

# Housing Maintenance and Repair

Welcome to the Housing Maintenance & Repair Dynamic Purchasing System (DPS) Registration questionnaire.

You will only have to complete this questionnaire once to register on the Housing Maintenance & Repair DPS. This questionnaire allows you to register your planned/reactive maintenance & repair, compliance, whole home retrofit and housing portfolio management services with Crown Commercial Service (CCS).

As part of the registration process, you will be asked to provide information about the types of services you can provide. This information will allow buyers to invite you to bid for contracts that are suited to you directly, streamlining the contracting process. This questionnaire should be updated if your business changes its service offerings to ensure all opportunities offered are valid.

# Housing Maintenance and Repair

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 RM6241 DPS.

☐ Yes

☐ No

# Housing Maintenance and Repair

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 RM6241 DPS.

☐ Yes

Please provide details

☐ No

## Housing Maintenance and Repair

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 RM6241 DPS.

☐ Yes

☐ No

## Housing Maintenance and Repair

4. In accordance with questions 140, 141 and 142 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 = £5m

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 = £5m

Please upload insurance certificate (this is optional, please see guidance note).  
You may only upload a single file.

Choose File

No file selected

## Housing Maintenance and Repair

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

## Housing Maintenance and Repair

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 RM6241 DPS.

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

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 RM6241DPS.

- ☐ Yes



Please upload your Cyber Essentials certification.  
You may only upload a single file.

Choose File

No file selected

☐ 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 RM6241 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 RM6241 DPS.

☐ Yes

☐ No

☐ Not Applicable

# Housing Maintenance and Repair

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

# Housing Maintenance and Repair

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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes

☐ No

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

Name of Group of Economic Operator member 2

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► 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

**16.** Please confirm the organisation type of Group of Economic 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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ 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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ 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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- ☐ 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

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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ 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

Company registration number

DUNS number

Registered VAT number

**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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

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

Search for address

Street

Town or City

County or state

Postcode

Country

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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ 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

Country or city

County or state

Postcode

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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes

☐ No

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

Name of Group of Economic Operator member 9

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► 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

**44.** Please confirm the organisation type of Group of Economic Operators member 9.

☐ 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)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ 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) ?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes

☐ No

## Housing Maintenance and Repair

**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)

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.

# Housing Maintenance and Repair

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
- 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

# Housing Maintenance and Repair

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](#)?

available accounts.

☐ Yes

Please upload your accounts.  
There is no limit to the number of files you can upload.

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.  
There is no limit to the number of files you can upload.

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.  
There is no limit to the number of files you can upload.

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.

You may upload up to 10 files.

Choose File

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.

Choose File

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.

Choose File

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.

Choose File

No file selected

☐ No

☐ Not Applicable

# Housing Maintenance and Repair

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

☐ Yes

☐ No

## Housing Maintenance and Repair

**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

## Housing Maintenance and Repair

**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)
<div></div>	<div></div>	<div></div>

☐

 No

## Housing Maintenance and Repair

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 RM6241 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 RM6241 DPS.

☐ Yes

☐ No

## Housing Maintenance and Repair

**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 RM6241 DPS.

☐ Yes

☐ No

## Housing Maintenance and Repair

**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 the DPS Needs document for further information

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

☐ 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 payment

## Housing Maintenance and Repair

**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

## Housing Maintenance and Repair

**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):

## Housing Maintenance and Repair

**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

## Housing Maintenance and Repair

75. Please select the **type of services** that your organisation is able to provide. Tick all that apply.

☐ Compliance

☐ Housing Portfolio Management

☐ Planned Maintenance & Repair

☐ Reactive/Responsive Maintenance & Repair -

Emergency

☐ Reactive/Responsive Maintenance & Repair - Routine

☐ Void/Vacant Management

☐ Whole Home Retrofit Services  
Suppliers selecting this service will be asked additional questions on accreditations/certifications held

## Housing Maintenance and Repair

76. Please select the '**Compliance**' services that your organisation is able to provide. Tick all that apply.

☐ Asbestos Removal & Management

☐ Asbestos Surveys

☐ Building Condition/Safety Surveys

☐ Electrical Testing, Audits & Safety Services  
Including, but not limited to: Installation, Testing & Fault Finding, Certification and Maintenance/Repair

