

DPS Specialist Professional Services – Clarification Log

#	Clarification Question	Clarification Response	Date of Response
1	Specialist Professional Services - Application Guide. Section 2.5 question 26 states that a minimum level of £10 million (ten million pounds) Public Liability insurance cover is required. We currently have £5,000,000 (five million pounds) Public Liability insurance cover. We have conducted a number of projects with this level of insurance which has always been sufficient. Please could you confirm whether £5,000,000 (five million pounds) would be sufficient?	Please be advised that the insurance levels set within the Application Guide are the <u>minimum levels</u> we will accept. To clarify, you must have £10m Public Liability insurance to join this DPS. Updated: The minimum level of Public Liability Insurance required is now £5mil.	26.02.2018
2	Specialist Professional Services - Application Guide. Section 2.5 question 27 states that a minimum level of £2 million (two million pounds) Professional Indemnity insurance cover is required. Please could you confirm whether £1,000,000 (one million pounds) would be sufficient. We have conducted a number of projects with this level of insurance which has always been sufficient.	Please be advised that the insurance levels set within the Application Guide are the <u>minimum levels</u> we will accept. To clarify, you must have £2m Professional Indemnity insurance to join this DPS.	26.02.2018
3	Specialist Professional Services - Application Guide. Section 2.6 question 34. With regards to our General Data Protection Policy, we are aware of the requirements of the GDPR and have a plan in place to ensure we meet our obligations, including the current drafting of a policy. We would be able to supply a copy of our data protection policy prior to the award of a requirement through the DPS. Please can you confirm we can submit on this basis?	Please supply a copy of your current General Data Protection Policy. When the GDPR legislation comes into force in May 2018, we will require all suppliers to update and upload their new policies that comply with this legislation.	26.02.2018

4	Specialist Professional Services - Operational Guide. Page 5: It is stated that during the open for offers period, consultants will have visibility of their overall ranking. Please could you confirm if this is based solely on cost? If not, please could you clarify how quality is assessed prior to the closing date?	Yes this ranking is solely based on cost. Quality will only be evaluated by the technical team, after the requirement's 'open for offers' window has closed.	26.02.2018
5	Specialist Professional Services - Supplier Agreement - Limited Company. Clause 7 Documents and Data and Confidentiality. Our position on intellectual property is it remains with the originator, so London Borough of Waltham Forest IP remains your property, the consultants' IP remains our property. We are happy to grant you a free license to use our IP for the purposes of the project(s), but we do not transfer ownership of our IP to our clients. To do so would prevent us from delivering similar projects for other clients and would be commercially unworkable. Please confirm this approach is acceptable.	Yes, this is acceptable. However, please be advised that IP ownership may be dependent on the individual requirement issued. This would be detailed at the point of offering a requirement and organisations would have the opportunity to bid or decline from bidding, should the request and demands around IP be unworkable for them.	26.02.2018
6	Specialist Professional Services - Supplier Agreement - Limited Company. Clause 14 Warranty and Indemnity. In relation to this clause, our level of indemnity will need to be capped at our insurance levels. Please confirm this is acceptable.	Unfortunately, we are unable to agree an indemnity cap.	27.02.2018
7	We are required to agree to the terms of the Supplier Agreement, however we have a query regarding this. There are terms and conditions for Limited Companies or Sole Traders but we are a Partnership. Please can you confirm if we are required to sign the Limited Company T&Cs with two Partner signatures?	Yes, please sign the Limited Companies Supplier Agreement with all Partners signatures.	26.02.2018
8	Question 31 (List of local authorities you have supplied similar services too) - We do not have an experience working with local authorities. We have experience with the MOD and many clients within the private sector. Is the response to this question a pass / fail, i.e. if we don't have experience will we fail our application?	This is not a Pass/Fail question, this is for information only.	06.03.2018

9	We haven't completed an ESPD - is this mandatory?	This is for information only, the response to this impacts the further questions asked.	06.03.2018
10	Are there any upcoming events regarding this DPS?	Yes, there are training sessions available on the 21st and 22nd March. Further details on how you can book on will be emailed out.	06.03.2018
11	What are the minimum and maximum values of the works being placed through the DPS.	There are no minimum and maximum values, through the system. However the standard Ts & Cs, Financial checks and Insurance levels cover all projects up to £100k. Any requirements over £100k, can still be issued through the DPS, but may be subject to additional financial checks, increased insurance levels and some tweaks to the terms & conditions. If there were any changes, these would be advised to the supply chain, at the point of requirement issue	09.03.2018
12	If we are already using Sproc.net for other services, do we need to register separately for Waltham Forest or will our current registration be enough?	Your organisation would still need to register for the Waltham Forest contract, as this will likely have different enrolment and accreditation criteria	09.03.2018
13	You have asked for a £10M Public Liability, would you accept £5M with the ability to increase to £10M if required?	Yes, as the minimum level of Public Liability Insurance required is now £5mil.	13.03.2018
14	Is there an option for amending the wording on the Supplier Agreement, or is our only option to agree your version?	The Supplier Agreement is a standard agreement that cannot be amended for specific organisations and must be agreed by all suppliers, prior to enrolling onto this DPS. This ensures that the whole supply chain works to the same Terms and Conditions.	15.03.2018
15	GDPR legislation is not enforced until the 25 th May 2018. We are currently working on our GDPR policy and will have this completed in readiness for May 2018, but are unable to upload this document currently. Will this prohibit our enrolment approval?	No, this will not prohibit enrolment, however, GDPR policies must be uploaded onto the system by the 25 th May 2018, or your organisation will be suspended from the system. To clarify, any provider that does not yet currently have a GDPR policy in place, will need to upload a document under the 'GDPR Policy document upload section' as part of the enrolment, explaining the following; 'My company does not currently have a GDPR policy in place, however I self-certify that I will have a GDPR Policy loaded to the system by the 25th May 2018'. If the provider does not upload this GDPR policy onto the system, by the 25th May, they will be automatically suspended and will not receive any	21.03.2018

		requirement notifications.	
16	<p>Reference the GDPR Checklist form, please advise what response is required for;</p> <ul style="list-style-type: none"> a) Will other marketing actions take place within the project? If so, please describe what kind of marketing actions will be. b) Will you or have you gained access to data which is not required to be processed for the service to be provided? c) Will you/ do you confirm (if contacting the individuals directly) that you are acting on behalf of the local authority? d) Will you/do you display privacy notices e.g. on emails, application forms, letters to individuals? e) What mechanisms do you have in place for reporting to the local authority? <p>Do staff have remote access to the local authority's systems? If so, is it via a secure network? Please describe the method of access.</p>	<p>This is not a PASS/FAIL question, but will be reviewed for information only, so please find below expected content;</p> <ul style="list-style-type: none"> a) Will other marketing actions take place within the project? If so, please describe what kind of marketing actions will be. Yes / No. If Yes, detail what other actions are typically undertaken b) Will you or have you gained access to data which is not required to be processed for the service to be provided? Yes / No c) Will you/ do you confirm (if contacting the individuals directly) that you are acting on behalf of the local authority? Yes / No d) Will you/do you display privacy notices e.g. on emails, application forms, letters to individuals? Yes / No e) What mechanisms do you have in place for reporting to the local authority? Provide details on these <p>Do staff have remote access to the local authority's systems? If so, is it via a secure network? Please describe the method of access. Yes / No. If Yes, confirm the network security and describe how the network is accessed.</p>	21.03.2018