

Facilities Management and Workplace Services

Welcome to the Facilities Management (FM) and Workplace Services Dynamic Purchasing System (DPS) Registration questionnaire.

You will only have to complete this questionnaire once to register on FM and Workplace Services DPS. This questionnaire allows you to register with Crown Commercial Service.

As part of the registration process, you will be asked to provide information about the types of FM and workplace services you deliver, the geographical areas you can deliver services in and the contract values you prefer to bid for.

This information will allow buyers to invite you to bid for contracts that are suited to you, streamlining the contracting process. This questionnaire should be updated if your business changes its service offerings to ensure all opportunities offered are valid.

Facilities Management and Workplace Services

1. Please self certify that your organisation and all members of your Group of Economic Operators has an Equality and Diversity Policy that complies with current legislative requirements.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

Facilities Management and Workplace Services

2. Please indicate if, within the past three years, you, your organisation or any other person who has powers of representation, decision or control in the organisation has breached data protection obligations in the UK or anywhere else in the world.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer Yes, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

Please provide details

☐ No

Facilities Management and Workplace Services

3. Please self-certify that your organisation and/or any of your Group of Economic Operators and/or proposed Key Sub-Contractors will comply with the "Supplier Code of Conduct" as detailed in the guidance in the following link?

[Supplier Code of Conduct September 2019](#)

► Guidance on non compliant criteria

This is a PASS or FAIL question. If you select 'No' to this question, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

Facilities Management and Workplace Services

4. In accordance with questions 140, 141, 142 and 143 of the standard Selection Questionnaire, please confirm you have all of the required insurances in place by selecting below, and that you agree to provide evidence of each insurance to CCS following your appointment to the DPS.

Guidance

Once you are **appointed** only to the DPS, you will be required to provide copies of your insurance certificates. However, if you wish you can upload them below now.



It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders.

☐

Employer's (Compulsory) Liability Insurance:
£5m

Please upload insurance certificate (this is optional, please see guidance note).

You may only upload a single file.

Choose File No file selected

☐

Public Liability Insurance: £1m

Please upload insurance certificate (this is optional, please see guidance note).

You may only upload a single file.

Choose File No file selected

☐

Professional Indemnity Insurance: £1m

Please upload insurance certificate (this is optional, please see guidance note).

You may only upload a single file.

Choose File No file selected

Facilities Management and Workplace Services

5. Please indicate which of the following VAT codes apply to your organisation:

☐

UK Company - VAT Registered in the UK

☐

Non-EU Company - Not VAT Registered in the UK

☐

EU Company - VAT Registered in the UK

- ☐ NI Company - VAT Registered in the UK
- ☐ Non-EU Company - VAT Registered in the UK
- ☐ EU Company - Not VAT Registered in the UK
- ☐ UK Company - Not VAT Registered in the UK

Facilities Management and Workplace Services

6. If you have answered No to Q.155 of the standard Selection Questionnaire (Does your organisation have Cyber Essentials Certification?), please confirm below if your response is correct:

► Guidance on non compliant criteria

This section is evaluated as PASS/FAIL. If you answer Yes, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

- ☐ Yes
- ☐ Not Applicable - I have Cyber Essentials

You may only upload a single file.

Choose File

No file selected

- ☐ Not Applicable - I have Cyber Essentials Plus

7. If you have confirmed that you have Cyber Essentials at Q.155 of the Selection Questionnaire and/or at question 6. above, please confirm that you are able to provide a copy of your Cyber Essentials certificate following appointment to this DPS.

► Guidance on non compliant criteria

This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

8. If you have answered No to Q.155 and Yes to Q.156 (Cyber Essentials Plus), of the standard Selection Questionnaire, please confirm you are able to provide a copy of your Cyber Essentials Plus certification, following appointment to the DPS.

If you selected Yes to Q.155 of the standard Selection Questionnaire, please select Not applicable.

► Guidance on non compliant criteria

This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

☐ Not Applicable - I have Cyber Essentials

9. Do the members of your Group of Economic Operators and/or proposed Sub-Contractors agree to have Cyber Essentials certification on or before appointment to the DPS, in line with Schedule 9 (Cyber Essentials Scheme) of the Terms and Conditions.

► Guidance on non compliant criteria

If you are not bidding as a Group of Economic Operators and you are not proposing to use any Sub-Contractors please select Not applicable. This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

☐ Not Applicable

Facilities Management and Workplace Services

10. If you answered Yes to Q19 of the standard Selection Questionnaire, Please provide the number of your Group of Economic Operator members.

If you selected 'No' to Q.19 of the standard Selection Questionnaire, please leave blank.

Number of Group of Economic Operator members

Facilities Management and Workplace Services

11. Please provide details of your Group of Economic Operator member 1.

Name of Group of Economic Operator member 1

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

12. Please confirm the organisation type of Group of Economic Operators member 1.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

13. Please confirm trading status of Group of Economic Operators member 1.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

14. Is your Group of Economic Operators member 1 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

15. Please provide details of your Group of Economic Operator member 2

MEMBER 2.

Name of Group of Economic Operator member 2

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

Operators member 2.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

17. Please confirm trading status of Group of Economic Operators member 2.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

18. Is your Group of Economic Operators member 2 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

19. Please provide details of your Group of Economic Operator member 3.

Name of Group of Economic Operator member 3

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

20. Please confirm the organisation type of Group of Economic Operators member 3.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

21. Please confirm trading status of Group of Economic Operators member 3.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

22. Is your Group of Economic Operators member 3 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

23. Please provide details of your Group of Economic Operator member 4.

Name of Group of Economic Operator member 4

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

24. Please confirm the organisation type of Group of Economic Operators member 4.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

25. Please confirm trading status of Group of Economic Operators member 4.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

26. Is your Group of Economic Operators member 4 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

27. Please provide details of your Group of Economic Operator member 5.

Name of Group of Economic Operator member 5

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

28. Please confirm the organisation type of Group of Economic Operators member 5.



Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

29. Please confirm trading status of Group of Economic Operators member 5.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

30. Is your Group of Economic Operators member 5 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ Yes

☐ No

31. Please provide details of your Group of Economic Operator member 6.

Name of Group of Economic Operator member 6

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

32. Please confirm the organisation type of Group of Economic Operators member 6.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

