

## **So you want to become a government research supplier?**

The Crown Commercial Service (CCS) have recently made some changes in the government's research procurement process - in order to be a registered research supplier and be eligible to bid for government research contracts you will now need to become a member of the Research Marketplace Dynamic Purchasing System.

The following document has been put together to help explain the new system and guide you through the application process. It should be read in conjunction with the formal Bid Pack which can be found [here](#).

## **What is the Research Marketplace Dynamic Purchasing System?**

Why register with the Research Marketplace?

- Research Marketplace allows you to register with Crown Commercial Service (CCS) to provide your market, social and economic research services to government departments and the wider public sector.
  - The Research Marketplace DPS is used widely by central government departments including Cabinet Office, Department for Transport, Department for Education, Home Office and DEFRA, as well as wider public sector organisations such as local councils and authorities, TfL, the Post Office and Tate Britain

What is a Dynamic Purchasing System (DPS)?

- A public sector tool for procuring goods and services to which any supplier can apply to join at any time.
- Providing the supplier meets the DPS selection criteria and agrees to the DPS Terms and Conditions, they will be appointed to the DPS. Following which, suppliers can respond to Competitions for relevant contracts advertised by Customers.
  - The DPS selection criteria are aimed at enabling as many suppliers as possible to join the DPS. Compliance checks are primarily focused around contract examples, supporting references and financial standing. More detail on this can be found in the DPS Needs document of the bid pack.
- Sets out the terms and conditions for all bidders satisfying the selection criteria

Who are the CCS?

- The Crown Commercial Service are the central purchasing body that procures goods and services for customers, including central government departments and the wider public sector.

## **How do I register?**

There are three stages to the registration process:

1. Register for an account on the Supplier Registration Service (SRS). You can do this by clicking on 'Register as a supplier' and following the instructions as detailed below at "Stage 1: Registering as a Supplier."
2. Register to join the research marketplace dynamic purchasing system as detailed below at "Stage 2: Registering for a Dynamic Purchasing System".
3. Complete two selection questionnaires. The first standard Selection Questionnaire (SQ), which is the selection questionnaire used across government for all suppliers. Followed by, a shorter Dynamic Purchasing System Questionnaire (DPSQ), relating specifically to the Research Marketplace DPS, this is detailed below at "Stage 3: The Application"

We would recommend that you read the DPS Needs document within the bid pack before commencing your submission; and set aside ample time to complete this process.

## **What you need to know before you begin**

### Contract Examples:

- You will need to provide two contract examples - guidance on what to include in these contract examples can be found in Attachment 5 'Response Guidance for Contract Examples', located in the Bid Pack.
- In order to certify these two examples, you will need to provide a 'Letter of Confirmation of Works' for each contract example. This needs to be signed by both your organisation and the customer who received the research services.

The 'Letter of Confirmation of Works' can be found at Attachment 1(a) and 1(b) of the Bid Pack. The completed 'Letters of Confirmation of Works' should be uploaded to the SRS Platform in response to question 1e of questionnaire 2 (DPSQ).

### *What are these contract examples used for?*

The content of these contract examples are not used to assess the quality of a bid in order to gain access to the DPS - they are simply used to demonstrate technical capability and capacity in delivering a research project, signed off by both the customer and the supplier.

- Customers may ask to view a supplier's contract examples once a contract has been awarded, but not as a condition of award instead as part of the Call to Competition. These contracts are not publicly viewable.

### Financial Capability:

- CCS assess your financial standing using your Dun and Bradstreet credit score. A credit score of less than 51 fails to meet the financial threshold of the Research Marketplace DPS. If your D&B credit score is less than 51 you will be asked to provide audited accounts for the last two years or alternative means of demonstrating your financial status, to enable CCS to undertake a further financial assessment of your organisation. Please refer to the DPS Needs document for full details of the financial criteria.

### Modern Slavery Act:

- If your organisation has a total turnover of over £36m you will be asked to provide a link to your anti-slavery and human trafficking statement.

### Sub-Contractors:

You will need to provide details of any subcontractors you plan to use. You can input up to 35 sub-contractors in your selection questionnaire. Any additional sub-contractors (more than 35), can be input in Attachment 6 (Additional Sub-Contractors) of the bid pack, and sent to CCS via the Research Marketplace mailbox.

- o You only need to supply details of the sub-contracts you plan to use or it is foreseeable that you would use in this context. For example there is no requirement to specify sub-contractors supplying general services to you (such as window cleaners etc.) You should include in this sub-contractors who supply key services such as data processing or translation but if you are a qualitative research agency you are **not** required to list all recruiters you may use in your work.
- o At each Call to Competition you will be asked to list the subcontractors you plan to use for that specific contract.

