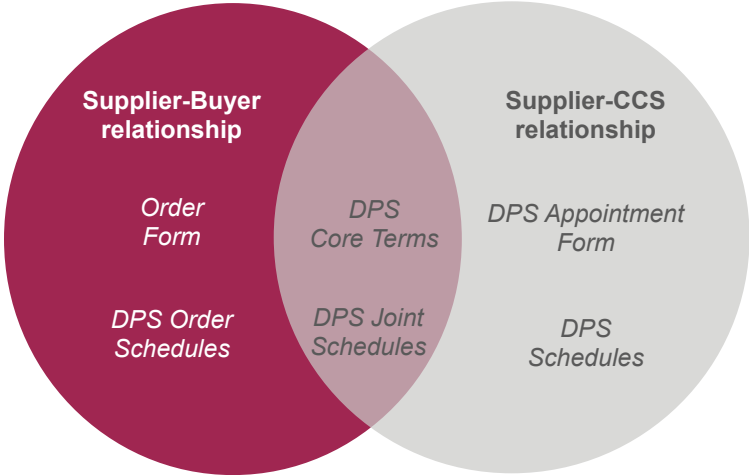
It also contains information about the Buyers needs and the service types within the scope of the DPS, including detail on how Byers will be able to filter suppliers by service type, accreditation and geographical area.

## RM6095 document set

- Bid pack part 2 - Terms & Conditions
  - DPS Core Terms
  - DPS Schedules
  - DPS Appointment Form
- Bid pack part 3 - Terms & Conditions
  - DPS Joint Schedules
- Bid pack part 4 - Terms & Conditions
  - DPS Order Schedules

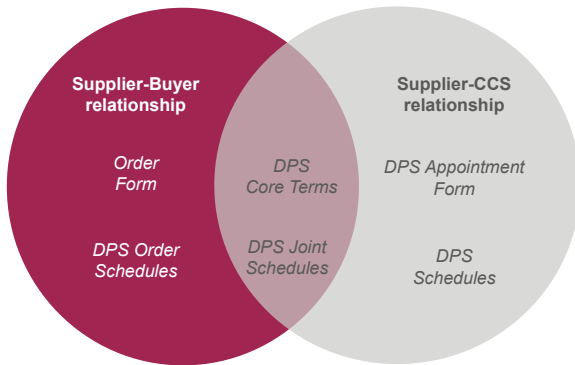
Bid pack parts 2,3 and 4 contain the Terms & Conditions for both the DPS Contract and the Buyer Contracts resulting from a Competition Procedure

# Contract structure and design



The terms and conditions for this DPS are based on the Public Sector Contract.  
The DPS Core Terms being the main legal terms for both DPS and Call-Off Contracts.

# DPS Contract



DPS Core Terms	The main legal terms for both DPS Contract level and Competition Procedure level
DPS Appointment Form	The signed DPS Appointment Form is the legal contract between CCS and the Supplier
DPS Schedules	The Schedules that apply at DPS Contract level
DPS Joint Schedules	The Schedules that may apply at DPS Contract level and Competition Procedure level

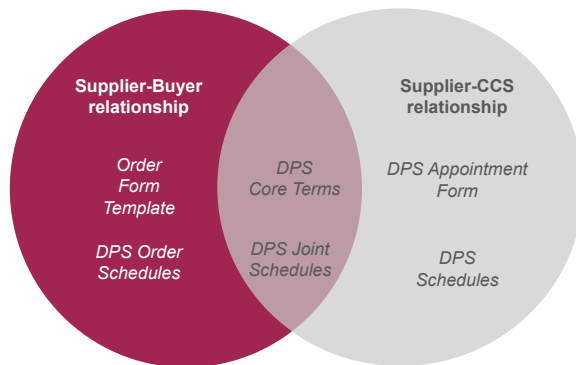
The DPS Contract is the agreement between you and CCS.