33. Please confirm trading status of Group of Economic Operators member 6.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

34. Is your Group of Economic Operators member 6 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

35. Please provide details of your Group of Economic Operator member 7.

Name of Group of Economic Operator member 7

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

36. Please confirm the organisation type of Group of Economic Operators member 7.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

37. Please confirm trading status of Group of Economic Operators member 7.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

38. Is your Group of Economic Operators member 7 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

39. Please provide details of your Group of Economic Operator member 8.

Name of Group of Economic Operator member 8

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

40. Please confirm the organisation type of Group of Economic Operators member 8.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

41. Please confirm trading status of Group of Economic Operators member 8.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

42. Is your Group of Economic Operators member 8 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

43. Please provide details of your Group of Economic Operator member 9.

Name of Group of Economic Operator member 9

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

operator's member is:

- ☐ Voluntary, Community and Social Enterprise (VCSE)
- ☐ Sheltered Workshop
- ☐ Public service mutual
- ☐ None of the above

45. Please confirm trading status of Group of Economic Operators member 9.

- ☐ Public limited company
- ☐ Limited company
- ☐ Limited liability partnership
- ☐ Other partnership
- ☐ Sole trader
- ☐ Third sector
- ☐ Other

Please specify trading status

46. Is your Group of Economic Operators member 9 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

47. Please provide details of your Group of Economic Operator member 10.

Name of Group of Economic Operator member 10

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

48. Please confirm the organisation type of Group of Economic Operators member 10.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

49. Please confirm trading status of Group of Economic Operators member 10.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

50. Is your Group of Economic Operators member 10 a Small, Medium or Micro Enterprise (SME) ?

Does your business have fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million?

☐ Yes

☐ No

Facilities Management and Workplace Services

51. Please confirm if your organisation has previously been appointed to this DPS, and subsequently removed from this DPS following a Contract Termination?

☐ Yes

☐ No

Please confirm the date your contract was terminated.

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please provide details of the reason for your contract termination.

Guidance

If you cannot provide evidence of self cleaning that is acceptable to CCS, you will be excluded from further participation in this DPS. In this instance CCS will confirm the reasons why.

Facilities Management and Workplace Services

52. Please provide your Companies House registered company number.

Registered company number

53. Please review the answers you have provided in the previous sections of your DPSQ submission and select the following tick box to confirm that the responses provided are correct.

Please note, you are unable to change responses in previous sections: Equality and Diversity, Data Protection, Supplier Code of Conduct, Insurances, Cyber Security, Group of Economic Operators, Contract Termination, and Companies House Data. Once you have selected the tick box to confirm the responses provided are correct and you select 'Save and Continue'.

☐

I Confirm

Facilities Management and Workplace Services

54. Are you able to provide your completed [Attachment 3a Financial Viability Risk Assessment Tool](#)?

Please read [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#) before completing.

☐

Yes

Please upload your completed Attachment 3a Financial Viability Risk Assessment Tool, this should also include where applicable your parent company and ultimate parent company information.
You may only upload a single file.

Choose File

No file selected

☐

No

55. Are you able to provide your published accounts as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#) ?

If your company has been in operation for less than 3 years please provide all available accounts

available accounts.

☐ Yes

Please upload your accounts.
You may only upload a single file.

Choose File No file selected

☐ No

56. Are you able to provide your parent company published accounts as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

If your parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload your parent company accounts.
You may only upload a single file.

Choose File No file selected

☐ No

☐ Not Applicable

57. Are you able to provide your ultimate parent company published accounts as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

If your ultimate parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload your ultimate parent company accounts.
You may only upload a single file.

Choose File No file selected

☐ No

☐ Not Applicable

58. If you are bidding as a Group of Economic Operators, are you able to provide your completed [Attachment 3a Financial Viability Risk Assessment Tool](#) for each member?

Please read [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#) before completing.

Please note you must provide this for each member, this should also include where applicable their parent company and ultimate parent company information.

☐ Yes

Please upload your completed Attachment 3a Financial Viability Risk Assessment Tool for each member, this should also include where applicable their parent company and ultimate parent company information.

You may upload up to 10 files.

No file selected

☐ No

59. Are you able to provide published accounts for each member of the Group of Economic Operators as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

Please note you must provide this for each member, this should also include where applicable their parent company and ultimate parent company information.

☐ Yes

Please upload the accounts.
You may upload up to 30 files.

No file selected

☐ No

60. Are you able to provide the parent company published accounts for each member as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

If your parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload the parent company accounts for each member.
You may upload up to 30 files.

No file selected

☐ No

☐ Not Applicable

61. Are you able to provide the ultimate parent company published accounts for each member as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

If your ultimate parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload the ultimate parent company accounts for each member.
You may upload up to 30 files.

No file selected

☐ No

☐ Not Applicable

Facilities Management and Workplace Services

62. Please confirm if you intend to use a supply chain for this contract.

☐ Yes

☐ No

Facilities Management and Workplace Services

63. Please confirm if you are a new entrant (including a SPV (Special Purpose Vehicle) or JV (Joint venture) set up solely for this contract, or a Sole Trader) to the market (trading for less than 12 months).

☐ Yes

☐ No

Facilities Management and Workplace Services

64. Please confirm you are able to provide your Companies House number, to verify your response at question 54.

If you fail to provide a response to this question, you will not be able to progress with your DPS submission.

☐ Yes

Please confirm your Company Registration number as applicable.

Please note CCS will use your Companies Registration number, to undertake a compliance check via Companies House to verify your response at question 54.

☐ No

65. Please confirm if you are bidding as a SPV (Special Purpose Vehicle), JV (Joint venture) set up solely for this DPS or as a Sole Trader.

If you fail to provide a response to this question, you will not be able to progress with your DPS submission.

☐ Yes

Please confirm the date your SPV (Special Purpose Vehicle), JV (Joint venture) or Sole Trader status was set up.

Please note, if the date provided is not within the last 12 months you will be required to provide a response to questions 66-70 of this section as applicable.