### Cyber Essentials:

- In order to be awarded a government contract you will need to have a Cyber Essentials certificate. You will be asked to provide this at question 155 of the standard SQ. If you do not yet have a Cyber Essentials certificate but are in the process of acquiring one; answering 'No' will not prohibit you from being appointed to the DPS but you will need to provide evidence of your certificate by a customer, if you are successfully awarded a contract.

- The Market Research Society has agreed with CCS that ISO 27001 will be recognised as the equivalent to Cyber Essentials.

If you are unsure about how to complete any part of the SQ you can raise a question via the SRS messaging system, or email: [researchmarketplace@crowncommercial.gov.uk](mailto:researchmarketplace@crowncommercial.gov.uk)

## **How to register**

### Stage 1: Registering as a supplier

All suppliers (including those who have previously worked with government) are now required to register on the 'Supplier Registration Services' (SRS) system prior to submitting a 'request to participate'. To do this:

- 1) Register for an account at <https://supplierregistration.cabinetoffice.gov.uk/organisation/register>

**Register as a supplier**

Register to increase your visibility to over 6,000 government buyers.

**Complete a standard Selection Questionnaire**

Start or update an SQ to support your application for government contract opportunities.

- 2) Select 'Register as a supplier'
- 3) Click on the **DUNS number button** and fill in the required information

### Step 2 - Register as a supplier

Organisation name     D-U-N-S® number     Postcode

Enter D-U-N-S® number

### Stage 2: Registering for a Dynamic Purchasing System

You are now ready to register to join the Research Marketplace Dynamic Purchasing System (RM DPS) by heading to <https://supplierregistration.cabinetoffice.gov.uk/>

**GOV.UK** Supplier Registration

[Sign in](#) [Register](#) [Help](#)

## The Supplier Registration Service for Government

**Register as a supplier**  
Register to increase your visibility to over 6,000 government buyers.

**Complete a standard Selection Questionnaire**  
Start or update an SQ to support your application for government contract opportunities.

**Take the Modern Slavery Assessment**  
Get guidance and demonstrate compliance with the UK Modern Slavery Act

**Search for contract opportunities**  
Find and apply for live government contracts.

**Register as a buyer**  
Gain access to reliable, up-to-date supplier information

**Find a supplier**  
Search over 300,000 supplier profiles and assess suitability

**Dynamic Purchasing System**  
Click [here](#) to see a list and join one of the new Dynamic Purchasing Systems

Click the link “here” in the blue box titled “Dynamic Purchasing System” in the bottom right hand side of the page

**N.B. DO NOT** try and start your application by selecting “Start Selection Questionnaire” under the “Get starter” section of your personal dashboard. This will **NOT** register you to join a Dynamic Purchasing System.

### Get started

[Start Selection Questionnaire](#)

[Start Modern Slavery Assessment](#)

[Enter invitation code](#)

You will be redirected to a page listing the various DPS’s currently in place. Scroll down until you reach “Research”.

### Research



**Research Marketplace**

This DPS allows you to register with Crown Commercial Service (CCS) to provide your market, social and economic research services to government departments and the wider public sector. Suppliers, please click on the Bid Pack link and read the DPS Needs document before commencing registration.

To join this DPS, view current suppliers or access more information, use the links below.

[Bid pack](#)   [Clarifications](#) 202   [View suppliers](#)   [Access as a buyer](#)   [Access as a supplier](#)

Click on the link to “Access as a supplier” - you will be taken to the screen below.

### DPS Supplier Terms

By ticking the box below, you are confirming that you have read and agree to the following terms

**5) Payment of Management Levy**  
Confirm that you understand and will meet all of the obligations set out for the provision of Payment of Management Levy to CCS.

**6) Privacy notice**  
Confirm that you understand the way your data will be stored, used and communicated as outlined [here](#) and agree to such use.

**7) NQC Terms of Use**  
Confirm that you accept the Terms of Use, which can be found [here](#), unreservedly and without amendment.

I accept the above terms

[Confirm](#) [Cancel](#)

Read the DPS terms and conditions and to continue, confirm that you accept.

### Stage 3: The Application

You should go back to your personal dashboard and begin the application.

### **Part one of the application: the standard selection questionnaire**

You will be asked to select your CPV (Common Procurement Vocabulary) code. If you do not know which CPV code applies to your organisation, choose the one that most accurately describe your work. For example, a code which may apply a supplier wishing to join to the RM DPS could be “Social research services – 79315000”

Make sure you answer every relevant question in the Selection Questionnaire (SQ).

