

Income Generation from Estates, Assets and IP

Welcome

Welcome to the Income Generation from Estates, Assets and IP Dynamic Purchasing System (DPS) Registration questionnaire.

You will only have to complete this questionnaire once to register on the Income Generation from Estates, Assets and IP DPS. This questionnaire allows you to register your income generation services with Crown Commercial Service (CCS).

As part of the registration process, you will be asked to provide information about the types of income generation 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.

Financial Risk

3.1.1. 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
There is no limit to the number of files you can upload.

Choose File

No file selected

☐ No

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

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

☐ Yes

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

Choose File

No file selected

☐ No

3.1.3. 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

☐ N/A

3.1.4. 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

☐ N/A

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

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

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

☐ Yes

Please upload your completed Attachment 3a Financial Viability Risk Assessment Tool for each member
There is no limit to the number of files you can upload.

Choose File

No file selected

☐ No

3.1.6. 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
There is no limit to the number of files you can upload.

Choose File

No file selected

☐ No

3.1.7. 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 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
There is no limit to the number of files you can upload.

No file selected

☐ No

Insurance Requirements

There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the [Health and Safety Executive website](#) for more information.

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.

3.2.1. Please confirm whether you (and if applicable, your consortium members) already have, or can commit to obtain, when appointed to the DPS agreement, the levels of insurance cover indicated below and fully specified within the DPS bid pack.

You will be required to provide evidence of the above when appointed to the DPS agreement.

☐ Yes

☐ No

3.2.2. Employer's (Compulsory) Liability Insurance = £5,000,000

☐ I confirm

3.2.3. Public Liability Insurance = £5,000,000

☐ I confirm

3.2.4. Professional Indemnity Insurance = £5,000,000

☐ I confirm

3.2.5. Please upload insurance certificate. (optional)

Once you are appointed to the DPS, you will be required to provide copies of your insurance certificates. However, if you wish you can upload them below now in one the following formats: JPG, JPEG, GIF, PNG or PDF

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

No file selected

Data Protection

This question is evaluated **PASS/FAIL**.

Your bid will FAIL, if you do not answer 'Yes' to this question.

3.3.1. Please confirm that you (and if applicable, all consortium members) have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of rights of data subjects.

☐ Yes

☐ No

Health & Safety - All Procurements

This question is evaluated **PASS/FAIL**.

Your bid will FAIL, if you do not answer 'Yes' to this question.

3.4.1. Please confirm that you (and if applicable, all consortium members) have adequate arrangements in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant).

☐ Yes

☐ No

Modern Slavery V1 Low Risk

PASS

Bidder is 'a relevant commercial organisation' and is compliant with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associate guidance and their statement includes information relating to:

- a) the organisation's structure, its business and its supply chains;
- b) its policies in relation to slavery and human trafficking;
- c) its due diligence processes in relation to slavery and human trafficking in its business and supply chains;
- d) the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;
- e) its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;
- f) the training and capacity building about slavery and human trafficking available to its staff;

OR

Bidder is not a 'relevant commercial organisation' but has a turnover of more than £36m and has provided a link to an equivalent statement or document which demonstrates information relating to (a) to (f) above.

PASS

Bidder is 'a relevant commercial organisation' and is non-compliant with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance and/or its statement does not include information relating to (a) to (f) above. However, a satisfactory explanation has been provided and they have provided assurances that they will be compliant (where applicable) in advance of contract award.

OR

Bidder is not 'a relevant commercial organisation' but has a turnover of over £36m and has not provided a link to an equivalent statement or document and/or the statement or document does not include information relating to (a) to (f) above. However, a satisfactory explanation has been provided and they have provided assurances that they will be compliant (where applicable) in advance of contract award.

FAIL

Bidder is 'a relevant commercial organisation' and is non-compliant with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance and/or the statement does not include information relating to (a) to (f) above. No satisfactory reason or assurances of future compliance (where applicable) provided.

OR

Bidder is not 'a relevant commercial organisation' but has a turnover of over £36m and has not provided a link to an equivalent statement or document and/or the statement does not include information relating to (a) to (f) above. No satisfactory reason or assurances of future compliance (where applicable) provided.