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ No

Facilities Management and Workplace Services

66. Please confirm that you have systems in place to ensure that those in your supply chain are paid within your agreed contractual terms.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

67. Please confirm you have procedures for resolving disputed invoices promptly and effectively with those in your supply chain.

Not all payments involve an invoice. We advise that this includes situations where all payments are due.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

Facilities Management and Workplace Services

68. For all contracts entered into pursuant to a procurement carried out under the PCR 2015, please confirm you include 30 day payment terms in all of your sub-contracts (and you require your supply chain to do so) on all such contracts.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6264 DPS.

☐ Yes

☐ No

Facilities Management and Workplace Services

69. Please select one of the following statements which apply to your organisation.

In order to comply with Procurement Policy Notice (PPN) 08/21 on Supplier's approach to payment in the procurement of major contracts, a set of questions have been devised that Suppliers must respond to. Please refer to READ FIRST RM6264 -DPS Needs v1.0 paragraphs 53 to 61 for further details.

- ☐ 95% or above of all supply chain invoices are paid in sixty (60) days in at least one of the two previous six month reporting periods after removing intercompany payments;
- ☐ 90%-95% of all supply chain invoices are paid in sixty (60) days in at least one of the two previous six month reporting periods after removing intercompany payments;
- ☐ 90% or less of all supply chain invoices are paid in sixty (60) days in at least one of the two previous six month reporting periods after removing intercompany paymen

Facilities Management and Workplace Services

70. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods. This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category which should total 95% or above.

Within 30 days

In 31 to 60 days

Facilities Management and Workplace Services

71. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods. This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category.

Within 30 days

In 31 to 60 days

In 61 days or more

Due but not paid by the last date for payment under agreed contractual terms

It is acceptable to cross refer to information that has previously been submitted to Government or is publicly available (provided it covers the requested period), in which case, please provide details and/or insert link(s):

Facilities Management and Workplace Services

72. If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.

If you are required to submit an action plan under question 73, this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 73.

73. If you are unable to demonstrate that 95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two (2) six (6) months reporting periods, please upload in response to this question an action plan for improvement which should include (as a minimum) the following.

If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features.

1. Identification of the primary causes of failure to pay:
 - a. 95% of all supply chain invoices within 60 days; and
 - b. If relevant under question 72, all invoices within agreed terms
2. Actions to address each of these causes
3. A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent).
4. Plan signed off by Director
5. Plan published on its website (this can be shorter, summary plan).

You may only upload a single file.

Choose File

No file selected

74. If you are bidding as a Group of Economic Operators (GoEO), please confirm that all members of your GoEO comply with the responses you have provided in questions 66 - 73 of the DPSQ as applicable.

☐ Yes

☐ No

Please provide full details to support this response in the text box provided below:

☐ Not Applicable

Facilities Management and Workplace Services

75. Please select the '**Service**' in which your organisation is able to provide. Tick all that apply.

☐ Catering Services

☐ Cleaning Services

☐ Defence Only - End User Accommodation Services

☐ Helpdesk Services

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6264 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

- ☐ Landscaping Services
- ☐ Maintenance Services
- ☐ Miscellaneous FM Services
- ☐ Security Services
- ☐ Smart FM Solutions including Computer Aided Facility Management (CAFM) Services
- ☐ Specialist Defence FM Services
- ☐ Statutory Obligations / Compliance Services
- ☐ Visitor Support Services
- ☐ Waste Services

Facilities Management and Workplace Services

76. Please confirm the services your organisation is able to provide for **Catering Services**.

- ☐ Chilled potable water
- ☐ Deli / coffee bar
- ☐ Events and functions
- ☐ Full service restaurant
- ☐ Hospitality and meetings
- ☐ Outside catering
- ☐ Residential catering Services

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6264 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

- ☐ Retail Services / Convenience Store
- ☐ Trolley service
- ☐ Vending Services (food and beverages)

77. Please confirm the services your organisation is able to provide for **Cleaning Services**.

- ☐ Cleaning of communications and equipment rooms
- ☐ Cleaning of curtains and window blinds
- ☐ Cleaning of external areas
- ☐ Cleaning of integral barrier mats
- ☐ Deep (periodic) cleaning services
- ☐ Hotel Services
- ☐ Housekeeping
- ☐ Infection Control / Touchpoint cleaning
- ☐ IT equipment cleaning
- ☐ Linen and laundry Services
- ☐ Medical and clinical cleaning
- ☐ Mobile cleaning Services
- ☐ Pest control Services
- ☐ Reactive cleaning (outside operational hours)

☐ **Routine cleaning**

- ☐ Routine cleaning
- ☐ Specialist cleaning
- ☐ Window cleaning (external)
- ☐ Window cleaning (internal)

78. Please confirm the services your organisation is able to provide for **Defence Only - End User Accommodation Services**.

These services are for use by Defence Infrastructure Organisation (DIO) and Ministry of Defence (MoD) only.

- ☐ Accommodation Compliance Services
- ☐ Accommodation Maintenance Services
- ☐ Accommodation Stores Service
- ☐ Applications And Allocations Services
- ☐ Customer Service Centre
- ☐ Emergency Accommodation
- ☐ Future Accommodation Model (FAM)
- ☐ Housing Stock Management
- ☐ Occupancy Management
- ☐ Occupation Management
- ☐ Property Maintenance Support Desk Services
- ☐ Rental Services
- ☐ Special Need Or Disability Adaptions

☐ Third Party Claims

79. Please confirm your organisation is able to provide **Helpdesk Services**.

☐ Helpdesk Services

80. Please confirm the services your organisation is able to provide for **Landscaping Services**.

☐ Cut flowers and Christmas trees

☐ Hard Landscaping Services

☐ Internal planting

☐ Planned snow and ice clearance

☐ Reactive snow and ice clearance

☐ Reservoirs, ponds, river walls and water feature maintenance

☐ Soft Landscaping Services

☐ Tree Surgery (Arboriculture)