☐ Fall Protection System Maintenance and Certification

☐ Fire Risk Assessments

☐ Fire Safety Services  
Including, but not limited to, fire safety system services, fire alarms, fire blankets, fire damper systems, extinguishers, shutters, hose reels, smoke alarms, smoke control systems, sprinkler systems

☐ Gas Safety Services  
Includes Audits & Surveys



- ☐ Invasive Weeds Surveys, Management & Removal  
Including Japanese Knot Weed surveys, management, control & removal
- ☐ Lifting Operations and Lifting Equipment Regulations (LOLER)
- ☐ Mould Surveys, Management & Remedial Action
- ☐ Radon Gas Surveys & Services
- ☐ Water Safety & Hygiene Services & Audits  
Includes Legionella control & risk assessment

**77.** Please select the '**Housing Portfolio Management**' services that your organisation is able to provide. Tick all that apply.

- ☐ Housing Portfolio Management

**78.** Please select the '**Planned Maintenance & Repair**' services that your organisation is able to provide. Tick all that apply.

- ☐ Adaptations & Disabled Access Equipment
- ☐ Asbestos Surveys & Management
- ☐ Bathroom Installs
- ☐ Brickwork & Masonry
- ☐ Chimney Sweeping
- ☐ Condition Surveys
- ☐ Damp Services - Surveys & Repairs
- ☐ Drainage - Clearing/Cleaning

- ☐ Drainage - Repair
- ☐ Electrical Services  
Including, but not limited to: Installation, Testing  
& Fault Finding, Certification and  
Maintenance/Repair
- ☐ External Wall System (EWS)/Cladding  
Remediation Services - Surveys & Assessment  
Only
- ☐ External Wall System (EWS)/Cladding  
Remediation Services - Remediation Works  
Only
- ☐ External Wall (EWS)/Cladding Remediation  
Services - Surveys, Assessment and  
Remediation (Fully Managed Service)
- ☐ Fascias & Soffits
- ☐ Fencing & Gates
- ☐ Finishing Works (Plastering, Rendering)
- ☐ Fire Detection, Prevention & Firefighting
- ☐ Flooring Installation & Repair
- ☐ Garage Doors
- ☐ Gas Services incl. Heating
- ☐ General Building Works
- ☐ General Refurbishments
- ☐ Groundworks  
Including, but not limited to, paving, paths,  
tarmac & concrete

- ☐ Catering
- ☐ Insulation
- ☐ Ironmongery
- ☐ Joinery/Carpentry
- ☐ Kitchen Installs
- ☐ Landscaping & Gardening
- ☐ Lift Maintenance
- ☐ Locksmiths
- ☐ Painting & Decorating
- ☐ Pest Control
- ☐ Plumbing
- ☐ Radon Management
- ☐ Refrigeration
- ☐ Roof Repair  
Including pitched and flat roof repair
- ☐ Security - Access, Monitoring and Intruder Systems
- ☐ TV/Comms Installation & Repair
- ☐ UPVC Windows & Doors  
Including, but not limited to, composite doors
- ☐ Ventilation & Air Conditioning

☐ **Water Hygiene Services**  
Including, but not limited to, Legionella Surveys

79. Please select the '**Reactive/Responsive Maintenance & Repair - Emergency**' services that your organisation is able to provide. Tick all that apply.

- ☐ Adaptations & Disabled Access Equipment
- ☐ Asbestos Surveys & Management
- ☐ Brickwork & Masonry
- ☐ Drainage - Clearing/Cleaning
- ☐ Drainage - Repair
- ☐ **Electrical Services**  
Including, but not limited to: Installation, Testing  
& Fault Finding, Certification and  
Maintenance/Repair
- ☐ Fascias & Soffits
- ☐ Fencing & Gates
- ☐ Fire Detection, Prevention & Firefighting
- ☐ Garage Doors
- ☐ Gas Services incl. Heating
- ☐ General Building Works
- ☐ **Groundworks**  
Including, but not limited to, paving, paths,  
tarmac & concrete
- ☐ Guttering
- ☐ Joinery/Carpentry

- ☐ Lift Maintenance
- ☐ Locksmiths
- ☐ Pest Control
- ☐ Plumbing
- ☐ Radon Management
- ☐ Refrigeration
- ☐ Roof Repair  
Including pitched and flat roof repair
- ☐ Scaffolding
- ☐ Security - Access, Monitoring and Intruder Systems
- ☐ UPVC Windows & Doors  
Including, but not limited to, composite doors
- ☐ Ventilation & Air Conditioning
- ☐ Water Hygiene Services  
Including, but not limited to, Legionella Surveys

80. Please select the **'Reactive/Responsive Maintenance & Repair - Routine'** services that your organisation is able to provide. Tick all that apply.

