

Digital Inclusion and Support

You are **0%** through this questionnaire

Welcome to the Dynamic Purchasing System (DPS) registration questionnaire for Digital Inclusion and Support (DIAS), the marketplace to help the public sector buy services for assisted digital support, digital inclusion training course design, and digital inclusion training course delivery.

You will only have to complete this questionnaire once to register on the DIAS (DPS). This questionnaire allows you to register your service offering(s) for assisted digital and digital inclusion with Crown Commercial Service (CCS). This information will allow buyers to invite you to bid for contracts that are suited to you directly.

Should your organisation change its service offering(s) at any point during the lifetime of the DPS, you will be required to update the appropriate service filters in your selection questionnaire by following the instructions in the DPS Needs document which forms part of the bid pack for RM6209.

Digital Inclusion and Support

You are **2%** through this questionnaire

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 RM6209 DPS.

Yes

No

Digital Inclusion and Support

You are 4% through this questionnaire

2. Please indicate if, within the past three years, anywhere in the world if you, your organisation or any other person who has powers of representation, decision or control in the organisation has breached data protection obligations.

► 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 RM6209 DPS.

Yes

Please provide details

No

Digital Inclusion and Support

You are **6%** through this questionnaire

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 RM6209 DPS.

Yes

No

Digital Inclusion and Support

You are **9%** through this questionnaire

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.



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

Public Liability Insurance = £1m

Professional Indemnity Insurance = £1m

Digital Inclusion and Support

You are **11%** through this questionnaire

5. 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 RM6209 DPS.

- Yes
- Not Applicable - I have Cyber Essentials
- Not Applicable - I have Cyber Essentials Plus

6. If you have confirmed that you have Cyber Essentials at Q.155 of the Selection Questionnaire and/or at question 5. above, please confirm that you are able to provide a copy of your Cyber Essentials certificate following appointment to this DPS.

► 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 RM6209 DPS.

- Yes
- No

7. 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 RM6209 DPS.

- Yes

No

Not Applicable - I have Cyber Essentials

8. 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 RM6209 DPS.

Yes

No

Not Applicable

Digital Inclusion and Support

You are **13%** through this questionnaire

9. 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

Digital Inclusion and Support

You are **15%** through this questionnaire

10. 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

11. 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

12. 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

13. 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

14. Please provide details of your Group of Economic Operator member 2.

Name of Group of Economic Operator member 2

► 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

Role in Organisation

15. 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

16. 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

17. 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

18. 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

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

19. 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

20. 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

21. 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

22. 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

23. 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

24. 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

25. 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

26. 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

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

27. 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

28. 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

29. 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

30. 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

Role in Organisation

31. 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

32. 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

33. 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

34. 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

Company registration number

DUNS number

Registered VAT number

Role in Organisation

35. 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

36. 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

37. 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

38. 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

Search for address

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

39. 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

40. 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

41. 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

42. Please provide details of your Group of Economic Operator member 9.

Name of Group of Economic Operator member 9

► 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

Role in Organisation

43. 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

44. 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

45. 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

46. 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

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

47. 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

48. 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

49. 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

Digital Inclusion and Support

You are **17%** through this questionnaire

50. 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

Digital Inclusion and Support

You are **19%** through this questionnaire

51. Please provide your Companies House registered company number.

Registered company number

52. 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, Visibility of Third Party Agents / Bid Writers, Group of Economic Operators, Contract Termination, and Companies House Data. Once you have selected the tick box to confirm the responses provided are correct and you select 'Continue'.

I Confirm

Digital Inclusion and Support

You are **21%** through this questionnaire

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

Yes

No

Digital Inclusion and Support

You are **23%** through this questionnaire

54. Please confirm if you are a new entrant (including a SPV or JV set up solely for this contract, or a Sole Trader) to the market (trading for less than 12 months).

Yes

No

Digital Inclusion and Support

You are **26%** through this questionnaire

55. 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

56. Please confirm if you are bidding as a SPV, JV 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, JV 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 57-64 of this section as applicable.

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

No

Digital Inclusion and Support

You are **28%** through this questionnaire

57. 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 RM6209 DPS.

Yes

No

58. 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 RM6209 DPS.

Yes

No

Digital Inclusion and Support

You are **30%** through this questionnaire

59. 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 RM6209 DPS.