The Core Terms set out the main legal terms and the signed DPS Appointment Form is the legal contract between CCS and the Supplier

It defines the Contract, setting out the order of precedence of the incorporated documents; the version of the Core Terms to be used in the Contract; and lists the included schedules and any Framework Special Terms that apply to the Contract  
 DPS Schedules apply to the DPS Contract and include the specification, order procedure and the order form that will be used by Buyers

DPS Joint Schedules are schedules that may apply to either or both the DPS Contract and the Buyer Contract

## Buyer Contract from Competition Procedure



DPS Core Terms	The main legal terms for both DPS Contract level and Competition Procedure level
Order Form Template (DPS Sch 6)	The signed Order Form is the legal contract between the Buyer and the Supplier
DPS Order Schedules	The Schedules that may apply at Competition Procedure level
DPS Joint Schedules	The Schedules that may apply at DPS Contract level and Competition Procedure level

The Buyer Contract resulting from a Competition Procedure is constructed of the following documents:

DPS Core Terms which set out the main legal terms

The Order Form Template sets out for each service type the mandatory and optional Order and Joint schedules for the Contract

It is used by the buyer to detail their requirements including which of the optional schedules are required to apply to the contract resulting from their competition procedure.

DPS Order Schedules and DPS Joint Schedules are the schedules that may apply to the Buyer Contract

## Order Form

- The signed Order Form is the legal contract between the Buyer and the Supplier
- The Buyer will specify their requirements for the services they are buying within the order form, including any special terms
- For each service type the order form shows the mandatory and optional schedules that will apply
- It sets out the order of precedence of the documents incorporated into the Contract

This is the document that the Buyer needs to complete for their competition procedure and the signed Order Form is the legal contract between the Buyer and the Supplier resulting from a Competition Procedure.

Importantly it is where the Buyer specifies their requirements for the services they are buying including what schedules (Order and Joint) will apply

Customers will decide which of the optional schedules are appropriate to include in their competition and any Special Terms.

It sets out the order of precedence of all the documents incorporated into the Contract.

The Order form is DPS schedule 6 contained within the bid pack

## Selection Questionnaire (SQ and DPSQ)

The Selection Questionnaire is in two sections:

1. The standard Selection Questionnaire (SQ)  
You must complete this first and submit through the SRS in order to progress to the second section
2. The DPSQ - this questionnaire includes the DPS specific questions, and also contains the service filters that buyers will also use when running their competition.

**Att 6 of the bid pack shows the selection questions that you are required to answer**

To be appointed to the DPS you must successfully complete the Selection Questionnaire and the DPS Questionnaire. The Selection Questionnaire is the first section to be completed which is the Standard questionnaire applicable to all our procurements. Once you've successfully completed this section you can continue to the DPSQ, which contains our DPS specific questions such as service types, geographical availability, leading to the filter options customers will use when running their competition.

There is an attachment within the bid pack that shows all the questions for information

## Economic and Financial Standing

- Assessment of your organisation's economic and financial standing will be made based on the DUNS number provided, the threshold for this DPS is a score of 55
- If you do not meet this threshold, you will be asked for additional information so that an assessment can be made.
- If you indicate that a financial guarantor will be provided we will perform an assessment of the proposed financial guarantor's economic and financial standing.
- This process is detailed at Paragraph 24 in the Bid Pack DPS Needs document

This part of the questionnaire is based on the DUNS number that you provide when you register, which is another reason why it's so important that we have the correct DUNS number. The threshold for this DPS is a score of 55 from Dun and Bradstreet. If you don't meet this threshold CCS will work with you to understand your financial position, which will be by requesting further information. The process we follow is detailed within the DPS Needs document included within the Bid Pack.



## Suppliers approach to payment

- Procurement Policy Notice 04/19 requires inclusion of selection questions to ensure prompt payment within the supply chain.
- The DPSQ contains questions that you must answer if you will be using a supply chain to deliver the Services for the RM6095 GCC DPS

<https://www.gov.uk/government/publications/procurement-policy-note-0419-taking-account-of-a-suppliers-approach-to-payment-in-the-procurement-of-major-contracts--2>

This will be a new requirement for many of you joining the DPS, and has been prompted by the procurement policy notice about payment approaches in the procurement of major government contracts. We've provided the link to the notice if you need more information

## Suppliers approach to payment

If you intend to use a supply chain for this DPS then you will be asked to confirm one of the following responses:

- i) 95% and above of supply chain invoices are paid in 60 days;
  - ii) 75%-95% of supply chain invoices are paid in 60 days; or
  - iii) less than 75% of all supply chain invoices are paid in 60 days.
- In order to comply with PPN 04/19 the DPSQ contains questions that you must answer

**Further detail is available in the DPS Needs document  
in the bid pack**



If you intend to use a supply chain to deliver services under this DPS The PPN requires that you are achieving or are working towards 95% and above of your supply chain invoices being paid within 60 days.

If you respond that 75%-95% of all supply chain invoices are paid in 60 days, you will be required to submit an action plan. CCS will evaluate your submitted action plan and if the response is deemed acceptable you will pass this question.

