



This document is designed to help Buyers understand the range documents under RM6213 Vehicle Charging Infrastructure Solutions (VCIS) Dynamic Purchasing System (DPS) agreement.

There are four parts to the overall bid pack as listed in Table 1. Table 2 describes the schedules under parts 2,3 and 4. *(NB Part 1 relates to the Supplier's application to join the agreement and are for information only).*

The agreement has mandatory schedules and can be customised using optional schedules by the Buyer under their further call off competition. The schedules are used with the Core Terms and comprise:

- ☐ Part 2 Attachment 7 DPS schedules
- ☐ Part 3 Attachment 7a DPS Joint schedules
- ☐ Part 4 Attachment 7b DPS Order schedules

Table 1:

Type of Contract Document	What it is
Part 1 Attachment 1: VCIS Filters Attachment 2: Management Information (MI) Reporting Template Attachment 3: Financial Assessment Template Attachment 4: Additional Sub-contractors Attachment 5: Group of Economic Operators Attachment 6: Selection Questionnaire RM6213 VCIS Customer Needs RM6213 DPS Needs	Attachments 1- 6 are documents and templates for Suppliers to compete as part of their application to join the agreement. Customer Needs details the scope and specification of the agreement DPS Needs contains specific details and the process for joining and using the Supplier Registration System



<p>Part 2 - Attachment 7</p> <p>DPS Schedules 1- 9 RM6213 DPS Core Terms VCIS DPS appointment form (including watermarked version)</p>	<p>Attachment 7 contains 9 schedules that apply at the DPS agreement level. These details how CCS manages their Suppliers and sets out the contractual obligations under the DPS agreement.</p> <p>Core Terms form part of the agreement and call-off contracts and must be used on every contract. They cannot be changed.</p> <p>The core terms are CCS's standard commercial terms. They govern the Supplier's relationship with CCS and every Buyer who has a call-off contract.</p> <p>Appointment form, sets out terms and conditions for satisfying the selection criteria and therefore accepted onto the DPS for Suppliers and for Buyers when awarding contracts throughout the duration of the DPS.</p>
<p>Part 3 - Attachment 7a</p> <p>DPS Joint Schedules</p>	<p>Contains the 12 schedules that may apply at DPS contract level and further call off competition level.</p> <p>Customers can choose which schedules to include and whether to refine or supplement these schedules when they form their Order Contract.</p> <p>CCS recommends Buyers seek internal commercial and legal advice before deciding which schedules should be used.</p>
<p>Part 4 - Attachment 7b</p> <p>DPS Order Schedules</p>	<p>Contains the 22 schedules that may apply at further call off competition level</p> <p>Buyers can choose which order schedules to include and whether to refine or supplement these schedules when they are used in an order contract.</p>

Table 2 describes the purpose of each of these schedules within attachments 7, 7a and 7b.

Some Schedules require Buyers to add detail or delete as appropriate as indicated by yellow highlighting within them. (NB see 'Notes on Individual Schedules' below).

Table 2: Schedules part 2, 3 and 4

Name of Document	What it is
Attachment 7	
DPS Schedule 1 Specification	This Schedule sets out what CCS and our buyers want under the agreement. (<i>Can also be found in the Customer Needs document</i>)
DPS Schedule 2 DPS Application	Electronic application via Supplier registration system captures information
DPS Schedule 3 DPS Pricing	Not used for RM213
DPS Schedule 4 DPS Management	Details how CCS and Suppliers will work together under the agreement.
DPS Schedule 5 Management Levy and Information	Outlines how Suppliers report to CCS and the levy they have to pay to CCS for using the agreement.
DPS Schedule 6 Order Form	Order Form Template is the contract between Buyer and awarded Supplier (it is the only document which



template and Order Schedules	<p>both parties sign, it links to the Core Terms and the applicable schedules.</p> <ul style="list-style-type: none">• requires you to customise or delete parts of it (where indicated by yellow highlighting) according to your requirements.
DPS Schedule 7 Order Procedure	The process Buyers must follow to award an Order Contract.
DPS Schedule 8 Self Audit Certificate	Confirmation sent annually from Suppliers to CCS confirming that they have tested 10% of order and the reporting.
DPS Schedule 9 Cyber Essentials Scheme	Obligations on the Supplier to maintain cyber security accreditation.
Attachment 7a	
DPS Joint Schedule 1 Definitions.	What the capitalised terms in the documents mean and how to interpret the Order Contract.
DPS Joint Schedule 2 Variation Form	Form to be used by CCS and Buyers to make a change to an existing Order Contract.
DPS Joint Schedule 3 Insurance Requirements	The insurance policies a Supplier must hold and maintain throughout the Order Contract.