3.5.1. Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the [Modern Slavery Act 2015](#) ("the Act")?

This means do you have a total turnover of £36m or more per annum and carry out your business or part of your business in the UK?

☐ Yes

☐ No

Modern Slavery V1 Relevant

3.6.1. Are you compliant with the annual reporting requirements contained within [Section 54 of the Modern Slavery Act 2015](#)?

☐ Yes

☐ No

3.6.2. If your latest modern slavery statement is available electronically, please provide:
the web address
precise reference of the documents
(optional)

Link to modern slavery assessment

3.6.3. If your latest statement is not available electronically, please provide a copy.

Any modern slavery statement should contain at least the following information:

- a. the organisation's structure, its business and its supply chains;
- b. its policies in relation to slavery and human trafficking;
- c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;
- d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;
- e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;
- f. the training and capacity building about slavery and human trafficking available to its staff; (optional)

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

Choose File

No file selected

3.6.4. If all of the required information above is not included in your modern slavery statement, please provide an explanation as to why not and/or assurances that it will be included before contract award. (optional)

Please provide further details

Modern Slavery V1 Not Relevant

3.7.1. As you have answered No at 3.5.1, confirming that you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, do you have a turnover of £36m or more per annum?

☐ Yes

☐ No

Modern Slavery V1 Not Relevant but over £36m

3.8.1. If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example you do not carry on your business, or part of your business, in the UK) but you have a turnover of £36m or more per annum, please provide the information below.

A link to your modern slavery statement or other statement or document containing at least the following information:

- a. the organisation's structure, its business and its supply chains;
- b. its policies in relation to slavery and human trafficking;
- c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;
- d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;
- e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;
- f. the training and capacity building about slavery and human trafficking available to its staff

Please provide further details

3.8.2. If your statement is not available electronically, please provide a copy.

Your modern slavery statement or other statement or document should contain at least the following information:

- a. the organisation's structure, its business and its supply chains;
- b. its policies in relation to slavery and human trafficking;
- c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;
- d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;
- e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;
- f. the training and capacity building about slavery and human trafficking available to its staff (optional)

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

Choose File

No file selected

3.8.3. If all of the required information above is not included in your modern slavery statement or equivalent, please provide an explanation as to why not and/or assurances that it will be included before contract award. (optional)

Please provide further details

Cyber Essentials Scheme

In relation to the services, please tell us if you comply with one of the following criteria:

- (i) In relation to the services you do have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months.
- (ii) In relation to the services you do not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials

accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies once appointed to the DPS.

(iii) You do not have a current and valid Cyber Essentials certificate, or will not have in place by the date of appointment but have an alternative equivalent certificate.

OR

(iv) None of the criteria

The questions in this section will be evaluated PASS / FAIL. Your bid will FAIL, if you do not answer 'Yes' to question 3.9.1.

If you answer '(i) or (ii)' to question 3.9.1, you will be required to provide evidence of the required Cyber Essentials certificate once appointed to the DPS.

Please note that by default, Cyber Essentials applies to the legal entity providing the goods/services rather than any wider corporate entity of which the supplier may be a part. Therefore the Cyber Essentials Certification must be in the bidding entity's registered name / lead bidders registered name.

If you have an alternative to demonstrating compliance and answered '(iii) Yes' to question 3.9.1 you will be required to answer 'Yes' to questions 3.10.1. You will need to demonstrate to the satisfaction of CCS that you comply with the Cyber Essentials requirement by providing the details highlighted below once appointed to the DPS:

- evidence, confirming compliance to the Cyber Essentials requirements have been met which must be verified by a technically competent and independent third party.

If you are successful, and the evidence you provide does not demonstrate to the satisfaction of CCS that you meet the Cyber Essentials requirement, you shall be removed from the DPS until such time as you have evidenced to the satisfaction of CCS that you meet the Cyber Essentials requirement.

Refer to <https://www.ncsc.gov.uk/information/cyber-essentials-faqs> for more information.

