THE PROCESS OF USING OUR CALL OFF SERVICE



STEP 1

SWPA Associate Partner to liaise with their Client Support Manager to discuss potential use of Call Off Service.

STEP 2

SWPA will arrange meeting with **SWPA Associate Partner** to discuss project requirements, confirm roles & responsibilities and timescales for Call Off Mini Competition.



STEP 3

SWPA will complete the Project Registration form with **SWPA Associate Partner** and **SWPA Associate Partner** will also complete and return a Letter of Appointment to **SWPA**.

STEP 4

SWPA will generate a unique Project Reference Number and email all applicable **Appointed Companies** the Project Registration Form to obtain an Expression of Interest (EOI).



STEP 5

SWPA and **SWPA Associate Partner** will develop and agree all documentation to be included within the Call Off Mini-Competition.



STEP 6

SWPA will issue the Mini Competition to all **Appointed companies** who noted interest at EOI stage via the procurement portal.

STEP 7

Appointed Companies will complete and return the Tender within the advertised timescales.

STEP 8

SWPA will issue the Quality Submissions (if applicable) to **SWPA** Associate Partner to evaluate, and **SWPA** will evaluate the Commercial Submission.



STEP 9

SWPA will combine both Quality and Commercial evaluation scores and obtain approval from **SWPA Associate Partner** to proceed with award.



STEP 10

If requried, **SWPA** will develop the Award Letter and Unsuccessful letters and issue to **SWPA Associate Partner** for sign off. Once approved, **SWPA** will issue letters to **Appointed Companies** on **SWPA Associate Partner**'s behalf.