It is important to remember the government procures many things, from office supplies and building contractors to research. This standard selection questionnaire is not unique to Research - all suppliers across government fill out the same form, therefore some questions in the SQ may not apply to you such as NHS requirements, Steel and Past Performance Certificates.

Please write ‘N/A’ in the text answer boxes for any questions that are not relevant to you – DO NOT leave them blank, or you will not be able to submit your SQ.

For a full list of Not Applicable questions, see below (covered in point 36 of the DPS Needs document as part of the Bid Pack which also can be found [here](#)):

36. There are questions in the Selection Questionnaire and corresponding Evidence Submission' stage that are not applicable for this RM6018 Research Marketplace procurement, therefore bidders must please note, a response is NOT required to the questions as detailed below:

- Part 2: (Contract Example 3) – Q135
- Part 3: (Steel) Q147 - Q149
- Part 3: (Supply Chain) Q150 – Q154
- Part 3 (NHS Requirements) Q158 - Q161

Evidence Submission stage for the following questions:

- Q166 – Q172, Q176 and Q179 – Q185.

### **Part two of the application: research specific questions**

During part two of the questionnaire you will be able to upload your supporting evidence and select which research services you can supply (detailed in the Bid Pack - Attachment 2, Research Services Matrix).

We recommend only selecting those categories where you have skills and experience, as Customers will filter using these categories to produce a shortlist of suppliers to invite to a competition.

Please note: selecting “qualitative – general” does **not** automatically select all qualitative research methods, this filter may be used by a supplier who has not yet decided which method they wish to use or is open to recommendation from a supplier. You must select **all** filters which you feel apply to your organisation.

<p><b>Welcome</b></p> <p>You are <b>0%</b> through this questionnaire</p> <p>Welcome to the Research Marketplace Dynamic Purchasing System (DPS) Registration questionnaire.</p> <p>You will only have to complete this questionnaire once to register on Research Marketplace (DPS). This questionnaire allows you to register your Market, Social and Economic Research services with Crown Commercial Service (CCS).</p> <p>As part of the registration process, you will be asked to provide information about the types of research 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.</p>	<p><b>Services Provided</b></p> <p>You are <b>9%</b> through this questionnaire</p> <p>Please ensure the services selected are a true reflection of the service offering your organisation can provide for the RM6810 DPS. Failure to select accurate services may result in your organisation being invited to compete for contract opportunities that cannot be fulfilled by your organisation.</p> <p><b>6a.</b> Please select the research topics category on which your organisation is able to provide services.</p> <p>You are advised to select only the relevant criteria to your organisation.</p> <p>Buyers using Research Marketplace will assess your credentials for specific contract opportunities during call for competitions.</p>
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Screenshots to detail progress through DPSQ.

### **What happens next?**

- After you have completed your SQ, your DPS status on your homepage will show ‘assessing’ rather than ‘responding’ and you will receive a confirmation email from [supplierregistration.cabinetoffice.gov.uk](mailto:supplierregistration.cabinetoffice.gov.uk)

supplierregistration.cabinetoffice.gov.uk - Your application to join Research Marketplace DPS is being assessed Inbox x

**Supplier Registration** noreply@crownccommercial.gov.uk vi 11:00 (6 minutes ago) ☆ ↶ ⋮

to me ▾

Your application to join Research Marketplace DPS is being assessed.

Why has this happened?

Answers provided by you in your Selection Questionnaire (SQ) or Research Marketplace DPS require that a member of the CCS Category Team review your application to join. Normally this is a short process, but can take up to 10 working days. You will be notified once the assessment has taken place.

Questionnaire has been sent for assessment.

**Profiles**

Search

Search name or description

Questionnaires	Status	Sort by
Research Marketplace t	Any	Name A-Z

**1543248694** ASSESSING

Profile Research Marketplace DPS

Reference	SQ-3P9JZ3K
Description	-
Score	-
Created	26/11/18 16:11
Last edited	10/12/18 10:51
Assigned user	Research Marketplace Category Manager

- CCS will complete compliance checks of your SQ to ensure you have provided everything requested as part of the selection criteria as detailed in the DPS Needs document.
- If CCS are satisfied that you have met all of the selection criteria, your DPS status will change from 'assessing' to 'agreeing'. You will be notified of this change in status.
- You will be required to accept the terms to enable your organisation to move from agreeing stage to the 'appointed' stage.
- This could take between 1 and 15 days, but the process will be slowed down if the application is incomplete
- In the unlikely event that your DPS submission is not approved, CCS will let you know which of the DPS selection criteria you failed to meet and offer assistance in any way they can.

**If you have any questions about this process, further advice can be found in the Bid Pack or email [researchmarketplace@crownccommercial.gov.uk](mailto:researchmarketplace@crownccommercial.gov.uk)**