



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 Agency's DPS SQ Submission such as CCS' and the Agency's contact details.

1.	<b>CCS</b>	<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.	<b>Agency</b>	<p>The name, address, and registration number of the Agency will be captured as part of the selection questionnaire during the DPS Registration process.</p>
3.	<b>DPS Contract</b>	<p>This dynamic purchasing system access agreement between CCS and the Agency allows the Agency to be considered for Order Contracts to supply the Goods and Services:</p> <ul style="list-style-type: none"><li>• Services</li><li>• Audience</li><li>• Outcome</li><li>• Location for delivery</li></ul> <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.</p> <p>This opportunity is advertised in the Contract Notice in the Find a Tender Service reference RM6124 Communications Marketplace DPS (FTS Contract Notice).</p>
4.	<b>Goods and Services</b>	<p>The provision of marketing, communications, creative, recruitment advertising and events services.</p> <p>See DPS Schedule 1 (Specification) for further details.</p>
5.	<b>DPS Start Date</b>	06/09/2021
6.	<b>DPS Expiry Date</b>	04/09/2027

7. <b>DPS Optional Extension Period</b>	There are two optional extensions of 12 months
8. <b>DPS Incorporated Terms</b>  (together these documents form the DPS Contract')	<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"> <li>1. This DPS Appointment Form</li> <li>2. Any DPS Special Terms (see Section 9 'DPS Special Terms' in this DPS Appointment Form)</li> <li>3. Joint Schedule 1 (Definitions) RM6124</li> <li>4. Joint Schedule 11 (Processing Data) RM6124</li> <li>5. The following Schedules for RM6124 (in equal order of precedence): <ul style="list-style-type: none"> <li>○ DPS Schedule 1 (Specification)</li> <li>○ DPS Schedule 3 (DPS Pricing) <b>NOT USED</b></li> <li>○ DPS Schedule 4 (DPS Management)</li> <li>○ DPS Schedule 5 (Management Levy and Information)</li> <li>○ DPS Schedule 6 (Letter of Appointment Template and Order Schedules) including the following template Order Schedules: <ul style="list-style-type: none"> <li>▪ Order Schedule 1 (Transparency Reports)</li> <li>▪ Order Schedule 2 (Staff Transfer)</li> <li>▪ Order Schedule 3 (Continuous Improvement)</li> <li>▪ Order Schedule 4 (Proposal)</li> <li>▪ Order Schedule 5 (Pricing Details)</li> <li>▪ Order Schedule 6 (ICT Services)</li> <li>▪ Order Schedule 7 (Key Agency Staff)</li> <li>▪ Order Schedule 8 (Business Continuity and Disaster Recovery)</li> <li>▪ Order Schedule 9 (Security)</li> <li>▪ Order Schedule 10 (Exit Management)</li> <li>▪ Order Schedule 13 (Implementation Plan and Testing)</li> <li>▪ Order Schedule 14 (Service Levels)</li> <li>▪ Order Schedule 15 (Order Contract Management)</li> <li>▪ Order Schedule 16 (Benchmarking)</li> <li>▪ Order Schedule 17 (MOD Terms)</li> <li>▪ Order Schedule 18 (Background Checks)</li> <li>▪ Order Schedule 19 (Scottish Law)</li> <li>▪ Order Schedule 20 (Brief)</li> <li>▪ Order Schedule 21 (Northern Ireland Law)</li> <li>▪ Order Schedule 23 (HMRC Terms)</li> </ul> </li> </ul> </li> <li>6. DPS Schedule 7 (Order Procedure)</li> </ol>

		<p>7. DPS Schedule 8 (Self Audit Certificate)</p> <p>8. DPS Schedule 9 (Cyber Essentials Scheme)</p> <p>9. Joint Schedule 2 (Variation Form)</p> <p>10. Joint Schedule 3 (Insurance Requirements)</p> <p>11. Joint Schedule 4 (Commercially Sensitive Information)</p> <p>12. Joint Schedule 6 (Key Subcontractors)</p> <p>13. Joint Schedule 7 (Financial Difficulties)</p> <p>14. Joint Schedule 8 (Guarantee)</p> <p>15. Joint Schedule 10 (Rectification Plan)</p> <p>16. Joint Schedule 12 (Supply Chain Visibility)</p> <p>17. CCS Core Terms - DPS (RM6124 Communications Marketplace DPS Core Terms v1.0)</p> <p>18. Joint Schedule 5 (Corporate Social Responsibility) RM6124</p> <p>19. DPS Schedule 2 (DPS Application) RM6124 as long as any part of the DPS Application that offers a better commercial position for CCS or Clients(as decided by CCS) take precedence over the documents above.</p>
9.	<b>DPS Special Terms</b>	Not applicable.
10.	<b>DPS Pricing</b>	Not used.
11.	<b>Insurance</b>	Details in Annex of Joint Schedule 3 (Insurance Requirements).
12.	<b>Cyber Essentials Certification</b>	<p>Cyber Essentials Scheme Basic Certificate.</p> <p>Details in DPS Schedule 9 (Cyber Essentials Scheme).</p>
13.	<b>Management Charge</b>	The Agency will pay, excluding VAT, 1% of all the Charges for the Goods and Services invoiced to the Client under all Order Contracts.
14.	<b>GCS Management Charge</b>	All Charges for Goods and Services invoiced to Clients who are Government Bodies will be charged at an additional 1%. This charge is payable by the Client and collected by the Agency on behalf of CCS for GCS. The Agency should add this charge to their charges for all Goods and Services invoiced to such Clients.
15.	<b>Data Protection Liability Cap</b>	£10,000,000.

16.	<b>Agency DPS Manager</b>	<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.	<b>Agency Authorised Representative</b>	<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.	<b>Agency Compliance Officer</b>	<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.	<b>Agency Data Protection Officer</b>	<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.	<b>Agency Marketing Contact</b>	<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>
21.	<b>Key Subcontractors</b>	<p><b>Key Subcontractor 1</b></p> <p>Name (Registered name if registered) [insert name]</p> <p>Registration number (if registered) [insert number]</p> <p>Role of Subcontractor [insert role]</p> <p>Details such as above will be requested as part of your SQ DPS Submission. <b>[Guidance:</b> copy above lines as needed]</p>
22.	<b>CCS Authorised Representative</b>	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>

For and on behalf of the Agency:		For and on behalf of CCS:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	