**Official – Sensitive**

**Construction Professional Services – RM6165**

**Additional Client User Agreement**

**Introduction**

This framework offers a full range of Construction Professional Services across a range of different lots and can be accessed by any Central Government department and all other UK Public Sector bodies.

**Instructions**

The Additional Client User Agreement (ACUA) form is filled in prior to customer supply market engagement, commencing your tender or placing order/s through this agreement providing an outline of customer requirements which are intended to be procured via RM6165.

Once we have processed your ACUA form we will provide you with a unique reference number for each individual procurement project. Please ensure that all procurement documentation contains the reference number.

With your permission, we will also share details of the project with other alliance members, both customers and suppliers, to encourage collaboration, shared learning and to provide the framework suppliers with as much notice as possible about your project. More details can be found on the ACUA form.

Please visit our website at; <https://www.crowncommercial.gov.uk/agreements/RM6165> for more information about the framework agreement, including the specification and the Construction Works and Services Framework Alliance Contract.

**CCS Pipeline**

We maintain a Framework pipeline of customer requirements from all organisations that use our framework. This helps all Framework Alliance Members to understand and plan for goods and services procured through this Framework Alliance Contract (framework agreement).

We plan to share the details of your competitively tendered project with our suppliers in our pipeline document to help them to plan to bid for tenders.

Preparing, maintaining and publishing commercial pipelines has been identified as one of the 14 key policy areas within the Construction Playbook.

We will also share this information with other customers that have signed up to our framework to encourage collaboration and shared learning. We would encourage you where possible, to share as much information as you can about your requirements.

The information we share will not include any personal information of any individuals, just the organisation name and details provided below. The information will not be published on our website.

Do you consent to the details of your requirements being shared with our framework suppliers and other customers? Please select ‘Yes’ or ‘No’

**Yes** ☐ **No**☐

If you do not wish for your project details to be shared it would help us if you could explain why below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | |
| Contracting Authority |  | | | | | |
| Contact Name |  | | | | | |
| Contact Number |  | | | | | |
| Contact Email Address |  | | | | | |
| **Customer Call Off Requirements** | | | | | | |
| Description of requirement(s) (overview of the project/programme and brief description of services needed) |  | | | | | |
| Lot to be used, please select the relevant checkbox**\*** | **Lot 1**  **☐** | **Lot 2**  **☐** | **Lot 3**  **☐** | **Lot 4**  **☐** | **Lot 5**  **☐** | **Lot 6**  **☐** |
| Further Competition/Direct Award |  | | | | | |
| Procurement Portal Used and Address Used (please include URL) |  | | | | | |
| Supplier(s) Invited (if known) |  | | | | | |
| TOTAL (Construction) Project Value (this is the estimated overall value of the project) |  | | | | | |
| Value of Professional Fees - Call Off Contract Value (this is the estimated value of the professional services commission) |  | | | | | |
| Planned ITT Publication Date |  | | | | | |
| Planned Award Date |  | | | | | |
| Anticipated Completion Date |  | | | | | |
| Select Call Of Contract to be used by selecting a checkbox**\*** | **NEC3 Professional Service Contract**  **☐** | |  | | | |
| **NEC4 Professional Service Contract**  **☐** | |  | | | |
| **NEC3 Professional Service Contract Short**  **☐** | |  | | | |
| **NEC4 Professional Service Contract Short**  **☐** | |  | | | |
| **JCT Consultancy Agreement (Public Sector) 2016**  **☐** | |  | | | |
| **PPC 2000 (amended 2013) Standard Form of Contract for Project Partnering**  **☐** | |  | | | |
| Please indicate if this project may require services from any of the other Construction agreements listed opposite (please select the relevant checkbox)  If yes, please provide some brief detail | **Construction Products Consumables and Materials**  (RM6157)  ☐ | | | | | |
| **Modular Building Solutions**  (RM6014)  ☐ | | | | | |
| **Construction Works and Associated Services** (RM6088)  **☐** | | | | | |
| **Construction Professional Services Dynamic Procurement**  (RM6242)  **☐** | | | | | |
| Does the project or services include or relate to any [Carbon Net Zero](https://www.crowncommercial.gov.uk/buy-and-supply/carbon-net-zero) activities? | **Yes**  **☐** | | **No**  **☐** | | | |

**Next Steps**

Please e-mail your completed form to [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk), upon receipt of the completed form you will be provided with a unique reference number. This should be quoted in your documentation when in pre-market engagement or placing an order through the framework with your service provider(s). This should also be quoted to CCS when discussing the Call Off in question.

|  |  |
| --- | --- |
| Additional Client User Agreement - Reference Number | **\*** |

**\*To be provided by Crown Commercial Service**

**CCS Contact Details**

If you need any further information please contact:

[info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)

0345 410 222