3.9.1. In relation to the services, please tell us if you comply with one of the criteria above.

- ☐ (i) Yes - current and valid certificate
- ☐ (ii) Yes - working towards gaining valid certificate
- ☐ (iii) Yes - have an alternative equivalent certificate
- ☐ (iv) No - none of the criteria

Cyber Essentials Scheme continued

3.10.1. Can you confirm that your equivalent covers the requirements of Cyber Essentials including:

Boundary firewalls and internet gateways

Secure configuration

Access control

Malware protection

Security update management

as in the <https://www.ncsc.gov.uk/files/Cyber-Essentials-Requirements-for-Infrastructure-v3-1-April-2023.pdf>

- ☐ Yes
- ☐ No

Cyber Essentials Scheme continued

3.11.1. Can you confirm the name of the equivalent certificate?

Certificate name

3.11.2. Has your equivalent been verified by a technically competent and independent third party IASME registered Certification Body?

☐ Yes

☐ No

3.11.3. Please provide the name of the certification body that verified your alternative equivalent certificate.

Certified body name

Income Generation from Estates, Assets and IP - Services

3.12.1. Please select the **Services** you can provide. Tick all that apply.

☐ Self service vending and automated retail

☐ Commercial out of home advertising

☐ Staffed retail services

Income Generation from Estates, Assets and

IP - Services

3.12.2. Please indicate which of the below **Self service vending and automated retail services** you can provide? Tick all that apply.

- ☐ Traditional vending (crisps drinks, snacks)
- ☐ Non-traditional (convenience, hot food)
- ☐ Non-food Items
- ☐ Retail automated vending
- ☐ Reverse vending - deposit return schemes
- ☐ ATMs / Cash machines
- ☐ Currency machines
- ☐ Photo booths / photo services
- ☐ Portable power - mobile and device charging
- ☐ Delivery / storage lockers

3.12.3. Please indicate which of the below **Commercial out of home advertising services** you can provide? Tick all that apply.

- ☐ Out of home media digital
- ☐ Out of home media static
- ☐ Small format outdoor advertising
- ☐ Large format outdoor advertising
- ☐ Experiential advertising

☐ **Street furniture advertising**
Please note Street furniture will include advertising assets or products placed in high street/street environments. This may include but is not limited to lamp post banners and pendants, static and digital advertising.

☐ Washroom advertising

☐ Ticket gate advertising

☐ Ticket machine advertising

☐ Wraps (decals)

☐ Information point advertising

☐ Roundabout advertising

☐ Lift advertising

☐ Wayfinding

☐ Sponsorship

☐ Event and asset sponsorship

☐ Brand licensing

☐ Vehicle advertising

☐ Website advertising

☐ Ticket advertising

☐ Other out of home advertising services

3.12.4. Please indicate which of the below **Staffed retail services you can provide? Tick all that apply.**

☐ Short term pop up retail

☐ Staffed mobile and device charging service

Income Generation from Estates, Assets and IP - Services Locations

3.13.1. Please select the **Locations** that you can provide services in. Tick all that apply.

- ☐ North East (England)
- ☐ North West (England)
- ☐ Yorkshire and The Humber
- ☐ East Midlands (England)
- ☐ West Midlands (England)
- ☐ East of England
- ☐ London
- ☐ South East (England)
- ☐ South West (England)
- ☐ Scotland
- ☐ Northern Ireland
- ☐ Wales

Income Generation from Estates, Assets and IP - Services Locations

3.13.2. Please select the **Regions** within **North East (England)** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ Tees Valley and Durham

☐ Northumberland and Tyne and Wear

3.13.3. Please select the **Regions** within **North West (England)** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ Cumbria

☐ Greater Manchester

☐ Lancashire

☐ Cheshire

☐ Merseyside

3.13.4. Please select the **Regions** within **Yorkshire and The Humber** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ East Yorkshire and Northern Lincolnshire

☐ North Yorkshire

☐ South Yorkshire

☐ West Yorkshire

3.13.5. Please select the **Regions** within **East Midlands (England)** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ Derbyshire and Nottinghamshire

☐ Leicestershire, Rutland and Northamptonshire

☐ Lincolnshire

3.13.6. Please select the **Regions** within **West Midlands (England)** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ Herefordshire, Worcestershire and Warwickshire