DPS Joint Schedule 4 Commercially Sensitive Information	The only information about the Supplier that can't be disclosed or reported to the public.
DPS Joint Schedule 5 Corporate Social Responsibility	Details the supplier code of conduct and specific areas of social responsibility expected from Suppliers, e.g. Modern Slavery, working hours.
DPS Joint Schedule 6 Key Subcontractors	Restrictions on a Supplier changing the subcontractors working on the Order Contract.
DPS Joint Schedule 7 Financial Difficulties	What Suppliers must do if they are in financial trouble
DPS Joint Schedule 8 Guarantee	The document signed by a third party to provide additional assurance that the Supplier will meet their obligations under the Order Contract (if required)
DPS Joint Schedule 9 Minimum Standards of Reliability	Restriction on the Buyer entering into Order Contracts if they do not meet the standards required in the OJEU notice . <i>(NB Appropriate for Order Contracts valued at over £20 million)</i>
DPS Joint Schedule 10 Rectification Plan	The template to be completed by a Supplier, if they default delivering as per Order Contract. It will be submitted to, approved and reviewed by the Buyer until performance is deemed to be acceptable.



DPS Joint Schedule 11 Processing Data	Details activities carried out by Buyers and Suppliers, including their obligations and status of each party.
DPS Joint Schedule 12 (Supply Chain Visibility)	What Suppliers must do to ensure visibility of the Supply Chain.
Attachment 7b	
DPS Order Schedule 1 (Transparency Reports)	Outlines the requirement and subsequent process for the Buyer to meet the required transparency principles as per PPN01/17.
DPS Order Schedule 2 (Staff Transfer)	How CCS, the Buyer or the Supplier protect employees' rights on both entry and exit when the organisation or service they work for transfers to a new employer.
DPS Order Schedule 3 (Continuous Improvement)	The requirement that the Supplier commits to improve delivery of the Order Contract.
DPS Order Schedule 4 (Order Tender)	Buyer to include any additional detail from Supplier's bid which is to be included in the Order Contract.
DPS Order Schedule 5 (Pricing Details)	Placeholder for pricing information additional to that contained in the Order Form.



DPS Order Schedule 6 (ICT Services)	Additional provisions necessary for the delivery of ICT Services.
DPS Order Schedule 7 (Key Supplier Staff)	Restrictions on a Supplier changing staff that are crucial to deliver the Order Contract.
DPS Order Schedule 8 (Business Continuity and Disaster Recovery)	What the Supplier must do to make sure the Order Contract will still be delivered even when there is an unexpected event, e.g cyber attack.
DPS Order Schedule 9 (Security)	What the Supplier must do to ensure that Buyer data and Deliverables are kept secure.
DPS Order Schedule 10 (Exit Management)	What the Supplier needs to do at the end of an Order Contract to help the Buyer continue to deliver public services.
DPS Order Schedule 11 (Installation Works)	Additional provisions necessary for installation of Deliverables by the Supplier.
DPS Order Schedule 12 (Clustering)	Enables multiple Buyers to join together to procure Deliverables more efficiently.
DPS Order Schedule 13 (Implementation Plan and Testing)	The agreed plan for when the Deliverables will be delivered and tested to ensure they meet the requirements.



DPS Order Schedule 14 (Service Levels)	The standards of service required by the Buyer and what happens when these are not met.
DPS Order Schedule 15 (Order Contract Management)	How the Supplier and the Buyer should work together on the Order Contract.
DPS Order Schedule 16 (Benchmarking)	A process for comparing the value of the Supplier against other providers in the market.
DPS Order Schedule 17 (MOD Terms)	Any additional terms required by MOD Buyers including access requirements and DEFCONS and DEFFORMS.
DPS Order Schedule 18 (Background Checks)	This Schedule should be used where Supplier Staff must be vetted before working on Order Contract.
DPS Order Schedule 19 (Scottish Law)	Switches the interpretation of the contract from the laws of England and Wales to Scottish law.
DPS Order Schedule 20 (Order Specification)	Further details about what has been ordered under an Order Contract.
DPS Order Schedule 21 (Northern Ireland Law)	Switches the interpretation of the contract from the laws of England and Wales to Northern Ireland law.



DPS Order Schedule 22 (Lease Terms)	Specific Lease Terms
DPS Order Schedule 23 (Secret Matters)	<ul style="list-style-type: none">• What the Supplier shall not do regarding information deemed secret either before or after the completion or termination of the Order Contract

Notes

DPS Schedule 6 (Order Form Template and Order Schedules) and DPS Schedule 7 (Order Procedure) will be provided by you at order contract award. Suppliers are **not** required to populate this document as part of their bid.

- *the Order Form Template is your contract with your awarded Supplier*
- *it is the only document which both parties sign.*
- *links to the RM6213 DPS Core Terms and the applicable RM6213 Schedules.*
- *requires you to customise or delete parts of it (where indicated by yellow highlighting) according to your requirements.*
- *Any changes to arrangements in relation to Subcontracting and Group of Economic Operators arrangements which are made following the award will be dealt with in accordance with **DPS Joint Schedule 6 (Key Subcontractors)***

Amendments to Specific Schedules

- *Some schedules are optional as denoted by highlighting in DPS Schedule 6, if you choose not to use an optional schedule you must delete it from the list.*
- *Some schedules contain **highlighting** which requires detail, confirmation or deletion before signing. Please ensure any highlighted sections within the schedules are reviewed and either updated or deleted as appropriate.*