- ☐ Adaptations & Disabled Access Equipment
- ☐ Asbestos Surveys & Management
- ☐ Bathroom Installs
- ☐ Brickwork & Masonry

- ☐ Chimney Sweeping
- ☐ Condition Surveys
- ☐ Damp Repair
- ☐ Drainage - Clearing/Cleaning
- ☐ Drainage - Repair
- ☐ Electrical Services  
Including, but not limited to: Installation, Testing  
& Fault Finding, Certification and  
Maintenance/Repair
- ☐ Fascias & Soffits
- ☐ Fencing & Gates
- ☐ Finishing Works (Plastering, Rendering)
- ☐ Fire Detection, Prevention & Firefighting
- ☐ Flooring including installation & repair
- ☐ Garage Doors
- ☐ Gas Services incl. Heating
- ☐ General Building Works
- ☐ Groundworks  
Including, but not limited to, paving, paths,  
tarmac & concrete
- ☐ Guttering
- ☐ Insulation

- ☐ Ironmongery
- ☐ Joinery/Carpentry
- ☐ Kitchen Installs
- ☐ Landscaping & Gardening
- ☐ Lift Maintenance
- ☐ Locksmiths
- ☐ Painting & Decorating
- ☐ Pest Control
- ☐ Plumbing
- ☐ Radon Management
- ☐ Refrigeration
- ☐ Roof Repair  
Including pitched and flat roof repair
- ☐ Scaffolding
- ☐ Security - Access, Monitoring and Intruder Systems
- ☐ TV/Comms Installation & Repair
- ☐ UPVC Windows & Doors  
Including, but not limited to, composite doors
- ☐ Ventilation & Air Conditioning
- ☐ Water Hygiene Services  
Including, but not limited to, Legionella Surveys

81. Please select the 'Void/Vacant Management' services that your organisation is able to provide. Tick all that apply.

- ☐ Adaptations & Disabled Access Equipment
- ☐ Asbestos Surveys & Management
- ☐ Bathroom Installs
- ☐ Brickwork & Masonry
- ☐ Chimney Sweeping
- ☐ Condition Surveys
- ☐ Damp Repair
- ☐ Disrepair Services
- ☐ Drainage - Clearing/Cleaning
- ☐ Drainage - Repair
- ☐ Electrical Services  
Including, but not limited to: Installation, Testing  
& Fault Finding, Certification and  
Maintenance/Repair
- ☐ Fascias & Soffits
- ☐ Fencing & Gates
- ☐ Finishing Works (Plastering, Rendering)
- ☐ Fire Detection, Prevention & Firefighting
- ☐ Flooring including installation & repair
- ☐ Garage Doors



- ☐ Gas Services incl. Heating
- ☐ General Building Works
- ☐ General Refurbishments
- ☐ Groundworks  
Including, but not limited to, paving, paths,  
tarmac & concrete
- ☐ Guttering
- ☐ Insulation
- ☐ Ironmongery
- ☐ Joinery/Carpentry
- ☐ Kitchen Installs
- ☐ Landscaping & Gardening
- ☐ Lift Maintenance
- ☐ Locksmiths
- ☐ Painting & Decorating
- ☐ Pest Control
- ☐ Plumbing
- ☐ Radon Management
- ☐ Roof Repair  
Including pitched and flat roof repair
- ☐ Security

- ☐ Security - Access, Monitoring and Intruder Systems
- ☐ TV/Comms Installation & Repair
- ☐ UPVC Windows & Doors  
Including, but not limited to, composite doors
- ☐ Ventilation & Air Conditioning
- ☐ Water Hygiene Services  
Including, but not limited to, Legionella Surveys

**82.** Please select the **'Whole Home Retrofit Services'** services that your organisation is able to provide. Tick all that apply.