☐ Shropshire and Staffordshire

☐ West Midlands

3.13.7. Please select the **Regions** within **East of England** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ East Anglia

☐ Bedfordshire and Hertfordshire

☐ Essex

3.13.8. Please select the **Regions** within **London** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ Inner London - West

☐ Inner London - East

☐ Outer London - East and North East

☐ Outer London - South

☐ Outer London - West and North West

3.13.9. Please select the **Regions** within **South East (England)** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ Berkshire, Buckinghamshire and Oxfordshire

☐ Surrey, East and West Sussex

☐ Hampshire and Isle of Wight

☐ Kent

3.13.10. Please select the **Regions** within **South West (England)** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ Gloucestershire, Wiltshire and Bath/Bristol area

☐ Dorset and Somerset

☐ Cornwall and Isles of Scilly

☐ Devon

3.13.11. Please select the **Regions** within **Scotland** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

☐ North Eastern Scotland

☐ Highlands and Islands

☐ Eastern Scotland

☐ West Central Scotland

☐ Southern Scotland

3.13.12. Please select the **Regions** within **Northern Ireland** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

- ☐ Antrim
- ☐ Armagh
- ☐ Derry / Londonderry
- ☐ Down
- ☐ Fermanagh
- ☐ Tyrone

3.13.13. Please select the **Regions** within **Wales** that you can provide Income Generation from Estates, Assets and IP Services in. Tick all that apply.

- ☐ North Wales
- ☐ Mid Wales
- ☐ South West Wales
- ☐ South East Wales

Income Generation from Estates, Assets and IP - Operating Environments

3.14.1. Please select which of the following **Operating Environments** you can provide services in. Tick all that apply.

☐

Health

☐

Education

☐

Airport

☐

Public transport

☐

Military site

☐

Public buildings, offices and places

Income Generation from Estates, Assets and IP - Operating Environments

3.14.2. Please select which of the following **Health environments** you can provide services in. Tick all that apply.

☐

Internal environment

☐

External environment

3.14.3. Please select which of the following **Education environments** you can provide services in. Tick all that apply.

☐

Internal environment

☐

External environment

3.14.4. Please confirm you can provide services in the following environment

☐

Airport

3.14.5. Please select which of the following **Public transport environments** you can provide services in

☐

Overground internal environment

☐

Overground external environment

☐

Underground

3.14.6. Please select which of the following **Military site environments** you can provide services in

☐

Internal environment

☐

External environment

3.14.7. Please select which of the following **Public buildings, offices and places environments** you can provide services in

☐

Internal environment

☐

External environment

Contract value

Suppliers who indicate that they can provide services for annual contract values above £5m will be required to provide a Carbon Reduction Plan and respond to the Payments in Contracts above £5m per annum questions prior to appointment to the DPS. Values exclude VAT. If circumstances change, you can edit this response at a later date.

3.15.1. Please indicate the annual contract values your organisation will bid for.

☐ Up to £2,500,000

☐ £2,500,001 - £5,000,000

☐ Over £5,000,000

Payments in Contracts Above £5m per annum

If you intend to use a supply chain for delivery under this DPS agreement, you must demonstrate you have effective systems in place to ensure a reliable supply chain. This question is focused on exploring your payment systems

[Business payment practices and performance: reporting requirements - GOV.UK](#)

3.16.1. Please confirm if you intend to use a supply chain for this DPS agreement (i.e. services that are used wholly or substantially for the purpose of performing or contributing to the performance of the whole or part of call-off contracts).

☐ Yes

☐ No

Payments

These questions are evaluated **PASS/FAIL**.

Your bid will FAIL, if you do not answer 'Yes' to these questions.

3.17.1. Please confirm that you have the systems in place to pay those in your supply chain promptly and effectively, i.e. within your agreed contractual terms.

☐ Yes

☐ No

3.17.2. Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively. This should include all situations where payments are due; not all payments involve an invoice.

☐ Yes

☐ No

3.17.3. Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.

