mirror_mod.use_v True mirror_mod.use_z = False elif _operation == "MIRROR_Z": mirror_mod.use_x = False mirror_mod.use_y = False pror_mod.use_z = True

e end -add back the deselected mirror modifier objec

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Data and Application Solutions

Framework agreement (RM3821)

Crown Commercial Service

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Key facts summary information

- This framework replaces our Local Authority Software Applications and Corporate Software Solutions frameworks
- Supports business critical horizontal back office systems and data needs
- Offers direct award functionality across all lots through the Government eMarketplace
- Delivers fully supported solutions for cloud, on premise or hybrid systems
- Supports general enterprise applications
- Provides coverage across sector-specific requirements
- Provides support and maintenance options to help extend a product's lifecycle
- Features 80 suppliers across 14 lots
- Uses the Crown Commercial Service (CCS) Public Sector Contract
- Allows call off contracts of up to 7 years
- All lots are available to all public sector customers

What is the Data and Application Solutions agreement?

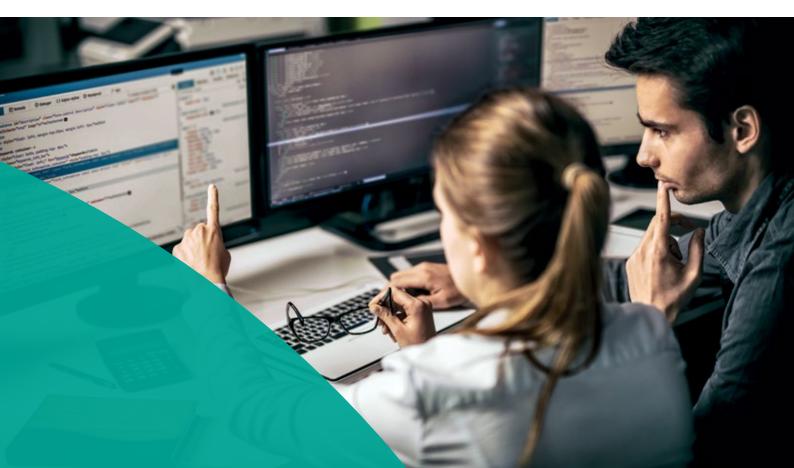
The Data and Application Solutions (DAS) agreement is designed to provide software-led technological solutions across 14 enterprise and sector-specific lots, whilst also offering an EU compliant and regulated route to market for public sector organisations.

This is an agreement that combines the ability to purchase off-the-shelf software as well as the associated professional services to help configure and implement new solutions.

Background

It has been identified that by consolidating and modernising technology platforms, organisations can reduce cost and provide better access to services.

Data and Application Solutions (DAS) offers an optimal mix of suppliers, products and associated professional services to ensure buyer requirements and supplier-led solutions can be matched to support this approach.



What products and services are available?

Group 1: Enterprise Applications

These lots are a direct replacement of the previous framework Corporate Software Solutions (RM1042):

Lot 1a. Resource Planning and Management Solutions

ERP, HR/Payroll and Finance complete systems or modules

Lot 1b. Workflow and Case Management Solutions

Customer relationship management, workflow and case management solutions

Lot 1c. Data Collection, Storage and Management

Data warehouse, databases, asset management and reporting systems

Lot 1d. Data Intelligence and Analytics

Big data, internet of things, robotic process automation

Group 2: Local Government

These lots are a direct replacement for the previous framework Local Authority Software Applications (RM1059):

Lot 2a. Business Applications

Revenue and benefit systems, payment processes, civil enforcement systems

Lot 2b. Environmental and Planning

Environmental health, planning enforcement, licensing, waste management

Lot 2c. Citizen Services

Library solutions, electoral management, registrar systems

Group 3: Health and Social Care

This is a new CCS offering that targets software demands within the health and social care markets:

Lot 3a. Enterprise Applications for Health E-rostering, health related HR/payroll systems

Lot 3b. Health Information Management Electronic patient records, clinical & digital information systems

Lot 3c. Community Health and Social Care Social care case management, social care finances, home care