81. Please confirm the services your organisation is able to provide for **Maintenance Services**.

☐ Audio Visual (AV) equipment maintenance

☐ Automated barrier control systems maintenance

☐ Building Management System (BMS) maintenance

☐ Catering equipment maintenance

☐ Environmental cleaning service

- ☐ Fire detection and firefighting systems maintenance
- ☐ High Voltage (HV) and switchgear maintenance
- ☐ Internal and external building fabric maintenance
- ☐ Lifts, hoists and conveyance systems maintenance
- ☐ Locksmith Services
- ☐ Mail room equipment maintenance
- ☐ Mechanical and Electrical Engineering Maintenance
- ☐ Office Machinery Servicing and Maintenance
- ☐ Planned / Group re-lamping service
- ☐ Reactive maintenance services
- ☐ Security, access and intruder systems maintenance
- ☐ Specialist maintenance Services
- ☐ Standby power system maintenance
- ☐ Television cabling maintenance
- ☐ Ventilation and air conditioning systems maintenance
- ☐ Voice announcement system maintenance

82. Please confirm the services your organisation is able to provide for **Miscellaneous FM Services**.

- ☐ Additional support Services
- ☐ Archiving (on-site)
- ☐ Cable management
- ☐ Caretaker / Janitor Services
- ☐ Chaplaincy support services
- ☐ Childcare facility
- ☐ Clocks
- ☐ Courier booking and distribution services
- ☐ Energy and utilities management bureau services
- ☐ First aid and medical service
- ☐ Flag flying service
- ☐ Footwear cobbling services
- ☐ Furniture Management
- ☐ Hairdressing services
- ☐ Housing and residential accommodation management
- ☐ Internal messenger Service
- ☐ Journal, magazine and newspaper supply
- ☐ Mail Services

- ☐ Move and space management (internal moves)
- ☐ Portable washroom solutions
- ☐ Porterage
- ☐ Repairperson Services
- ☐ Reprographics Service
- ☐ Signage
- ☐ Space management
- ☐ Specialist Health FM Services
- ☐ Sports and leisure service
- ☐ Stores and Goods Management Services
- ☐ Transport, Driver and Vehicle Service

83. Please confirm the services your organisation is able to provide for **Security Services**.

- ☐ Additional security Services
- ☐ Blended Static Guarding Service
- ☐ CCTV / alarm monitoring
- ☐ Control of access - Staff and Visitors
- ☐ Control of access - Vehicles
- ☐ Emergency response
- ☐ Enhanced security requirements

- ☐ Key holding
- ☐ Lock Up / open up of Buyer Premises
- ☐ Management of visitors and passes
- ☐ Patrols (fixed or static guarding)
- ☐ Patrols (mobile via a specific visiting vehicle)
- ☐ Reactive guarding
- ☐ Remote CCTV / alarm monitoring
- ☐ Static Guarding Service

84. Please confirm the services your organisation is able to provide for **Smart FM Solutions including Computer Aided Facility Management (CAFM) Services.**

- ☐ Smart FM Solutions and CAFM - Soft FM Requirements
- ☐ Smart FM Solutions and CAFM - TFM & Hard FM Requirements

85. Please confirm the services your organisation is able to provide for **Specialist Defence FM Services.**

- ☐ End-User Accommodation Services
- ☐ Land Management Service (LMS)
- ☐ Management and Control of Ranges and Training Areas (MCRT) including the Operation of a Bidding & Allocation Management (BAMS) system
- ☐ Rural Estate Maintenance (REM) Services
- ☐ Training Areas and Ranges Operation and Management (TAROM) Services and the

provision of a service for Targets deployed overseas

86. Please confirm the services your organisation is able to provide for **Statutory Obligations / Compliance Services**.

- ☐ Asbestos Management
- ☐ Building Information Modelling (BIM) and Government Soft Landings (GSL)
- ☐ Condition surveys
- ☐ Display Energy Certificates (DECs)
- ☐ Electrical Testing
- ☐ Energy Performance Certificates (EPCs)
- ☐ Fire Risk Assessments
- ☐ Miscellaneous Surveys, Audits and Testing Services
- ☐ Permit to Work (PtW)
- ☐ Portable Appliance Testing (PAT)
- ☐ Radon Testing Services
- ☐ Statutory Inspections
- ☐ Water hygiene maintenance

87. Please confirm the services your organisation is able to provide for **Visitor Support Services**.

- ☐ Car park management and booking services
- ☐ Concierge Services

- ☐ Reception Services
- ☐ Taxi-booking Services
- ☐ Voice announcement system operation

88. Please confirm the services your organisation is able to provide for **Waste Services**.

- ☐ Clinical Waste
- ☐ Feminine hygiene waste
- ☐ General waste
- ☐ Hazardous waste
- ☐ Off Site Classified Waste Shredding Service
- ☐ On Site / Mobile Classified Waste Shredding Service
- ☐ Recycled waste and waste for re-use
- ☐ Specialist Waste Destruction Services

Facilities Management and Workplace Services

89. Please select the '**Building Type**' in which your organisation is able to provide. Tick all that apply.

- ☐ Animal Facilities
- ☐ Call Centre Operations
- ☐ Custodial Facilities
- ☐ Data Centre Operations

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6264 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

☐ Doctors, Dentists and Health Clinics

☐ Educational Establishments

☐ Fire and Police Stations

☐ Fitness / Training Establishments

☐ Garages

☐ General office

☐ Heritage Buildings

☐ Hospitals

☐ Laboratory

☐ List X Property
These properties are used by Defence
Infrastructure Organisation (DIO) and Ministry
of Defence (MoD) only and require specialist
security clearance levels

☐ Museums /Galleries

☐ Nuclear Facilities

☐ Nursery and Care Homes

☐ Parks, grounds and car parks

☐ Port and Airport buildings

☐ Production Facilities

☐ Restaurant and Catering Facilities

☐ Void / Mothballed / Vacant / Disposal

☐ Warehouses

☐ Workshops

☐ Other

Facilities Management and Workplace Services

90. Please select the location(s) in which your organisation is able to provide services. Tick all that apply.

☐ All locations

☐ Bedfordshire and Hertfordshire

☐ Berkshire, Buckinghamshire and Oxfordshire

☐ Cheshire

☐ Cornwall and Isles of Scilly

☐ Cumbria

☐ Derbyshire and Nottinghamshire

☐ Devon

☐ Dorset and Somerset

☐ East Anglia

☐ East Wales

☐ East Yorkshire and Northern Lincolnshire

☐ Eastern Scotland

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6264 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