Yes

No

Digital Inclusion and Support

You are **32%** through this questionnaire

60. Please select one of the following statements which apply to your organisation.

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 60 days
- 75% - 95% of all supply chain invoices are paid in 60 days
- 75% or less of all supply chain invoices are paid in 60 days

Digital Inclusion and Support

You are **34%** through this questionnaire

61. 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

Digital Inclusion and Support

You are **36%** through this questionnaire

62. 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):

Digital Inclusion and Support

You are **38%** through this questionnaire

63. 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 64, this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 64.

64. 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 60, 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).

 No file selected

65. 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 57 - 64 of the DPSQ as applicable.

Yes

No

Please provide full details to support this response in the text box provided below:

Not Applicable

Digital Inclusion and Support

You are **40%** through this questionnaire

66. Please select the 'Support Type' for which your organisation is able to provide. Tick all that apply.

- Assisted Digital
- Design
- Delivery

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Digital Inclusion and Support

You are **43%** through this questionnaire

67. Please select the 'Assisted Digital' services for which your organisation is able to provide. Tick all that apply.

- Adult and other education services
- Computer-related services
- Computer training services
- Computer-user familiarisation and training services
- Office-support services (to include Telephone answering services)
- Personal development training services
- Provision of services to the community
- Social services
- Staff training services
- Training facilities
- Training programme services
- Training services
- Vocational training services
- Other community, social and personal services

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

(ref:67) 'Assisted Digital' = procurement of support to assist users through all or part of a government digital service.

Digital Inclusion and Support

You are 45% through this questionnaire

68. Please select the 'Design' services for which your organisation is able to provide. Tick all that apply.

- Adult and other education services
- Coaching Services
- Computer-related services
- Computer training services
- Computer-user familiarisation and training services
- Personal development training services
- Provision of services to the community
- Social services
- Staff training services
- Training facilities
- Training programme services
- Vocational training services

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

(ref:68) 'Design' = procurement of the design of a digital inclusion training course, product or intervention for any channel.

Digital Inclusion and Support

You are 47% through this questionnaire

69. Please select the 'Delivery' services for which your organisation is able to provide. Tick all that apply.

- Adult and other education services
- Coaching Services
- Computer-related services
- Computer training services
- Computer-user familiarisation and training services
- Personal development training services
- Provision of services to the community
- Social services
- Staff training services
- Training facilities
- Training services
- Training programme services
- Vocational training services

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

(ref:69) 'Delivery' = procurement of the delivery of digital inclusion training via any channel including the delivery of basic digital skills training.

Digital Inclusion and Support

You are **49%** through this questionnaire

70. Please select the 'Delivery Method' for which your organisation is able to provide. Tick all that apply.

Talk-through

Talk-through - somebody guides the user to complete the transaction themselves.

Proxy

Proxy - somebody inputs data on the user's behalf and completes the transaction for them.

Online

In person

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Digital Inclusion and Support

You are **51%** through this questionnaire

71. Please select the 'Talk-through' services for which your organisation is able to provide. Tick all that apply.

High-street

High-street - the user visits the support provider

Outreach

Outreach - the user is visited by the provider (e.g. at home, at work, in a care home)

Telephone

Webchat or equivalent

Other

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Digital Inclusion and Support

You are **53%** through this questionnaire

72. Please select the 'Proxy' for which your organisation is able to provide.
Tick all that apply.

- Telephone
Telephone - the transaction will be dealt with over the phone with the agent acting as proxy
- Webchat or equivalent
- High-street
- Outreach
- Other

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Digital Inclusion and Support

You are **55%** through this questionnaire

73. Please select the 'Online' services for which your organisation is able to provide. Tick all that apply.

High-street

Outreach

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Digital Inclusion and Support

You are **57%** through this questionnaire

74. Please select the 'In person' services for which your organisation is able to provide. Tick all that apply.

High-street

Outreach

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6209 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Digital Inclusion and Support

You are **60%** through this questionnaire

75. Please confirm details of the geographical location you are able to provision services.

Enter postcode

Postcode Within

<input type="text"/>	2 miles 
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Digital Inclusion and Support

You are **62%** through this questionnaire

76. 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.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6209 Digital Inclusions and Support DPSQ.