If you respond that less than 75% of all supply chain invoices are paid in 60 days, then your performance falls substantially below the required standard and the response to this question will be deemed a fail, and you will be excluded from continuing with your DPS submission until you are able to respond otherwise.

For more detail on this element of the questions is available in the DPS Needs document in the bid pack

## Service types

- **Service type 1 - Broadband Connectivity Services** - Provision of a business-class broadband service to the Buyer Site(s) as specified in the relevant Order Contract.
- **Service type 2 - Infrastructure Build Services** - Provision of telecommunication infrastructure required to provide access to Gigabit Capable Connectivity Services to the Buyer Site(s) through existing market channels.
- **Service type 3 - Managed Infrastructure Services** - Provision of access to telecommunications infrastructure between two specific Buyer locations.

### Please Ensure:

1. You **READ & UNDERSTAND** the **FULL** specification at **DPS Schedule 1** in the bid pack
2. if you need to clarify any detail you use the routes provided for asking questions
3. In the **DPSQ** you **SELECT ALL** the service types that you can provide

There are three service types within the scope of this DPS

Each service type is described in detail within the DPS Schedule 1 - Specification, please ensure that you have downloaded read and that you understand the specification for each service type.

In the DPSQ you will be asked to confirm which service types you can provide - you must select one or more - please consider carefully and select all the service types you are capable of delivering - for example if you select service type 3 (Managed Infrastructure Services) then consider that you may also be able to provide service type 2.

Once appointed to the DPS you can add additional service types.

## Geographical Location

- Postcode based per service you can provide
- If you provide nationwide expand the radius until the appropriate region is covered

## Accreditations customers may need

- Public Sector Network (PSN) Compliance
- Health and Social Care Network (HSCN) Compliance
- Cyber Essentials Plus

**These accreditations are not mandatory for admittance to the DPS but may be mandatory for a customer's competition**

**Cyber Essentials Basic is mandatory for contracting under the DPS**

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You are required to enter the geographical locations for each service type you have selected.

When customers access the DPS to find a list of suppliers they will be able to filter on service type, geographical location and accreditations

Customers may require additional accreditations or standards and you will be asked in the DPSQ to confirm which of these you hold.

In line with government guidance Cyber Essentials Basic is a mandatory requirement for contracting under the DPS, without it you are unable to be awarded a contract by a customer.

Once appointed to the DPS you can update the geographical locations and accreditations

## Assessing supplier applications to the DPS

- - If your organisation successfully meets all of the selection criteria your DPS submission will enter 'Agreeing' stage.
- - You will receive a notification via SRS to confirm your organisation is in 'Agreeing' stage, following which you will need to electronically sign the 'DPS Appointment Form' via a tick box
- - If you accept the DPS Appointment Form via the electronic tick box, you will be 'Appointed to the DPS.
- - If your organisation fails any of the PASS/ FAIL SQ and/ or DPSQ questions, you will enter 'Assessing' stage.
- - You will be notified by CCS if your organisation enters 'Assessing' ,and CCS will work with you to determine next steps.
- Full details to support the DPS submission process can be found in the DPS Needs document which forms part of the bid pack.

All being well, if you have successfully completed the SQ and DPSQ, once submitted your application status changes to 'agreeing' to note that the next stage is for you to electronically sign the DPS appointment form. The process is detailed in the DPS Needs document, and is a very straight forward tick box process.

If for any reason your organisation fails any of the questions your application status changes to 'assessing' to note that there is some attention required, where CCS will work with you to determine next steps.

## What might cause you to be excluded from the DPS

We may reject your bid or exclude you from the competition at the selection stage for any of the following reasons:

i) If you receive a “Fail” for any of the selection questions. We will reject your request to participate if you:

(a) Fail to accept the DPS Appointment Form;

(b) Answer No that you have an Equality and Diversity Policy that complies with current legislation;

(c) Answer No that you and any Subcontractors will comply with the ‘Supplier Code of Conduct’; (cont)

So let's look at some of the reasons that might cause you to be excluded from the DPS. If this happens, we are always available at CCS to talk you through the reasons and what next steps you can take.

Failing to accept (sign) the DPS appointment form once your submission has been accepted, until you've electronically signed this form you cannot conclude any business under the DPS.

