

R-Cloud (version 5)

Supplier Application Guide



Contents

Contents	2
1 Introduction	3
2 Completing your supplier application	3
2.1 Log in or Create an Account	3
2.2 Enter Your Organisation Details	3
2.3 Select Your Capabilities	4
2.4 Complete the Technical Narrative	4
2.5 Complete the Pricing Matrix.....	5
2.6 Suitability and Exclusions	6
2.7 Communications.....	6
2.8 Review and Accept the Terms and Conditions	6
2.9 Submit Your Application	6
3 Need Help?	7

1 Introduction

Use this guide to complete a supplier application for R-Cloud (Version 5).

Before submitting an application, you will need to provide information about your organisation, select the capabilities relevant to your expertise, complete the required declarations and accept the R-Cloud Terms and Conditions.

2 Completing your supplier application

2.1 Log in or Create an Account

Visit the [R-Cloud \(version 5\) Portal](#) and:

- Existing suppliers should sign in using their current credentials
- New suppliers should create an account via 

Once logged in, follow the on-screen steps to complete or update your application.

Important: Ensure you save each section before progressing to the next step or navigating away from the page. Information entered into a section is not automatically saved. Any unsaved information will be lost and will need to be entered again, but every section is editable up to submission.

2.2 Enter Your Organisation Details

Provide your organisation's registered company information and ensure all supplier records are accurate and up to date.

All information submitted must:

- Be complete and accurate.
- Relate to the legal entity that intends to contract with the Authority.
- Be kept up to date throughout your participation in R-Cloud.

Sole traders should register using the legal name of the individual or business that will be contracting with the Authority.

You will also be asked to provide information about:

- Your Parent company if applicable
- Non-UK Control and Influence within your organisation

As part of the supplier application process, the Authority undertakes a proportionate assessment of each supplier's financial standing. To support this assessment, please upload your latest available accounts.

If your organisation has recently started trading and does not yet have published accounts, please upload alternative evidence or provide an explanation of your current financial standing.

2.3 Select Your Capabilities

R-Cloud uses a capability-based taxonomy to match suppliers with opportunities.

As part of your application to Version 5, you must:

- Review the updated taxonomy and related [Statements of Requirements](#)
- Select the capabilities relevant to your organisation
- Ensure selections accurately reflect your areas of expertise

2.4 Complete the Technical Narrative

The Technical Narrative enables you to demonstrate your organisation's research and development (R&D) experience, technical expertise and the services you can provide through R-Cloud.

Your response should:

- Clearly describe your organisation's R&D skills, experience and areas of expertise.
- Explain the services and capabilities your organisation can provide.
- Focus on the capability areas you have selected within your application.
- Provide examples of relevant work, projects, technologies or approaches where these help demonstrate your expertise.
- Reflect your organisation's strengths and experience in a clear and proportionate manner.

The Technical Narrative is intended to demonstrate your organisation's overall capability rather than provide a response to individual requirements or opportunities.

Examples of previous R&D work can help illustrate your experience, but they are not mandatory. There is no minimum or maximum level of detail required; suppliers should provide information that is proportionate to the size, complexity and experience of their organisation.

Tip: Avoid using generic marketing language. Focus on clearly explaining your organisation's technical expertise, relevant experience and the value you can bring to future R-Cloud opportunities.

2.5 Complete the Pricing Matrix

Suppliers are required to submit pricing information as part of the application process.

When completing the Pricing Matrix:

- Enter maximum hourly rates for the roles relevant to your organisation.
- Leave non-applicable roles blank.
- Enter whole numbers only. Do not use decimal points or commas.
- Do not enter £0 rates, as this will result in your application being rejected.
- Ensure all rates are accurate and supportable.
- Rates must include all overheads and profit.
- Rates must exclude VAT.

Please note:

- Short-term rates apply to tasks of less than six months' duration.
- Long-term rates apply to tasks of more than six months' duration.
- Discounts apply to tasks with a value greater than £100,000.

Pricing information will be assessed as part of the supplier approval process.

Reviewing and Updating Your Rates

Suppliers may review and request changes to their Pricing Matrix at any time via their supplier account dashboard.

Any proposed changes will be submitted for approval and assessed by Dstl Commercial Services. Your existing approved rates will remain in place until any revised rates have been approved.

2.6 Suitability and Exclusions

As part of the application process, suppliers must review the Statement of Excludable Offences.

If any Mandatory Exclusion Ground or Discretionary Exclusion Ground applies to your organisation then an Exclusion Event Form must be downloaded from the Portal, completed and uploaded as part of the application. The information provided will be reviewed by the Authority.

All suppliers are required to complete the declaration confirming that they have read and understood the information provided within the Suitability and Exclusions section. This declaration must be signed by a director of the company, or equivalent authorised representative.

2.7 Communications

The Communications section allows you to specify how you heard about R-Cloud and manage certain communication and visibility preferences for your organisation.

2.8 Review and Accept the Terms and Conditions

To participate in R-Cloud (version 5), suppliers must review and accept the updated [Terms and Conditions](#). All existing and new suppliers are required to confirm acceptance of the R-Cloud (version 5) Terms and Conditions before completing their registration or renewal process.

The R-Cloud (version 5) Terms and Conditions include the Intellectual Property (IP) provisions. The specific IP position for each Tasking Procedure will be clearly identified within the relevant task documentation.

2.9 Submit Your Application

Before submission, ensure:

- All mandatory sections are completed
- Required capability selections have been made
- Supporting information has been provided where requested
- Terms and Conditions have been accepted

Once submitted, your application will be assessed by Dstl Commercial Services and you will be notified of the outcome through the Portal.

3 Need Help?

For technical issues with the Portal, account queries or general guidance relating to R-Cloud, please contact:

Dstl R-Cloud Management Team
Email: dstlrcloud@dstl.gov.uk

For questions relating to a specific opportunity, suppliers should contact the relevant buyer using the details provided within the task documentation.