



Department for
Science, Innovation
& Technology

**PS25001 –
Scientific Research and Advice
for Government**

DPS Appointment Form

PS25001 – DPS Appointment Form

This DPS Appointment Form creates the DPS Contract. It summarises the main features of the procurement and signposts to where information is held based on the Suppliers PS25001 DPS Submission.

1	Contracting Authority	Department for Science, Innovation & Technology (DSIT) Address: 22 – 26 Whitehall, London, SW1A 2EG
2	Supplier	[Supplier Name] Address: [Supplier Address] Registration Number: [Supplier registration number]
3	Deliverables	[TBC at DPS Award]
4	DPS Start Date	28 th April 2025
5	DPS Expiry Date	23 rd February 2029 – No option for extension
6	DPS Incorporated Terms	<p>The following documents are incorporated into the DPS Contract.</p> <p>Where numbers are missing, we are not using these schedules.</p> <p>If documents conflict, the following order of precedence applies:</p> <ol style="list-style-type: none"> 1. PS25001 DPS Appointment Form 2. Joint Schedule 1 – Definitions PS25001 3. Joint Schedule 11 – Processing Data PS25001 4. The following Schedules for PS25001 (in equal order of precedence): <ul style="list-style-type: none"> • DPS Schedule 1 – Specification • DPS Schedule 4 – DPS Management • DPS Schedule 6 – Order Form Template and Order Schedules including the following template Order Schedules: <ul style="list-style-type: none"> ○ 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 7 – Key Supplier Staff ○ Order Schedule 9 – Security ○ Order Schedule 10 – Exit Management ○ Order Schedule 14 – Service Levels ○ Order Schedule 15 – Order Contract Management ○ 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 – HMRC Terms • DPS Schedule 8 – Self Audit Certificate <ul style="list-style-type: none"> ○ 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

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		<ul style="list-style-type: none"> ○ Joint Schedule 8 – Guarantee ○ Joint Schedule 10 – Rectification Plan ○ Joint Schedule 12 –Supply Chain Visibility <p>5. PS25001 DPS Core Terms</p> <p>6. Joint Schedule 5 – Corporate Social Responsibility PS25001</p> <p>7. DPS Schedule 2 – DPS Application</p>
7	DPS Special Terms	<p>Clause 9.1 is amended to read as follows:</p> <p>Each Party keeps ownership of its own Existing IPRs. In so far as they do not conflict with this Contract, the Supplier's standard IPR licensing arrangements as notified to the Buyer in the Order Tender shall apply to the provision of the Deliverables.</p> <p>Clause 18 is amended to read as follows:</p> <p>The provisions incorporated into each Contract are the entire agreement between the Parties. The Contract replaces all previous statements, agreements and any course of dealings made between the Parties, whether written or oral, in relation to its subject matter save for the specific provisions referred to in clause 9.1. No other provisions apply.</p>
8	Insurance	<p>Minimum Insurance levels:</p> <p>Employer's (Compulsory) Liability: £5,000,000 in respect of any one occurrence, the number of occurrences being unlimited in any annual policy period</p> <p>Public Liability Insurance: £1,000,000 in respect of any one occurrence, the number of occurrences being unlimited in any annual policy period</p> <p>Professional Indemnity: £1,000,000 in respect of any one occurrence, the number of occurrences being unlimited in any annual policy period</p> <p>Where insurance levels need to be amended for individual Call-Off Contracts, this will be detailed within the advertise Joint Schedule 3 (Insurance Requirements).</p>
9	Data Protection Liability Cap	£1,000,000
10	Staff Transfer	For the purposes for this DPS Award, both Parties agree that there will be no Staff Transfer.
11	Suppliers DPS Manager	<p>Contact Name: [DPS Contact Name] Name of Organisation: [Supplier Name] Role in Organisation: [DPS Contact Role] Telephone Number: [DPS Contact Number] Email address: [DPS Contact Email]</p> <p>Contact details will be completed as per your PS25001 DPS Bid submission</p>

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12	Suppliers Authorised Representative	Contact Name: [DPS Authorised Representative Name] Name of Organisation: [Supplier Name] Role in Organisation: [DPS Authorised Representative Role] Telephone Number: [DPS Authorised Representative Number] Email address: [DPS Authorised Representative Email] Contact details will be completed as per your PS25001 DPS Bid submission
13	Suppliers Compliance Officer	Contact Name: [DPS Compliance Officer Name] Name of Organisation: [Supplier Name] Role in Organisation: [DPS Compliance Officer Role] Telephone Number: [DPS Compliance Officer Number] Email address: [DPS Compliance Officer Email] Contact details will be completed as per your PS25001 DPS Bid submission
14	Suppliers Data Protection Officer	Contact Name: [DPS Data Protection Officer Name] Name of Organisation: [Supplier Name] Role in Organisation: [DPS Data Protection Officer Role] Telephone Number: [DPS Data Protection Officer Number] Email address: [DPS Data Protection Officer Email] Contact details will be completed as per your PS25001 DPS Bid submission
15	Suppliers Marketing Contact	Contact Name: [DPS Marketing Contact Name] Name of Organisation: [Supplier Name] Role in Organisation: [DPS Marketing Contact Role] Telephone Number: [DPS Marketing Contact Number] Email address: [DPS Marketing Contact Email] Contact details will be completed as per your PS25001 DPS Bid submission
16	Key Subcontractors	Name: [Subcontractor Name] Registration Number: [Subcontractor Registration Number] Role of Subcontractor: [Role of Subcontractor] Contact details will be completed as per your PS25001 DPS Bid submission
17	Contracting Authority Representative	Contact Name: [TBC] Role in Organisation: [TBC] Email address: [TBC]
18	UKSBS Authorised Representative	Contact Name: [TBC] Name of Organisation: UK Shared Business Services Ltd Role in Organisation: DPS Administration working on behalf of the Contracting Authority Email address: ProfessionalServices@uksbs.co.uk