☐ Yes

☐ No

Payments

Public and Private Sector Contracts

In a financial year there are normally two reporting periods. The first is the six calendar months starting on the first day of the business' financial year. So, if a financial year started on the 5th of a month, the last day of that reporting period would be the 4th of the month, six months later. The second reporting period starts on the day after the first period ends and runs until the end of the financial year.

Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts for the most recent six month reporting period. This should include the percentage of invoices paid within each of the following categories (this should include all situations where payments are due; not all payments involve an invoice):

3.17.4. within 30 days

Percentage

3.17.5. between 31 and 60 days

Percentage

3.17.6. in 61 days or more

Percentage

3.17.7. due but not paid by the last date for payment under agreed contractual terms

Percentage

Payments

Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts for the prior six month reporting period. This should include the percentage of invoices paid within each of the following categories (this should include all situations where payments are due; not all payments involve an invoice):

3.17.8. within 30 days

Percentage

3.17.9. between 31 and 60 days

Percentage

3.17.10. in 61 days or more

Percentage

3.17.11. due but not paid by the last date for payment under agreed contractual terms

Percentage

3.17.12. It is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017.

If you do wish to cross refer, please provide details and/or insert link(s).

Please provide further details

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

Please provide further details

3.17.14. If you are unable to demonstrate that 95% or more 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 six months reporting periods please provide an action plan for improvement which includes (as a minimum) the following:

Identification of the primary causes of failure to pay:
95% of all supply chain invoices within 60 days; and
if relevant under question 3.17.1, all invoices within agreed terms.

Actions to address each of these causes.

A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent).

A plan signed off by your director

Plan published on its website (this can be a shorter, summary plan).

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

Note: if you have indicated 'no' at question 3.17.1 your action plan must also address steps taken to address your payment within agreed terms in order to achieve a 'pass'.

Note: You are only permitted to provide an action plan if you can evidence payment of $\geq 90\% < 95\%$ of invoices payable to your supply chain within 60 days of receipt of the invoice in at least one of the last two six month reporting periods AND can evidence that the average number of days taken by you to pay an invoice is 55 days or less for the same reporting period. (optional)

Please provide further details

Carbon Reduction

Public procurement of contracts with an annual contract value of £5,000,000 and above should take into account suppliers' carbon reduction plans and commitment to Net Zero by 2050. This Policy is set out in detail in [Procurement Policy Note 06/21](#)

The requirement is that you will have in place and provide a link to your Carbon Reduction Plan published to your website (using the template provided within the PPN) confirming your commitment to achieving Net Zero by 2050 in the UK, and setting out the environmental management measures that you have in place and which will be in effect and utilised during the performance of the contract.

*If you are a new supplier and have been trading for less than 12 months, you must still confirm your commitment to achieving Net Zero by 2050 by publishing a full Carbon Reduction Plan (CRP) as soon as possible.

*If you do not have a website where you can evidence a published Carbon Reduction Plan containing the minimum required information as per the PPN guidance, you must provide an electronic copy of your Carbon Reduction Plan to CCS containing the minimum required information [Guidance on adopting and applying the PPN 06/21](#)

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

☐ Yes

☐ No

Carbon Reduction - continued

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

☐ Yes

☐ No

3.19.2. Please provide a link to your most recently published Carbon Reduction Plan (CRP) which:
confirms your commitment to achieving Net Zero by 2050;
contains emissions reported for all required Scopes (in accordance with the required methodology);
indicates the environmental management measures that you will apply when performing the contract; and
has a reporting period of no greater than 12 months prior to the date of commencement of this procurement.
Is published on your company website.

In order to submit a parent company CRP in lieu of an individual CRP, you must be wholly owned by parent company, the submitted CRP must:
apply to both you and your parent company,
must confirm your joint commitment to achieving net zero by 2050,
be adopted jointly and with environmental management measures clearly applied to you when performing the relevant contract.

Where the response is being completed on behalf of a consortium of suppliers, a link should be provided to the CRP of each consortium member.