☐

☐ Essex

☐ Gloucestershire, Wiltshire and Bath/Bristol area

☐ Greater Manchester

☐ Hampshire and Isle of Wight

☐ Herefordshire, Worcestershire and Warwickshire

☐ Highlands and Islands

☐ Inner London - East

☐ Inner London - West

☐ Kent

☐ Lancashire

☐ Leicestershire, Rutland and Northamptonshire

☐ Lincolnshire

☐ Merseyside

☐ North Eastern Scotland

☐ Northern Ireland

☐ Northumberland and Tyne and Wear

☐ Outer London - East and North East

☐ Outer London - South

- ☐ Outer London - West and North West
- ☐ Shropshire and Staffordshire
- ☐ Southern Scotland
- ☐ South Yorkshire
- ☐ Surrey, East and West Sussex
- ☐ Tees Valley and Durham
- ☐ West Central Scotland
- ☐ West Midlands
- ☐ West Wales and The Valleys
- ☐ West Yorkshire
- ☐ Yorkshire

Facilities Management and Workplace Services

91. Please select the location(s) within the **All locations** in which your organisation is able to provide services. Tick all that apply.

- ☐ All regions

92. Please select the location(s) within the **Bedfordshire and Hertfordshire** in which your organisation is able to provide services. Tick all that apply.

- ☐ Bedford
- ☐ Central Bedfordshire
- ☐ Hertfordshire

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6264 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

☐ Luton

93. Please select the location(s) within the **Berkshire, Buckinghamshire and Oxfordshire** in which your organisation is able to provide services. Tick all that apply.

☐ Berkshire

☐ Buckinghamshire CC

☐ Milton Keynes

☐ Oxfordshire

94. Please select the location(s) within the **Cheshire** in which your organisation is able to provide services. Tick all that apply.

☐ Cheshire East

☐ Cheshire West and Chester

☐ Warrington

95. Please select the location(s) within the **Cornwall and Isles of Scilly** in which your organisation is able to provide services. Tick all that apply.

☐ Cornwall and Isles of Scilly

96. Please select the location(s) within the **Cumbria** in which your organisation is able to provide services. Tick all that apply.

☐ East Cumbria

☐ West Cumbria

97. Please select the location(s) within the **Derbyshire and Nottinghamshire** in which your organisation is able to provide services. Tick all that apply.

☐ Derby

☐ East Derbyshire

☐ North Nottinghamshire

☐ Nottingham

☐ South and West Derbyshire

☐ South Nottinghamshire

98. Please select the location(s) within the **Devon** in which your organisation is able to provide services. Tick all that apply.

☐ Devon CC

☐ Plymouth

☐ Torbay

99. Please select the location(s) within the **Dorset and Somerset** in which your organisation is able to provide services. Tick all that apply.

☐ Bournemouth and Poole

☐ Dorset CC

☐ Somerset

100. Please select the location(s) within the **East Anglia** in which your organisation is able to provide services. Tick all that apply.

☐ Breckland and South Norfolk

☐ Cambridgeshire CC

☐ North and West Norfolk

☐ Norwich and East Norfolk

☐ Peterborough

☐ Suffolk

101. Please select the location(s) within the **East Wales** in which your organisation is able to provide services. Tick all that apply.

☐ Cardiff and Vale of Glamorgan

☐ Flintshire and Wrexham

☐ Monmouthshire and Newport

☐ Powys

102. Please select the location(s) within the **East Yorkshire and Northern Lincolnshire** in which your organisation is able to provide services. Tick all that apply.

☐ East Riding of Yorkshire

☐ Kingston upon Hull, City of

☐ North and North East Lincolnshire

103. Please select the location(s) within the **Eastern Scotland** in which your organisation is able to provide services. Tick all that apply.

☐ Angus and Dundee City

☐ Clackmannanshire and Fife

☐ East Lothian and Midlothian

☐ Edinburgh, City of

☐ Falkirk

☐ Perth & Kinross and Stirling

☐ West Lothian

104. Please select the location(s) within the **Essex** in which your organisation is able to provide services. Tick all that apply.

organisation is able to provide services. Tick all that apply.

- ☐ Essex Haven Gateway
- ☐ Essex Thames Gateway
- ☐ Heart of Essex
- ☐ Southend-on-Sea
- ☐ Thurrock
- ☐ West Essex

105. Please select the location(s) within the **Gloucestershire, Wiltshire and Bath/Bristol area** in which your organisation is able to provide services. Tick all that apply.

- ☐ Bath and North East Somerset, North Somerset and South Gloucestershire
- ☐ Bristol, City of
- ☐ Gloucestershire
- ☐ Swindon
- ☐ Wiltshire

106. Please select the location(s) within the **Greater Manchester** in which your organisation is able to provide services. Tick all that apply.

- ☐ Greater Manchester North East
- ☐ Greater Manchester North West
- ☐ Greater Manchester South East
- ☐ Greater Manchester South West

- ☐ Manchester

☐ **MANCHESTER**

107. Please select the location(s) within the **Hampshire and Isle of Wight** in which your organisation is able to provide services. Tick all that apply.

☐ Central Hampshire

☐ Isle of Wight

☐ North Hampshire

☐ Portsmouth

☐ South Hampshire

☐ Southampton

108. Please select the location(s) within the **Herefordshire, Worcestershire and Warwickshire** in which your organisation is able to provide services. Tick all that apply.

☐ Herefordshire, County of

☐ Warwickshire

☐ Worcestershire

109. Please select the location(s) within the **Highlands and Islands** in which your organisation is able to provide services. Tick all that apply.

☐ Caithness & Sutherland and Ross & Cromarty

☐ Inverness & Nairn and Moray, Badenoch & Strathspey

☐ Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

☐ Na h-Eileanan Siar (Western Isles)

☐ Orkney Islands

☐☐

Shetland Islands

110. Please select the location(s) within the **Inner London - East** in which your organisation is able to provide services. Tick all that apply.

☐

Hackney and Newham

☐

Haringey and Islington

☐

Lambeth

☐

Lewisham and Southwark

☐

Tower Hamlets

111. Please select the location(s) within the **Inner London - West** in which your organisation is able to provide services. Tick all that apply.

