

## FIPS GUIDANCE

This guidance explains the process you need to use to apply for and manage User Access for FIPS, the charges and payment process, and provides links to the terms and conditions that apply to each User Access. SDS reserves the right to amend this guidance from time to time so please check these webpages regularly in case the guidance has been updated.

### 1. Process for acquiring User Access for FIPS

1.1. This guidance explains the process for applying for and managing User Access to access the funding information processing system used by SDS (“FIPS”). SDS requires service providers/funding recipients (“you” or “your”) to use FIPS as part of the service provision for certain services or as part of other SDS funded projects. Please read this guidance before completing the application for User Access for your organisation.

1.2. You require to obtain a User Access for each individual who shall access FIPS at any time.

1.3. To obtain and manage User Access, you shall require to appoint a Delegated Authority for each SDS programme/funded project for which User Access are required. The process for appointing and managing Delegated Authorities is set out below at section 2.

1.4. Each Delegated Authority shall require to request and manage all User Access required for the relevant SDS programme/funded project. The process for requesting and managing User Access is set out below at section 4.

### 2. Delegated Authority

2.1. Each organisation requiring a User Access will require to appoint one or more Delegated Authorities. Each Delegated Authority shall: -

- act as the contact for SDS in respect of all matters relating to User Access for the designated programme(s)/funded project(s),
- be responsible for the application for and management of, individual User Access for the designated programme(s)/funded projects(s);
- be responsible for ensuring that the information provided to SDS in respect of personnel accessing the FIPS products and services in relation to the relevant programme(s)/funded projects(s), is at all times accurate and up to date; and
- ensure that any information requested by SDS in connection with your organisation’s use of FIPS under the relevant programme(s)/funded projects(s) is immediately made available to SDS on request.

2.2. Please insert the details of each Delegated Authority using the form available. You must have a minimum of one Delegated Authority for each SDS programme/funded project. You may appoint the same person as Delegated Authority for multiple SDS programmes/funded projects.

2.3. All fields highlighted in yellow must be completed.

2.4. The completed Delegated Authority form must be submitted to SDS (in accordance with the return instructions detailed in the form) by the person who has formally accepted the offer of contract for the relevant programme/funded project.

2.5. The terms and conditions for each User Access are set out in the User Access terms and conditions (“FIPS Ts & Cs”) which are available [here](#). Please note that these terms and conditions may be varied by SDS from time to time. By submitting any request for a User Access you agree to the FIPS Ts & Cs and any amended FIPS Ts & Cs will come into force from the date that the Contracting Party is advised of the changes in accordance with the FIPS Ts & Cs.

2.6. Details of the applicable charges for User Access are set out below at section 3.

2.7. Details of how the Delegated Authorities can apply for and manage User Access is also set out below at section 4.

2.8. SDS reserves the right to withdraw any Delegated Authority from the Delegated Authority form submitted by you, immediately on notice, in the event that SDS believes the Delegated Authority has acted, is, or is likely to act other than in accordance with the Delegated Authority duties set out in this paragraph 2. Without prejudice to SDS’ other rights and remedies, you shall be required to immediately submit a further Delegated Authority form to SDS in the event that such action results in no Delegated Authority remaining appointed for any live programme/funded project for which User Access is required.

### 3. User Access Charges

3.1. User Access is charged annually on the following basis:-

- The cost of the FIPS user access will be £264 excl. VAT (£22 per month) per user for the period 1 April 2024 to 31 March 2025.
- Any additional User Access requested throughout the year (which are not replacing a current user) will incur a User Access charge from the month of set up to 31 March 2025. This will be at a rate of £22 (excl. VAT) per user per month.

3.3. To enable SDS to create FIPS invoices and issue to the correct invoicing address, Training Providers are required to complete and submit a New Customer Request form as part of the FIPS User Access Application Form. See link in 4.1 below.

### 4. User Access Application Form

4.1. The User Access Application Form (new Training Provider) is available [here](#).

4.2. User Access Application Form – New Training Providers - this also includes the delegated authority Form- Insert the contact details for each User Access required. A separate form must be used for each SDS programme/funded project. Where the same user is listed for more than one SDS programme/funded project, only one charge shall apply in respect of that individual. (To be clear, if you have already been charged for that User Access under another SDS programme/funded project, you shall still require to complete the request and obtain approval for that individual to use their User Access for any additional SDS programme(s)/funded project(s), but there shall be no additional charge for each additional programme/funded project). You are reminded that User Access cannot

be shared between or among individuals and is granted for use only by the named individual for the uses specified in the identified SDS contract(s), and for no other purpose whatsoever. Failure to comply with the applicable terms and conditions may result in your contracts being suspended or terminated, and your organisation being held liable for damages.

4.2.1 FIPS Users Additions and Amendments Form - existing Training Providers – Review and complete as per guidance on the form. Access the form [here](#).

4.3. You are further reminded that a User Access cannot be reassigned on a short-term basis, and you shall not request for a User Access to be reassigned by SDS, within 90 days of (i) the grant of that same User Access by SDS and/or (ii) its reassignment, unless the reassignment is due to temporary reallocation to cover a user's absence or the unavailability of a device that is out of service.

Reassignment of a User Access for any other purpose must be for the remaining Term (as defined in the FIPS Ts & Cs).

4.4. All fields highlighted in yellow must be completed.

4.5. You require to submit the request for User Access (in accordance with the return instructions detailed in the form). Please note that there may be a restriction on the number of User Access available, but SDS will discuss your requirements with you should your request exceed the number available at any time. Failure to submit the duly completed form by the specified date may result in your delayed access to FIPS, for which you shall be liable.

4.6. SDS has limited numbers of licences. Should you require any additional User Access, please bear in mind that there is a charge for each User Access, and that there is likely to be a lead in time before the User Access can be granted.

4.7. User Access shall only be valid once formally approved by SDS in writing.

4.8. User Access is available with 'Manager' status and associated functionality and 'Administrator' status and associated functionality. The associated functionality is set out in the User Access Application. Your request must identify which status is required for each User Access. The User Access can only be used for the functionality status approved by SDS.