



Crown
Commercial
Service

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	<p>The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).</p> <p>Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.</p>
2.	Supplier	<p>The name, address, and registration number of the Supplier will be captured as part of the selection questionnaire during the DPS Registration process</p>
3.	DPS Contract	<p>This dynamic purchasing system access agreement between CCS and the Supplier allows the Supplier to be considered for Order Contracts to supply the Deliverables in Service Filter Categories;</p> <ul style="list-style-type: none"> • Audio Visual Design Consultancy • Audio Visual Integration, Installation & Warranty • Audio Visual Solution Support <ul style="list-style-type: none"> ○ Service Location <p>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 RM6225 Audio Visual Technical Consultancy & Commissioning DPS.</p>
4.	Deliverables	<p>Audio Visual Technical Consultancy and Commissioning Services</p> <p>See DPS Schedule 1 (Specification) for further details.</p>
5.	DPS Start Date	1 March 2021
6.	DPS Expiry Date	29 February 2024
7.	DPS Optional Extension Period	<p>There is an optional extension of 12 months.</p> <p>Up to 28 February 2025.</p>
8.	DPS Incorporated Terms	<p>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:</p> <ol style="list-style-type: none"> 1. This DPS Appointment Form

<p>(together these documents form 'the DPS Contract')</p>	<ol style="list-style-type: none"> 2. Any DPS Special Terms (see Section 9 'DPS Special Terms' in this DPS Appointment Form) 3. Joint Schedule 1 (Definitions) RM6225 4. Joint Schedule 11 (Processing Data) RM6225 5. The following Schedules for RM6225 (in equal order of precedence): <ul style="list-style-type: none"> ○ DPS Schedule 1 (Specification) ○ DPS Schedule 3 (DPS Prices and Charging Structure) ○ DPS Schedule 4 (DPS Management) ○ DPS Schedule 5 (Management Levy and Information) ○ DPS Schedule 6 (Order Form Template and Order Schedules) including the following template Order Schedules: <ul style="list-style-type: none"> ▪ 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 6 (ICT Services) ▪ 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 11 (Installation Works) ▪ Order Schedule 12 (Clustering) ▪ Order Schedule 13 (Implementation Plan and Testing)] ▪ 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 22 (Lease Terms) ▪ Order Schedule 23 (HMRC Terms) ○ DPS Schedule 7 (Order Procedure) ○ DPS Schedule 8 (Self Audit Certificate) ○ DPS Schedule 9 (Cyber Essentials Scheme) ○ Joint Schedule 2 (Variation Form) ○ Joint Schedule 3 (Insurance Requirements) ○ Joint Schedule 4 (Commercially Sensitive Information) ○ Joint Schedule 6 (Key Subcontractors)
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		<ul style="list-style-type: none"> ○ Joint Schedule 7 (Financial Difficulties) ○ Joint Schedule 8 (Guarantee) ○ Joint Schedule 9 (Minimum Standards of Reliability) NOT USED ○ Joint Schedule 10 (Rectification Plan) ○ Joint Schedule 12 (Supply Chain Visibility) <p>6. CCS Core Terms - DPS (version 1.0.3)</p> <p>7. Joint Schedule 5 (Corporate Social Responsibility) RM6225</p> <p>8. DPS Schedule 2 (DPS Application) RM6225 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.</p>
9.	DPS Special Terms	Special Term 1 - Core Terms Clause 11.2 – replace “£5 million or 150% of the Estimated Yearly Charges” with “£1 million or 100% of the Estimated Yearly Charges”.
10.	DPS Pricing	Details in DPS Schedule 3 (DPS Pricing)
11.	Insurance	Details in Annex of Joint Schedule 3 (Insurance Requirements).
12.	Cyber Essentials Certification	Cyber Essentials Scheme Basic Certificate (or equivalent). Details 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	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>

16.	Supplier Authorised Representative	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>
17.	Supplier Compliance Officer	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>
18.	Supplier Data Protection Officer	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>
19.	Supplier Marketing Contact	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>
20.	Key Subcontractors	<p>Details of subcontractors where applicable have been registered and provided where applicable as part of your SQ DPS Submission.</p>

21.	CCS Authorised Represent ative	<div>[Insert name]</div> <div>[Insert job title]</div> <div>[Insert email address]</div> <div>[Insert phone number]</div>
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