☐

Camden and City of London

☐

Kensington & Chelsea and Hammersmith & Fulham

☐

Wandsworth

☐

Westminster

112. Please select the location(s) within the **Kent** in which your organisation is able to provide services. Tick all that apply.

☐

East Kent

☐

Kent Thames Gateway

☐

Medway

☐

Mid Kent

☐

West Kent

113. Please select the location(s) within the **Lancashire** in which your organisation is able to provide services. Tick all that apply.

- ☐ Blackburn with Darwen
- ☐ Blackpool
- ☐ Chorley and West Lancashire
- ☐ East Lancashire
- ☐ Lancaster and Wyre
- ☐ Mid Lancashire

114. Please select the location(s) within the **Leicestershire, Rutland and Northamptonshire** in which your organisation is able to provide services. Tick all that apply.

- ☐ Leicester
- ☐ Leicestershire CC and Rutland
- ☐ North Northamptonshire
- ☐ West Northamptonshire

115. Please select the location(s) within the **Lincolnshire** in which your organisation is able to provide services. Tick all that apply.

- ☐ Lincolnshire

116. Please select the location(s) within the **Merseyside** in which your organisation is able to provide services. Tick all that apply.

- ☐ East Merseyside
- ☐ Liverpool
- ☐ Sefton

☐ Wirral

117. Please select the location(s) within the **North Eastern Scotland** in which your organisation is able to provide services. Tick all that apply.

☐ Aberdeen City and Aberdeenshire

118. Please select the location(s) within the **Northern Ireland** in which your organisation is able to provide services. Tick all that apply.

☐ Antrim and Newtownabbey

☐ Ards and North Down

☐ Armagh City, Banbridge and Craigavon

☐ Belfast

☐ Causeway Coast and Glens

☐ Derry City and Strabane

☐ Fermanagh and Omagh

☐ Lisburn and Castlereagh

☐ Mid and East Antrim

☐ Mid Ulster

☐ Newry, Mourne and Down

119. Please select the location(s) within the **Northumberland and Tyne and Wear** in which your organisation is able to provide services. Tick all that apply.

☐ Northumberland

☐ Sunderland

☐ Tyneside

120. Please select the location(s) within the **Outer London - East and North East** in which your organisation is able to provide services. Tick all that apply.

☐ Barking & Dagenham and Havering

☐ Bexley and Greenwich

☐ Enfield

☐ Redbridge and Waltham Forest

121. Please select the location(s) within the **Outer London - South** in which your organisation is able to provide services. Tick all that apply.

☐ Bromley

☐ Croydon

☐ Merton, Kingston upon Thames and Sutton

122. Please select the location(s) within the **Outer London - West and North West** in which your organisation is able to provide services. Tick all that apply.

☐ Barnet

☐ Brent

☐ Ealing

☐ Harrow and Hillingdon

☐ Hounslow and Richmond upon Thames

123. Please select the location(s) within the **Shropshire and Staffordshire** in which your organisation is able to provide services. Tick all that apply.

☐ Shropshire CC

☐☐

Staffordshire CC

☐

Stoke-on-Trent

☐

Telford and Wrekin

124. Please select the location(s) within the **Southern Scotland** in which your organisation is able to provide services. Tick all that apply.

☐

Dumfries & Galloway

☐

East Ayrshire and North Ayrshire mainland

☐

Scottish Borders

☐

South Ayrshire

☐

South Lanarkshire

125. Please select the location(s) within the **South Yorkshire** in which your organisation is able to provide services. Tick all that apply.

☐

Barnsley, Doncaster and Rotherham

☐

Sheffield

126. Please select the location(s) within the **Surrey, East and West Sussex** in which your organisation is able to provide services. Tick all that apply.

☐

Brighton and Hove

☐

East Surrey

☐

East Sussex CC

☐

West Surrey

☐

West Sussex (North East)

☐ West Sussex (South West)

127. Please select the location(s) within the **Tees Valley and Durham** in which your organisation is able to provide services. Tick all that apply.

☐ Darlington

☐ Durham CC

☐ Hartlepool and Stockton-on-Tees

☐ South Teesside

128. Please select the location(s) within the **West Central Scotland** in which your organisation is able to provide services. Tick all that apply.

☐ East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

☐ Glasgow City

☐ Inverclyde, East Renfrewshire and Renfrewshire

☐ North Lanarkshire

129. Please select the location(s) within the **West Midlands** in which your organisation is able to provide services. Tick all that apply.

☐ Birmingham

☐ Coventry

☐ Dudley

☐ Sandwell

☐ Solihull

☐ Walsall

☐ Wolverhampton

130. Please select the location(s) within the **West Wales and The Valleys** in which your organisation is able to provide services. Tick all that apply.

☐ Bridgend and Neath Port Talbot

☐ Central Valleys

☐ Conwy and Denbighshire

☐ Gwent Valleys

☐ Gwynedd

☐ Isle of Anglesey

☐ South West Wales

☐ Swansea

131. Please select the location(s) within the **West Yorkshire** in which your organisation is able to provide services. Tick all that apply.

☐ Bradford

☐ Calderdale and Kirklees

☐ Leeds

☐ Wakefield

132. Please select the location(s) within the **Yorkshire** in which your organisation is able to provide services. Tick all that apply.

☐ North Yorkshire CC

☐ York

Facilities Management and Workplace Services

133. Please select the **Annual Contract Value** in which your organisation is able to provide services. Tick all that apply.

- ☐ £0 - £25,000
- ☐ £25,001 - £50,000
- ☐ £50,001 - £100,000
- ☐ £100,001 - £250,000
- ☐ £250,001 - £500,000
- ☐ £500,001 +

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6264 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Facilities Management and Workplace Services

134. Under this Dynamic Purchasing System, a Contracting Authority running a Call For Competition may wish to evaluate Social Value relevant to the delivery of Goods and/or Services to be delivered under the contract being tendered.
In addition, Central Government / Contracting Authorities in scope of PPN 6/20 'Taking Account of Social Value in the Award of Central Government Contracts' may choose to evaluate Suppliers by incorporating any of the Social Value Policy Outcomes or Themes as set out in the Social Value Model of PPN 6/20 in their award criteria.