☐ Whole Home Retrofit Services

**83.** Do you hold a valid PAS 2030 certification?

All suppliers delivering the 'Whole Home Retrofit Services' must answer this question in order to pass selection.

☐ Yes

Please upload your PAS 2030 certification.  
You may only upload a single file.

No file selected

☐ No

**84.** Are you a member of a TrustMark approved Retrofit Coordinator Scheme?

All suppliers delivering the 'Whole Home Retrofit Services' must answer this question in order to pass selection.

☐ Yes

☐ No

## Housing Maintenance and Repair

85. 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
- ☐ Essex
- ☐ Gloucestershire, Wiltshire and Bath/Bristol area

### Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6241 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

- ☐ 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 - West and North West
- ☐ Outer London - South
- ☐ Shropshire and Staffordshire
- ☐ South Yorkshire

- ☐ South Western Scotland
- ☐ Surrey, East and West Sussex
- ☐ Tees Valley and Durham
- ☐ West Midlands
- ☐ West Wales
- ☐ West Yorkshire
- ☐ Yorkshire

## Housing Maintenance and Repair

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

- ☐ All regions

87. 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
- ☐ Luton

88. 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

### Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6241 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

☐

~

☐

Milton Keynes

☐

Oxfordshire

89. 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

90. 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

91. 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

92. 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

☐ South Nottinghamshire

**93.** 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

**94.** 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

**95.** 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

**96.** 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

**97.** 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

**98.** 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

☐ Scottish Borders

☐ West Lothian

**99.** Please select the location(s) within the **Essex** in which your 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

**100.** 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

**101.** 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

**102.** 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

**103.** 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

**104.** 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
- ☐ Eilean Siar (Western Isles)
- ☐ Inverness & Nairn and Moray, Badenoch & Strathspey
- ☐ Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute
- ☐ Orkney Islands
- ☐ Shetland Islands

**105.** 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

**106.** 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

**107.** 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

**108.** 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

☐ Blackpool

☐ Chorley and West Lancashire

☐ East Lancashire

☐ Lancaster and Wyre

☐ Mid Lancashire

**109.** 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

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

☐ Lincolnshire

**111.** 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

**112.** 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

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

☐ Belfast

☐ East of Northern Ireland

☐ North of Northern Ireland

☐ Outer Belfast

☐ West and South of Northern Ireland

**114.** 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

**115.** 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

**116.** 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

**117.** 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

**118.** 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

**119.** 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

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

☐

Dumfries & Galloway

- ☐ East Ayrshire and North Ayrshire mainland
- ☐ East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond
- ☐ Glasgow City
- ☐ Inverclyde, East Renfrewshire and Renfrewshire
- ☐ North Lanarkshire
- ☐ South Ayrshire
- ☐ South Lanarkshire

**121.** 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)

**122.** 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

**123.** 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

**124.** Please select the location(s) within the **West Wales** 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



125. 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

126. 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

# Housing Maintenance and Repair

127. Please select the '**Building Type**' that your organisation is able to provide services for. Tick all that apply.

- ☐ Up to and including 2 floors
- ☐ 3-4 floors
- ☐ 5-6 floors
- ☐ 7+ floors

## Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6241 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

# Housing Maintenance and Repair

128. Please select the '**Total Contract Value**' that your organisation is able to provide services for. Tick all that apply.

- ☐

## Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6241 Marketplace will assess your credentials for specific

☐ Less than or £10,000

☐ £10,001 - £19,999

☐ £20,000 - £49,999

☐ £50,000 - £99,999

☐ £100,000 - £249,999

☐ £250,000 - £499,999

☐ £500,000 - £999,999

☐ £1,000,000 - £4,999,999

☐ £5,000,000 - £9,999,999

☐ £10,000,000 - £19,999,999

☐ £20,000,000 or above

will assess your credentials for specific contract opportunities during call for competitions.

## Housing Maintenance and Repair

**129.** 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?

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.

☐ Yes

☐ No

**130.** 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 DPS Schedule 1- Specification.

► 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 RM6241 DPS.

