

CALL OFF SERVICE - ROLES & RESPONSIBILITIES

ROLES & RESPONSIBILITIES OF CLIENT

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ASSESS SUITABILITY

Client to ensure Framework is suitable for project requirements

Does it comply with their internal Governance, Standing orders and Financial Regs

Client to carry out appropriate Options Appraisal

PROVIDE INFO TO INFORM DECISION

Framework Guidance

Tender Report

DOCUMENTATION REQUIRED TO BE PROVIDED BY CLIENT:

Project Specific Specification & supporting documents

Evaluation Criteria/Weightings

"Pricing Schedule
NB: Pricing schedule would have to be 100% agreed & clear upfront to ensure like for like comparison"

Project Specific Terms & Conditions

SWPA GUIDANCE & SUPPORT AVAILABLE:

Guidance on quality evaluation questions if required

Guidance on completing Quality evaluation – must be carried out by Client as this is subjective and they will be aware of their own project specific requirements

Guidance on pricing schedule templates - liase with Technical Support for assistance if required

What is client's normal form of contract/additional terms required over and above FAC-1

PROPOSED CALL OFF PROCEDURES

Advise the following key dates/timelines:

*Tender publish date

*Tender return date

*Evaluation timescales - start/finish

*Date of Consensus Meeting

*Sign Off/Agreement prior to award

*Formal contract Award

*Anticipated Project Start Date

*Anticipated Project Completion Date

Tender Documents must be formally approved by Client

Client to carry out Quality Evaluation

Clarifications to be sent to SWPA to be issued

Quality Scores to be sent to SWPA

Consensus Meeting to discuss outcome/scores and agree formal award

Client to review formal award letters and sign prior to issue c/w Form of Offer

Client can issue award letters if required

PROPOSED CALL OFF PROCEDURES

Draft tender documentation with information provided by Client and send to Client for formal approval

Issue mini comp to Appointed Company on behalf of Client

Download tender responses from relevant tendering portal on behalf of Client

Send Quality submissions to Client for evaluation

Carry out Commercial Evaluation

Issue any clarifications required

Collate and combine quality/commercial scores prior and send to Client

Host a consensus Meeting to discuss outcome/scores and agree formal award if required

Draft award letter and any unsuccessful letters and send to Client for approval

Issue award letters on behalf of Client if required

Issue a Contract Award Notice on relevant tendering portal e.g. Public Contracts Scotland on behalf of the Partner

CONTRACT MANAGEMENT

Client is responsible for managing the contract through to the duration

CONTRACT MANAGEMENT

Technical Manager to provide ongoing support, where required, attending pre-start/project meetings

Escalated issues - Offer support/mediation between Client and Appointed Company if and when required