Does your organisation including all key subcontractors commit to the provision of social value initiatives where requested by a Contracting Authority under any resultant contract placed under this Dynamic Purchasing System?

- ☐ Yes
- ☐ No

135. Please confirm that you will support Social Value development and reporting through this DPS Agreement.

This policy is set out in detail in [Policy Procurement Note 06/20](#) and © 2022 NQC Ltd All Rights Reserved.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6242 DPS.

☐ Yes

☐ No

Facilities Management and Workplace Services

136. Are you a new supplier and have been trading for less than 12 months?

☐ Yes

☐ No

137. Please confirm that you, and if applicable each of your Group of Economic Operators, have detailed your environmental management measures by completing a Carbon Reduction Plan which meets the required reporting standard.

Templates for a carbon reduction plan, along with guidance on the standards applicable and guidance for public sector organisations on the scope and application, can be found at: [Procurement Policy Note 6/21](#)

Your bid will fail if you do not select 'Yes' to this question.

☐ Yes

Please provide a link to your most recently published Carbon Reduction Plan here:

☐ No

Please confirm why you can not provide your Carbon Reduction Plan

138. Please confirm whether or not you are submitting a Carbon Reduction Plan covering both the bidding entity and the parent organisation.

If you are submitting a Carbon Reduction Plan please confirm that:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website

☐ Yes

☐ No

139. Please provide a link to your most recently published Carbon Reduction Plan here.

Where the response is being completed on behalf of a Group of Economic Operators, you must provide a link to each member's Carbon Reduction Plan.

If you, or if applicable any of your Group of Economic Operator members, do not have a website, you must attach a copy of your Carbon Reduction Plan to this question and confirm that you are willing to provide your plan upon request to Buyers under the DPS who may request it in future within 30 days of the request being made.

You may only upload a single file.

Choose File

No file selected

140. If in question 139 you, or if applicable any of your Group of Economic Operator members, are unable to report emissions in the Carbon Reduction Plan for any Scopes or only for some Scopes, or if the reporting period is more than 12 months from the date of commencement of the DPS, you must provide an acceptable explanation as to why at this question and provide a copy of your draft plan at question 139.

Please provide full details to support this response in the text box provided below:

141. Please confirm that your organisation, and if applicable each of your consortium members, is / are taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050.

☐ Yes

☐ No

142. You are required to provide the below data from your Carbon Reduction Plan.

Baseline Year Scope 1

Baseline Year Scope 2

Baseline Year Scope 3

Reporting Year Scope 1

Reporting Year Scope 2

Reporting Year Scope 3

143. Do you confirm your commitment to achieving Net Zero by 2050 and commit to publishing a full Carbon Reduction Plan (CRP) on your website as soon as possible.

☐ Yes

☐ No



144. Please confirm the date by which you will be able to provide a full Carbon Reduction Plan.

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Facilities Management and Workplace Services

145. Please review the contact information below that you have provided at question number 104 of your Selection Questionnaire, and update any fields if required, before continuing to the next page.

Please note, Buyers will have access to the contact details you provide here. Therefore please ensure the information provided is correct as Buyers will use this to contact you.

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6264 Facilities Management and Workplace Services DPSQ.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Country

146. Please review the following information for your organisations headquarters, and update any fields if required, before continuing to the next page.

Please note, Buyers will have access to the contact details you provide here. Therefore please ensure the information provided is correct as Buyers will use this to contact you.

Full name of headquarters

► Search for your location details



Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

DUNS number

Facilities Management and Workplace Services

147. Please provide details of your **DPS Agreement Manager** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6264 Facilities Management and Workplace Services DPSQ.

County

Postcode

Country

Country

Facilities Management and Workplace Services

148. Please provide details of your **Authorised Representative** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6264 Facilities Management and Workplace Services DPSQ.

Town

County

Postcode

Country

Facilities Management and Workplace Services

149. Please provide details of your **Compliance Officer** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6264 Facilities Management and Workplace Services DPSQ.

Street

Town

County

Postcode

Country

Facilities Management and Workplace Services

150. Please provide details of your **Data Protection Officer** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6264 Facilities Management and Workplace Services DPSQ.

► Search for your location details

Address lookup

Search for address

Street

Town

County

Postcode

Country

Country

Facilities Management and Workplace Services

151. Please provide details of your **Marketing Contact** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6264 Facilities Management and Workplace Services DPSQ.

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

County

Postcode

Country

Facilities Management and Workplace Services

Thank you for completing the Facilities Management and Workplace Services DPS questionnaire.

By providing this information you confirm that you are an authorised representative of the organisation for which you have responded. In addition, this confirms that the information you have provided for the questionnaire represents a true and honest account of your organisations performance and that no information has been omitted which should reasonably have been shared.

To review your answers and make any final amendments prior to sending, please click **"Save and view answers"** below.

To submit your Facilities Management and Workplace Services DPS questionnaire, please click **"Continue"** below.

Facilities Management and Workplace Services

154. Have you reviewed the related self cleaning evidence?

☐ Yes

☐ No

Explain the reason why self cleaning evidence is not reviewed

155. Are you satisfied with the evidence and explanation provided by the supplier?

☐ Yes

☐ No

Explain the reason why you are not satisfied with the evidence or explanation provided by supplier

Facilities Management and Workplace Services

156. Please confirm one of the following actions for this supplier submission.

☐ Direct this submission to the Registered 1 stage

☐ Reject this submission from the Facilities Management and Workplace Services DPS

Explain the reason for rejection of this supplier for Facilities Management and Workplace Services DPSQ.

Date supplier can reapply

Day Month Year
(DD) (MM) (YYYY)

Facilities Management and Workplace Services

Please review and confirm your agreement to the following DPS Appointment Form information, before proceeding with your application for the RM6264 Facilities Management and Workplace Services.

Crown Commercial Service

The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).
Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.

Supplier

The name, address, and registration number of the Supplier will be captured as part of the selection questionnaire during the DPS Registration process.

Dynamic Purchasing System Contract

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 as detailed in bid pack Attachment 1- Products and Service Matrix. 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 RM6264 (FTS Notice).