Enter link

3.19.3. If emissions in the Carbon Reduction Plan(s) are not reported for any Scopes or only for some Scopes, or the reporting period is more than 12 months from the date of commencement of the procurement, please provide an explanation why. (optional)

Explanation

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

☐ Yes

☐ No

3.19.5. Please provide your current Net Zero Target Date (Lead Bidder)

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

Carbon Reduction - continued

Supplier Emissions Declaration

3.19.6. Baseline Year Scope 1 Emissions

Emissions

3.19.7. Baseline Year Scope 2 Emissions

Emissions

3.19.8. Baseline Year Scope 3 Emissions

Emissions

3.19.9. Current / Most Recent Reporting Year Scope 1 Emissions

Emissions

3.19.10. Current / Most Recent Reporting Year Scope 2 Emissions

Emissions

3.19.11. Current / Most Recent Reporting Year Scope 3 Emissions

Emissions

3.19.12. If you, or if applicable any of your consortium members, do not have a website, you must attach a copy of your Carbon Reduction Plan using Attachment 2e Carbon Reduction Plan Template and confirm that you are willing to provide your plan upon request to Buyers under the DPS who may request it in future within 30 days of the request being made.

Please note if you have provided website links at question 3.19.2 then you do not need to upload attachments here. (optional)

[Attachment 2e - Carbon Reduction Plan template v1.0.docx](#)

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

Choose File

No file selected

Carbon Reduction - New Supplier

Question 3.20.1 is evaluated **PASS/FAIL**. Your bid will fail if you do not answer 'Yes' to this question.

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

☐ Yes

☐ No

3.20.2. If you are a new organisation who cannot provide scope emissions data for the required reporting periods, please confirm the date by which you will publish a full Carbon Reduction Plan to your website.

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

Certificate of Technical and Professional Ability (COTPA's)

3.21.1. Please upload Attachment 2b Certificate of Technical and Professional Ability for your first example of Self service vending and automated retail.

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

Choose File

No file selected

3.21.2. Please upload Attachment 2b Certificate of Technical and Professional Ability for your first example of Commercial out of home advertising.

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

Choose File

No file selected

3.21.3. Please upload Attachment 2b Certificate of Technical and Professional Ability for your first example of Staffed retail services.

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

Choose File

No file selected

DPS Appointment Form Population Template

Please provide the information to be used to populate the
DPS Appointment form and any applicable Contract
Schedules if appointed.

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.

3.22.1. Supplier Name (registered name if registered)

Name

3.22.2. Registration number

Registration number

3.22.3. Supplier DPS Agreement Manager:

Name:

Job title:

Email address:

Phone number:

3.22.4. Supplier Authorised Representative:

Name:

Job title:

Email address:

Phone number:

3.22.5. Supplier Compliance Officer:

Name:

Job title:

Email address:

Phone number:

3.22.6. Supplier Data Protection Officer:

Name:

Job title:

Email address:

Phone number:

3.22.7. Supplier Marketing Contact:

Name:

Job title:

Email address:

Phone number:

3.22.8. Please provide any commercially sensitive information including (optional)

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

Details:

Duration of confidentiality:

Declaration

3.23.1. I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

☐ I confirm

Name

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

Name of organisation

Role in organisation

Phone number

E-mail address

Address lookup

Street

Town or City

County or State

Postcode

Country

Country

Select a country

Sign Off

Thank you for completing the Income Generation from Estates, Assets and IP 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 Income Generation from Estates, Assets and IP DPS questionnaire, please click **"Continue"** below.

DPS Assessing

Have you reviewed the related self cleaning evidence?

☐ Yes

☐ No

Explain the reason why self cleaning evidence is not reviewed

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

DPS Assessing

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

☐ Direct this submission to Part 1

☐ Reject this submission from the Income Generation from Estates, Assets and IP DPS

Confirm the rejection of this supplier for Income Generation from Estates, Assets and IP DPS

Explain the reason for rejection of this supplier for Income Generation from Estates, Assets and IP DPSQ.

Please note this reason for rejection, will be included in a notification to the Supplier.

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

DPS Appointment Form

Please review and confirm your agreement to the

following DPS Appointment Form information, before proceeding with your application for the RM6350 Income Generation from Estates, Assets and IP.

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 RM6350 (OJEU Notice).