☐ Yes

☐ No

## Housing Maintenance and Repair

**131.** Please confirm that you have detailed your environmental management measures by completing and publishing 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](#)

☐ 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

**132.** Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050.

☐ Yes

☐ No

## Housing Maintenance and Repair

**133.** 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.

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 RM6241 Housing Maintenance and Repair DPSQ.

Town or City

County or state

Postcode

Country

Country

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

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

# Housing Maintenance and Repair

135. 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

County

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6241 Housing Maintenance and Repair DPSQ.

Postcode

Country

# Housing Maintenance and Repair

136. 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

Street

Town

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6241 Housing Maintenance and Repair DPSQ.

County

Postcode

Country

# Housing Maintenance and Repair

137. 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

Street



## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6241 Housing Maintenance and Repair DPSQ.



Town

County

Postcode

Country

Country

# Housing Maintenance and Repair

138. 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

► 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 RM6241 Housing Maintenance and Repair DPSQ.



Street

Town

County

Postcode

Country

## Housing Maintenance and Repair

**139.** 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

E-mail address

---

### Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6241 Housing Maintenance and Repair DPSQ.

► Search for your location details

Address lookup

Search for address

Street

Town

County

Postcode

Country

## Housing Maintenance and Repair

Thank you for completing the Housing Maintenance and Repair 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 Housing Maintenance and Repair DPS questionnaire, please click **"Continue"** below.

## Housing Maintenance and Repair

142. Have you reviewed the related self cleaning evidence?

☐ Yes

☐ No

Explain the reason why self cleaning evidence is not reviewed

143. 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

# Housing Maintenance and Repair

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

☐ Direct this submission to the Registered 1 stage

☐ Reject this submission from the Housing Maintenance and Repair DPS

Confirm the rejection of this supplier for Housing Maintenance and Repair DPS

Explain the reason for rejection of this supplier for Housing Maintenance and Repair DPSQ.

---

Date supplier can reapply

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Housing Maintenance and Repair

Please review and confirm your agreement to the following DPS Appointment Form information, before proceeding with your application for the RM6241 Housing Maintenance and Repair.

### 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 Official Journal of the European Union RM6241 (OJEU Notice).

### Deliverables

- 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 (07/11/2022) your DPS agreement start date will be 07/12/2022.

### Dynamic Purchasing System Expiry Date

### DPS Optional Extension Period

## Housing Maintenance and Repair

proceeding with your application for the RM6241 Housing Maintenance and Repair. Please note Buyers can also use industry standard terms and conditions as part of this DPS, for more information please refer to DPS Schedule 6 and DPS Schedule 7.

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) RM6241
4. Joint Schedule 11 (Processing Data) RM6241
5. The following Schedules for RM6241 (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 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 23 (Supplier Furnished 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)
  - Joint Schedule 7 (Financial Difficulties)
  - Joint Schedule 8 (Guarantee)
  - Joint Schedule 10 (Rectification Plan)
6. CCS Core Terms - DPS (version 1.0.1)
7. Joint Schedule 5 (Corporate Social Responsibility) RM6241
8. DPS Schedule 2 (DPS Application) RM6241 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

## Housing Maintenance and Repair

Please review the following information, before proceeding with your application for the RM6241 Housing Maintenance and Repair.

### Insurance

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

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**Cyber**

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

**Management Levy**

The Supplier will pay, excluding VAT, 1 % 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

## Housing Maintenance and Repair

You have successfully completed the SQ for Housing Maintenance and Repair 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 RM6241 Housing Maintenance and Repair 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 Housing Maintenance and Repair

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

☐ I Agree

## Housing Maintenance and Repair

Welcome to the Supplier Evidence Submission stage of the Housing Maintenance and Repair 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



Contract.

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

# Housing Maintenance and Repair

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...

# Housing Maintenance and Repair

Thank you for completing the Evidence Submission stage of Housing Maintenance and Repair 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 Housing Maintenance and Repair DPS questionnaire, please click "**Submit Evidence**" below.

# Housing Maintenance and Repair

Confirm the rejection of this supplier for Housing Maintenance and Repair DPS.

☐

I Confirm

Explain the reason for rejection of this supplier for Housing Maintenance and Repair DPSQ.

Date supplier can reapply

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

# Housing Maintenance and Repair

Please confirm if you wish to reappoint this supplier.

☐

I Confirm

Please provide a reason