Answering No to having an equality and diversity policy, having compliant subcontractors,

## What might cause you to be excluded from the DPS

(d) Confirm that the Modern Slavery Act applies to your organisation and do not provide evidence of your compliance with that act;

(e) Do not confirm that you have Employer's (Compulsory) Liability Insurance of £5,000,000.00 minimum;

(f) Do not confirm that you have Public Liability Insurance of £5,000,000.00;

(g) Do not confirm that you have Professional Indemnity Insurance of £1,000,000.00;

(h) Select 'Yes' in response to any of the grounds for mandatory and discretionary exclusion and do not provide sufficient evidence of self-cleaning that remedial action has taken place;

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no evidence of compliance with modern slavery act where it applies. If you do not have the insurances required this will preclude you from joining the DPS. If for any reason you've answered yes to the questions that are grounds for mandatory and discretionary exclusion and then haven't provided evidence of remedial action, this will be classed as a fail and you will be excluded.

## What might cause you to be excluded from the DPS

ii) Where any of the information you have provided proves to be false or misleading.

iii) If you are using Subcontractors and do not meet the criteria for the prompt payments questions in accordance with PPN 04/19. iv) Where you have broken any of the competition rules (as detailed in this DPS Needs document), or not followed the instructions given.

We will tell you if your bid has been rejected or if your organisation has been excluded at the Selection Stage via the DPS Mailbox.

Providing misleading information can cause you to be excluded from the DPS, as a reminder, this can be at any point during the life of the DPS if any information you have provided has been found to be false or misleading.

As discussed previously you can be excluded on grounds of not meeting the criteria for prompt payment as required by the PPN.

For all the above, if we do have grounds to exclude you, we will do so, but you will be notified via the DPS Mailbox, and we are always available to talk through the reasons and discuss next steps.



## You're Appointed! What happens now?

- Once a supplier is appointed to the DPS they can begin to receive buyer competitions once the agreement is live for buyers to use
- Successful suppliers will be invited to a welcome webinar where we will discuss:
  - MI requirements in more detail
  - What to expect from customers
  - Supplier events specific to this DPS
  - Customer events that suppliers can exhibit or attend
  - CCS specific events

Once a supplier is appointed to the DPS they can receive customer competitions once the agreement is live, this may be through our eSourcing suite, or it may be through the customers own procurement portal, so please be aware that you may need to sign up for their own procurement portal to take part in the competition.

Successful suppliers are also invited to the welcome webinar where we will discuss next steps such as the collection of management information, what to expect from customers in their competition, and any events specific to this agreement that may be of interest to suppliers.

## Management Information Requirements

- If appointed to the DPS, suppliers are required to submit MI monthly from a specified date within the DPS documentation
- MI is a record of business transacted on CCS commercial agreements, including contracts and invoices. Submitted monthly via CCS portal
- CCS use this information to help understand how the agreement is being used and to help improve our agreements. It allows for supplier and customer performance and compliance.
- An example template is provided within the Bid Pack for reference - Attachment 2

Management information is submitted monthly once suppliers are admitted to the DPS. This is a record of business transacted under the DPS, detailing contracts and invoices relating to those contracts. It is submitted via a portal online, and the information helps us to understand how the agreement is being used and how we can improve going forward, and also assists us with customer and supplier performance and compliance.

An example of the type of template we use has been included in the Bid Pack.

I'll now hand over to our DCMS colleague Stephen Frith to talk us through the DCMS funding approach.

## DCMS Funding Types

- The DPS is not directly linked to DCMS funding. Buyers may choose to procure through the DPS using locally sourced funding.
- DCMS currently provides funding through several programme routes including the Local Full Fibre Networks (LFFN) programme (now closed for new applications), the Rural Gigabit Connectivity (RGC) programme and various supply side voucher schemes.
- Where funding has been or is awarded to local bodies under either LFFN or RGC, the DPS is one route to market. It will be for local conditions to dictate which route to market is selected.

## DCMS Funding

- Where the Buyer has indicated that the Order will be funded in part at least by the Department for Digital, Culture, Media and Sport (DCMS), this element of the funding will be paid directly to the Supplier by DCMS.
- DCMS operates a supplier registration and claim process using the Gigabit vouchers platform. Suppliers requiring payment directly from DCMS need to register once only on the portal which can be accessed at <https://gigabitvoucher.culture.gov.uk/for-suppliers/register/>
- Queries about the registration process should be addressed to [LFFNSuppliers@culture.gov.uk](mailto:LFFNSuppliers@culture.gov.uk)



## Thank you

We hope this webinar has been useful

As previously mentioned, questions can be posted via the clarification link on the DPS platform

Or via [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)



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