Country

77. 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

Street

Town or City

County or state

Postcode

Country

DUNS number

Digital Inclusion and Support

You are **64%** through this questionnaire

78. 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

Street

Town

County

Postcode

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6209 Digital Inclusions and Support DPSQ.

Country

Country

Digital Inclusion and Support

You are **66%** through this questionnaire

79. Please provide details of your **DPS Agreement 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

County

Postcode

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6209 Digital Inclusions and Support DPSQ.

Country

Country

Digital Inclusion and Support

You are **68%** through this questionnaire

80. 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

Town

County

Postcode

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6209 Digital Inclusions and Support DPSQ.

Country

Country

Digital Inclusion and Support

You are **70%** through this questionnaire

81. 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

Street

Town

County

Postcode

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6209 Digital Inclusions and Support DPSQ.

Country

Country

Digital Inclusion and Support

You are **72%** through this questionnaire

82. 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

► Search for your location details

Address lookup

Street

Town

County

Postcode

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6209 Digital Inclusions and Support DPSQ.

Country

Country

Digital Inclusion and Support

You are **74%** through this questionnaire

Thank you for completing the Digital Inclusion and Support 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 Digital Inclusions and Support DPS questionnaire, please click "**Continue**" below.

Digital Inclusion and Support

You are **77%** through this questionnaire

85. Have you reviewed the related self cleaning evidence?

Yes

No

Explain the reason why self cleaning evidence is not reviewed

86. 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

Digital Inclusion and Support

You are **79%** through this questionnaire

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

Direct this submission to the Registered 1 stage

Reject this submission from the Digital Inclusions and Support DPS

Confirm the rejection of this supplier for Digital Inclusions and Support DPS

Explain the reason for rejection of this supplier for Digital Inclusions and Support DPSQ.

Date supplier can reapply

Day

Month

Year

Digital Inclusion and Support

You are **81%** through this questionnaire

Please review and confirm your agreement to the following DPS Appointment Form information, before proceeding with your application for the RM3764.iii Cyber Security Services 3 DPS.

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 RM6209 (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 Optional Extension Period

Digital Inclusion and Support

You are **83%** through this questionnaire

Please review the following DPS Incorporated Terms, before proceeding with your application for the RM6209 Digital Inclusion and Support.

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) RM6209
4. Joint Schedule 11 (Processing Data) RM6209
5. The following Schedules for RM6209 (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) RM6209
8. DPS Schedule 2 (DPS Application) RM6209 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

Digital Inclusion and Support

You are **85%** through this questionnaire

Please review the following information, before proceeding with your application for the RM6209 Digital Inclusion and Support.

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, 0.5 % 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

Digital Inclusion and Support

You are **87%** through this questionnaire

You have successfully completed the SQ for Quality Assurance and Testing for IT Systems 2 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 RM6209 Digital Inclusion and Support 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 Digital Inclusion and Support

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

I Agree

Digital Inclusion and Support

You are **89%** through this questionnaire

Welcome to the Supplier Evidence Submission stage of the Digital Inclusions and Support 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.

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

Digital Inclusion and Support

You are **91%** through this questionnaire

A copy of your standard payment terms for all of your supply chain contracts

Evidence (pdf, image, max file size 5MB)

 No file selected

Details of the systems which are in place to ensure that suppliers are paid Promptly.

Evidence (pdf, image, max file size 5MB)

 No file selected

A copy of your procedures for resolving disputed invoices promptly and Effectively.

Evidence (pdf, image, max file size 5MB)

 No file selected

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)

 No file selected

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)

No file selected

Digital Inclusion and Support

You are **94%** through this questionnaire

Thank you for completing the Evidence Submission stage of Digital Inclusions and Support 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 Digital Inclusions and Support DPS questionnaire, please click "**Submit Evidence**" below.

Digital Inclusion and Support

You are **96%** through this questionnaire

Confirm the rejection of this supplier for Digital Inclusions and Support DPS.

I Confirm

Explain the reason for rejection of this supplier for Digital Inclusions and Support DPSQ.

Date supplier can reapply

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Digital Inclusion and Support

You are **98%** through this questionnaire

Please confirm if you wish to reappoint this supplier.

I Confirm

Please provide a reason