

## **DPS SCHEDULE 3 (DPS Prices and Charging Structure)**

### **1. GENERAL PROVISIONS**

- 1.1 This Schedule 3 contains the provisions governing the calculation of Order Contract Charges
- 1.2 Charges for any Order Contract awarded pursuant to this DPS Contract shall comply with the content of this Schedule.
- 1.3 Charges for Goods and Services under Order Contracts awarded pursuant to this DPS Contract shall be comparable to the Supplier's lowest available prices for comparable goods and services provided by the Supplier to the public sector through other commercial arrangements and that are supplied on comparable terms.
- 1.4 Buyers shall decide the appropriate pricing model for their individual requirements, including but not limited to:
  - man-day rate/time and materials;
  - fixed price;
  - volume pricing etc;
- 1.5 Where a Buyer specifies a pricing approach based on day rates for supply of Supplier Staff (eg time and materials) they will generally specify a grading system for the required roles based on the Skills Framework for the Information Age (SFIA), or an equivalent specified by the Buyer. The SFIA framework can be found at: <https://www.sfia-online.org/en/framework>
- 1.6 All charges tendered by the Supplier in response to an Order Procedure, shall be comprehensive, clear and transparent such that the relevant Buyer can clearly identify how the total tendered price is derived.
- 1.7 The Supplier shall provide CCS with such information regarding the Charges for Order Contracts and prices tendered for Order Procedures as CCS may reasonably require in furtherance of its obligations in respect of securing value for money for public sector procurement spend.

### **2. EXPENSES**

- 2.1 Except as expressly set out in Paragraph 2.2 below, or otherwise stated in an Order Form the prices tendered as part of a Buyer's Order Procedure shall include all costs and expenses relating to the provision of Deliverables. No further amounts shall be payable in respect of matters such as:
  - (i) incidental expenses such as travel, subsistence and lodging, document or report reproduction, shipping, desktop or office equipment costs,

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- network or data interchange costs or other telecommunications charges;  
or
  - (ii) costs incurred prior to the commencement of any Call Off Contract.
- 2.2 Expenses shall only be recoverable where:
- (i) the Order Form for the relevant order Contract states that recovery is permitted; and
  - (ii) they are Reimbursable Expenses and are supported by Supporting Documentation.
- 2.3 The Buyer shall provide a copy of their current expenses policy to the Supplier upon request.