Deliverables

- Facilities Management & Workplace Services
- See DPS Schedule 1 (Specification) for further details.

Dynamic Purchasing System Start Date

The date in which you agree to the Terms and Conditions; and become 'Appointed' to the DPS as detailed in paragraph 6.7 of this DPS Needs document, is the start date of your DPS Agreement. If you become appointed in the first sixty(60) days from the date of the FTS submission (14/12/2022) your DPS agreement start date will be 10/2/2023.

Dynamic Purchasing System Expiry Date

DPS Optional Extension Period

Facilities Management and Workplace Services

Please review the following DPS Incorporated Terms, before proceeding with your application for the RM6264 Facilities Management and Workplace Services.

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:

1. This DPS Appointment Form
2. Any DPS Special Terms (see Section 9 'DPS Special Terms' in the DPS Appointment Form)
3. Joint Schedule 1 (Definitions) RM6264
4. Joint Schedule 11 (Processing Data) RM6264
5. The following Schedules for RM6264 (in equal order of precedence):
 - DPS Schedule 1 (Specification)
 - 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:
 - 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)
 - Order Schedule 24 (Supplier Furnished Terms)
 - Order Schedule 25 (Billable Works and Projects)
 - Order Schedule 26 (Buyer Remedies for Default and Step in Rights)
 - Order Schedule 27 (Construction Contracts)
 - 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)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 12 (Supply Chain Visibility)
6. CCS Core Terms - DPS (version 1.0.3)
7. Joint Schedule 5 (Corporate Social Responsibility) RM6264
8. DPS Schedule 2 (DPS Application)

Facilities Management and Workplace Services

Please review the following information, before proceeding with your application for the RM6264 Facilities Management and Workplace Services.

DPS Pricing
N/A

Insurance
Details in Annex of Joint Schedule 3 (Insurance Requirements).

Cyber

- Essentials Certification
- Cyber Essentials Scheme Basic - see DPS Schedule 9

Management Levy
The Supplier will pay, excluding VAT, 1.0 % of all the Charges for the Deliverables invoiced to the Buyer under all Order Contracts.

Supplier DPS Agreement Manager

Supplier Authorised Representative

Supplier Compliance Officer

Supplier Data Protection Officer

Supplier Marketing Contact

Key Subcontractors

Details of subcontractors where applicable have been registered and provided where applicable as part of your SQ DPS Submission.

CCS Authorised Representative

Name

Job Title

Email Address

Telephone

By selecting "**I Confirm**" you confirm that you comply with the above DPS Appointment Form statements and requirements. Once you have selected the tick box to confirm your compliance and acknowledgement of the above, select '**Save and continue**' to be presented with your non watermarked DPS Appointment Form.

☐

I Confirm

Facilities Management and Workplace Services

You have successfully completed the SQ for Facilities Management and Workplace Services DPS. The DPS Appointment Form will be electronically signed and managed by Crown Commercial Service (CCS) and you.

Final sign off to ensure a legally binding DPS Appointment Form between CCS and you is completed by you ticking your acceptance in the below box.

By ticking, you are confirming that you comply with the following agreements and documentation, which you should download and retain:

- [DPS Agreement](#) (which includes Payment of management Levy)
- [Privacy Notice & CCS DPS Terms of Use](#)
- Answer Link
- [DPS Bid Pack](#) (which includes the Terms and Conditions, DPS Needs and Customer Needs documents)

If you are electronically signing the DPS Appointment Form for the RM6264 Facilities Management and Workplace Services as the lead contact for a Group of Economic Operators (consortia) your electronic signature will be the signature that represents all members of the consortia as detailed within your submission for this DPS.

Once you have ticked that you agree to the covenants above you will be formally 'Appointed' to the DPS for Facilities Management and Workplace Services

Failure to tick that you agree at this stage will prevent you from securing your appointment on to the DPS for Facilities Management and Workplace Services, as there will be no legally binding DMP Appointment Form between CCS and you.

☐ I Agree

Facilities Management and Workplace Services

Welcome to the Supplier Evidence Submission stage of the Facilities Management and Workplace Services DPS questionnaire.

The Supplier Evidence Submission stage allows you to upload the relevant documentation and evidence that you previously indicated you could provide.

Not all evidence will be applicable to all suppliers. Applicable evidence will be requested at Call for Competition stage by the customer prior to award of a contract.

Please be advised that there is currently no evidence submission required.

Facilities Management and Workplace Services

A copy of your standard payment terms for all of your supply chain contracts

Evidence (pdf, image, max file size 5MB)
There is no limit to the number of files you can upload.

Choose File

No file selected

Browse previous...

Details of the systems which are in place to ensure that suppliers are paid Promptly.

Evidence (pdf, image, max file size 5MB)
There is no limit to the number of files you can upload.

Choose File

No file selected

Browse previous...

A copy of your procedures for resolving disputed invoices promptly and Effectively.

Evidence (pdf, image, max file size 5MB)
There is no limit to the number of files you can upload.

Choose File

No file selected

Browse previous...

Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.

Evidence (pdf, image, max file size 5MB)
There is no limit to the number of files you can upload.

Choose File

No file selected

Browse previous...

A copy of your standard payment terms used with sub-contractors on public sector contracts subject to PCR 2015.

Evidence (pdf, image, max file size 5MB)
There is no limit to the number of files you can upload.

Choose File

No file selected

Browse previous...

Facilities Management and Workplace Services

Thank you for completing the Evidence Submission stage of Facilities Management and Workplace Services DPS questionnaire.

To review your answers and make any final amendments prior to submit your evidence, please click "**Save and view answers**" below.

To submit your evidence to your Facilities Management and Workplace Services DPS questionnaire, please click "**Submit Evidence**" below.

Facilities Management and Workplace Services

Confirm the rejection of this supplier for Facilities Management and Workplace Services DPS.

☐ I Confirm

Explain the reason for rejection of this supplier for Facilities Management and Workplace Services DPSQ.

Date supplier can reapply

Day
(DD)

Month
(MM)

Year
(YYYY)

Facilities Management and Workplace Services

Please confirm if you wish to reappoint this supplier.

☐ I Confirm

Please provide a reason