



Crown
Commercial
Service

DPS

Appointment Form

This DPS Appointment Form creates the DPS Contract RM6322 Fund Administration & Disbursement Services (FAADS). 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</p> <ul style="list-style-type: none">• design and development including: programme guidance, design elements, application forms and processes• market engagement and promotion including: communication and marketing, target audiences and pre application guidance• application and award services including: administration, customer services, grant assessment and award, payment processing and performance monitoring• evaluation services including: designing strong evaluation systems, measuring impact and outcomes, carrying out site visits and evaluating lessons learnt• counter fraud services including: fraud detection, post-event assurance, grant review and mitigation of future risk• full programme management: a combination of two or more of the above services <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>

		This opportunity is advertised in the Contract Notice in the Find a Tender Service reference
4.	Deliverables	<ul style="list-style-type: none"> • design and development including: programme guidance, design elements, application forms and processes • market engagement and promotion including: communication and marketing, target audiences and pre application guidance • application and award services including: administration, customer services, grant assessment and award, payment processing and performance monitoring • evaluation services including: designing strong evaluation systems, measuring impact and outcomes, carrying out site visits and evaluating lessons learnt • counter fraud services including: fraud detection, post-event assurance, grant review and mitigation of future risk • full programme management: a combination of two or more of the above services <p>See DPS Schedule 1 (Specification) for further details.</p>
5.	DPS Start Date	28/11/2022
6.	DPS Expiry Date	27/11/2030
7.	DPS Optional Extension Period	N/A
8.	DPS Incorporated Terms (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"> 1. This DPS Appointment Form 2. Any DPS Special Terms (see Section 9 'DPS Special Terms' in this DPS Appointment Form) 3. Joint Schedule 1 (Definitions) RM6322 4. Joint Schedule 11 (Processing Data) RM6322 5. The following Schedules for RM6322 (in equal order of precedence):

		<ul style="list-style-type: none"> ○ DPS Schedule 1 (Specification) ○ DPS Schedule 3 (DPS Pricing) ○ 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) ▪ Order Schedule 24 (Intellectual Property Rights) ○ 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) <p>6. CCS Core Terms - DPS (version 1.0.3)</p>
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		<p>7. Joint Schedule 5 (Corporate Social Responsibility) RM6322</p> <p>8. DPS Schedule 2 (DPS Application) RM6322 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	N/A
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 Certificate. 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>Key Subcontractor 1</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. [Guidance: copy above lines as needed]</p>
21.	CCS Authorised Representative	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p>

		[Insert phone number]
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For and on behalf of the Supplier:		For and on behalf of CCS:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	