

## **DPS Schedule 3 (DPS Pricing)**

### **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 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:
  - time charge rates (hourly/ daily);
  - fixed price;
  - project percentage fees.
- 1.5 Where a Buyer specifies a pricing approach based on day rates for supply of Supplier Staff (e.g. time charge rates) they will generally specify a grading system for the required roles.
- 1.6 All charges tendered by the Supplier in response to an Order Tender shall be comprehensive, clear and transparent such that the relevant Buyer can clearly identify how the total tendered price is derived.
- 1.7 Any Travel & Subsistence expenses to be included in the Charges;
  - 1.7.1 will be for costs to the Buyer's location where the Services are principally to be delivered.
  - 1.7.2 The location(s) will be confirmed by the Buyer in the Order Tender and;
  - 1.7.3 expenses will be consistent with the Buyer's travel & subsistence policies
  - 1.7.4 will be a separate and transparent cost line, clearly identified/headed as such in the Charges
- 1.8 The Supplier shall provide CCS with such information regarding the Charges for Order Contracts and prices tendered for Order Tenders as CCS may reasonably require in furtherance of its obligations in respect of securing value for money for public sector procurement spend.

## **2. The Charges**

- 2.1 shall be calculated in accordance with the terms of the Order Contract and in particular in accordance with the terms of the Order Form;
- 2.2 cannot be increased except as specifically permitted by the Order Contract and subject to Indexation where specifically stated in the Order Form.
- 2.3 Any variation to the Charges payable under an Order Contract must be agreed between the Supplier and the Buyer.
- 2.4 The Supplier shall request any increase in Charges following the procedure set out by the Buyer in the Order Contract.
- 2.5 The Order Contract Charges will be fixed for the first year following the Order Contract Commencement Date (the date of expiry of such a period is a "Review Date").
- 2.6 After this Charges can only be adjusted on each following yearly anniversary (the date of each such anniversary is also a "Review Date"), unless otherwise stated in the Order Contract.

## **3. All costs and expenses are included in the Charges**

- 3.1 The Charges shall include all costs and expenses relating to the provision of Deliverables. No further amounts shall be payable in respect of matters such as:
  - 3.1.1 incidental expenses such as travel, subsistence and lodging, document or report reproduction, shipping, desktop or office equipment costs, network or data interchange costs or other telecommunications charges;
  - 3.1.2 the CCS Management Levy as defined within the CCS DPS Appointment Form section 13. or
  - 3.1.3 costs incurred prior to the commencement of any Order Contract.