Deliverables

- Digital Training & Support Services
- See DPS Schedule 1 (Specification) for further details.

Dynamic Purchasing System Start Date

The date in which you agree to the Terms and Conditions; and become 'Appointed' to the DPS as detailed in paragraph 6.7 of this DPS Needs document, is the start date of your DPS Agreement. If you become appointed in the first thirty (30) days from the date of the OJEU submission (21/05/2020) your DPS agreement start date will be 22/06/2020.

Dynamic Purchasing System Expiry Date

--

DPS Appointment Form

Please review the following DPS Incorporated Terms, before proceeding with your application for the RM6350 Income Generation from Estates, Assets and IP.

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:

- This DPS Appointment Form
- Any DPS Special Terms (see Section 9 'DPS Special Terms' in the DPS Appointment Form)
- Joint Schedule 1 (Definitions) RM6350
- Joint Schedule 11 (Processing Data) RM6350
- The following Schedules for RM6350 (in equal order of precedence):
 - DPS Schedule 1 (Specification)
 - DPS Schedule 4 (DPS Management)
 - DPS Schedule 5 (Management Levy and Information)
 - DPS Schedule 6 (Order Form Template and Order Schedules) including the following template Order Schedules:
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 6 (ICT Services)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 11 (Installation Works)
 - Order Schedule 12 (Clustering)
 - Order Schedule 13 (Implementation Plan and Testing)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 16 (Benchmarking)
 - Order Schedule 17 (MOD Terms)

- Order Schedule 18 (Background Checks)
 - Order Schedule 19 (Scottish Law)
 - Order Schedule 20 (Order Specification)
 - Order Schedule 21 (Northern Ireland Law)
 - Order Schedule 23 (Supplier Furnished Terms)
 - Order Schedule 25 (Special Schedule - Self Service Vending & Automated Retail)
 - Order Schedule 26 (Special Schedule - Sponsorship and Third Party Licensing)
 - Order Schedule 27 (Special Schedule - Advertising)
 - 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)
- CCS Core Terms - DPS (version 1.0.1)
 - Joint Schedule 5 (Corporate Social Responsibility) RM6350
 - DPS Schedule 2 (DPS Application) RM6350 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

DPS Appointment Form

Please review the following information, before proceeding with your application for the RM6350 Income Generation from Estates, Assets and IP.

DPS Pricing

Details in DPS Schedule 3 (DPS Pricing)

Insurance

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

Cyber

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

Management Levy

The Supplier will pay, excluding VAT either 0.5% of the Supplier Amount that has been retained by the Supplier or 0.5 % of all the Charges for the Deliverables invoiced to the Buyer under all Order Contracts (as applicable and as defined in DPS Schedule 5).

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

Confirm DPS Agreement

You have successfully completed the SQ for Income Generation from Estates, Assets and IP 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
- 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 RM6350 Income Generation from Estates, Assets and IP 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 Income Generation from Estates, Assets and IP.

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

☐ I Agree

Confirm Rejection

Confirm the rejection of this supplier for Income Generation from Estates, Assets and IP DPS.

☐

I Confirm

Explain the reason for rejection of this supplier for Income Generation from Estates, Assets and IP DPSQ.

Please note this reason for rejection, will be included in a notification to the Supplier.

Day
(DD)

Month
(MM)

Year
(YYYY)

Reappoint

Please confirm if you wish to reappoint this supplier.

☐

I Confirm

Please provide a reason

Confirm Rejection

Guidance

Please note when entering a date: CAM's will be able to reappoint suppliers (if rejected from the Appointed stage) and redirect a supplier back to Part 1 stage (if rejected from any other stage), up until the day before the date entered Suppliers will be able to reapply from the date entered

Confirm the rejection of this supplier for Income Generation from Estates, Assets and IP DPS.

☐

I Confirm

Explain the reason for rejection of this supplier for Income Generation from Estates, Assets and IP DPSQ.

Please note this reason for rejection, will be included in a notification to the Supplier.

Day
(DD)

Month
(MM)

Year
(YYYY)

Rejected

Please confirm you would like to send this application back to Part 1

☐

I Confirm