





Crown
Commercial
Service

DPS

Appointment Form

DPS Ref: RM6138 1 Model Version: v1.0
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This DPS Appointment Form creates the DPS Contract. It summarises the main

features of the procurement and signposts to where information is held as a result of the 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 provide insurance solutions and associated services for Buyer organisations (or Brokers appointed to RM6020 and acting as their Agents) that shall include but not be limited to the following:</p> <ul style="list-style-type: none"> • Wide range of classes of insurance • Insurance Associated services • Claims handling <p>This opportunity is advertised in the Contract Notice in the Official Journal of the European Union</p>
4.	Deliverables	<p>Classes of insurance and support services detailed in the DPS Schedule 1 (Specification).</p> <p>See DPS Schedule 1 (Specification) for further details.</p>
5.	DPS Start Date	<p>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 thirty (30) days from the date of the OJEU submission (07/01/2020) your DPS agreement start date will be 06/02/2020.</p>
6.	DPS Expiry Date	07/02/2028
7.	DPS Optional Extension Period	<p>Any period subject to CCS giving at least three months' notice in writing.</p>

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8. DPS Incorporated Terms

(together these documents form 'the DPS Contract')

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 this DPS Appointment Form)

3. Joint Schedule 1 (Definitions) RM6138

4. Joint Schedule 11 (Processing Data) RM6138

5. The following Schedules for RM6138 (in equal order of precedence):

○ DPS Schedule 1 (Specification)

- DPS Schedule 2 (Application)
- 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:
 - Order Schedule 5 (Pricing Details)
 - 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 & 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 1 (Transparency Reports)
- Order Schedule 2 (Staff Transfer)
- Order Schedule 3 (Continuous Improvement)
- Order Schedule 4 (Order Tender)

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- Order Schedule 19 (Scottish Law)
- Order Schedule 20 (Order Specification)
- Order Schedule 21 (Northern Ireland Law)
- DPS Schedule 7 (Order Procedure)
- DPS Schedule 8 (Self Audit Certificate)
- DPS Schedule 9 (Cyber Essentials Scheme)
- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)

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- 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) ○ Joint Schedule 10 (Rectification Plan) ○ Joint Schedule 12 (Supply Chain Visibility)
- 6. CCS Core Terms - DPS (version 1)
- 7. Joint Schedule 5 (Corporate Social Responsibility) RM6138
- 8. DPS Schedule 2 (DPS Application)

9.	DPS Special Terms	NOT USED
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 (or equivalent). Details in DPS Schedule 9 (Cyber Essentials Scheme)
13.	Management Levy	The Supplier will pay, excluding VAT, 0.45 % of all the Charges for the Deliverables invoiced to the Buyer relating to ongoing services when invoicing CCS directly.
14.	Supplier DPS Manager	<p>[name]</p> <p>[job title]</p> <p>[email address]</p> <p>[phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>

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15.	Supplier Authorised Representative	<p>[name]</p> <p>[job title]</p> <p>[email address]</p> <p>[phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>
16.	Supplier Compliance Officer	<p>[name]</p> <p>[job title]</p> <p>[email address]</p> <p>[phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>

17.	Supplier Data Protection Officer	<p>[name]</p> <p>[job title]</p> <p>[email address]</p> <p>[phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>
18.	Supplier Marketing Contact	<p>[name]</p> <p>[job title]</p> <p>[email address]</p> <p>[phone number]</p> <p>Contact details such as above will be requested as part of your SQ DPS Submission.</p>

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19.	Key Subcontractors	<p>Key Subcontractor 1</p> <p>Name (Registered name if registered)</p> <p>Registration number (if registered)</p> <p>Role of Subcontractor</p> <p>Details such as above will be requested as part of your SQ DPS Submission.</p>
20.	CCS Authorised Representative	<p>[name]</p> <p>[job title]</p> <p>[email address]</p> <p>[phone number]</p>

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