Group 4: Police and Emergency Services

This is a new CCS offering targeting requirements for the police and other emergency services:

Lot 4a. Blue Light Operations Case and custody applications, emergency response and crisis management

Lot 4b. Blue Light Data & Information Management

Digital asset management, data analytics

Group 5: Education

This is a new CCS offering that covers elements of a previous framework, Information Management & Learning Systems (RM1500):

Lot 5a. Learning Applications and Platforms Virtual learning, distance learning

Lot 5b. Academic Scheduling and Management Solutions

Attendance monitoring, student records systems, facility/premises management

Top tips:

The following items are available from suppliers across all lots:

- Software licences
- Application-related consultancy services
- Software support and maintenance
- Maintenance services, including development, testing and implementation of software updates

In addition, the above suppliers may offer the following supplementary services to the core requirements for each lot:

- Application hosting
- Managed application services
- Database administration services
- Disaster recovery and backup services

How to buy

Choose the purchasing option that suits your organisation:

- Option 1: Run a further competition (see section 7)
- **Option 2:** Use the Government eMarketplace to complete a direct award (see section 6)

Your situation

Choose either option 1 or 2



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Buyer scenarios

Scenario 1

A Government Department is looking to replace an ERP system and has identified that in addition to the new software package they also require the chosen supplier to complete integration, training and ongoing maintenance services.

Recommendation:

Run a further competition against lot 1a Resource Planning and Management Solutions.

Scenario 2

A local authority is looking to replace a revenues and benefits system. However, the existing maintenance contract expires within the next 3 months and the project team thinks they may not have enough time to complete a further competition before it expires.

Recommendation:

Explore using a direct award for support for a shortened period to cover the procurement and implementation of a new solution procured using lot 2a Business Applications.

Scenario 3

A health trust is looking to extend their existing rostering software maintenance arrangements for the next 3 years.

Recommendation:

Conduct a direct award against lot 3a Enterprise Applications for Health.

Scenario 4

A housing association is looking to add an additional module to an existing ERP system to allow for cloud access to their existing on-site server for colleagues that are not located at the main offices. The project has identified that additional hardware is not required to support this requirement.

Recommendation:

The requirement could be fulfilled by either conducting a direct award or further competition.

Scenario 5

A Scottish based organisation is looking to extend their existing software licensing for a 12 month period.

Recommendation:

Conduct a direct award against the relevant Lot and on the Framework Schedule 6 Order Form ensure to state the Call Off Schedule 19: Scottish Law is to be used.

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Direct award

Direct award offers a straightforward way to buy products and services from DAS without the need to run a further competition. Developing a clear statement of requirements will enable you to identify suitable service offers (i.e. entries on the catalogue) and to conduct a meaningful comparison between them in order to select the right service offer for you.

Direct award offers you an accelerated route to market to help you meet requirements that are intrinsically linked to software you already use.

Suppliers provide a range of services under direct award via the <u>Governement eMarketplace</u> including covering maintenance, licence renewals and software modules.

Any evaluation of the service offerings on our direct award catalogue must use the direct award criteria as shown in Annex A to Part 2 of Framework Schedule 7: Call off Award Procedure.

At the conclusion of your evaluation you should complete the order form and send it to your chosen supplier. The call off will be valid from the point at which you confirm receipt of the counter-signed order form from the supplier. Direct award should not be used if:

a) You are looking to refine the basic Public
 Sector Contract terms and conditions or
 supplement them with special terms

b) Your requirement is for new software not intrinsically linked to an existing system

c) You require hardware to be provided as part of the service offering

The benefits of direct award

Direct award offers OJEU-compliant purchasing, without the need for further competition.

Direct award offers unrestricted options on the contract value, however you will have to consider issues such as time, complexity and number of suppliers when opting for requirements that are intrinsically linked to software you already use.

Public procurement regulations require organisations to demonstrate non-discrimination and transparency when making contract awards. Compliance with regulations requires fair and equal comparison of the offers from all suppliers that are able to meet your requirements.

Further competition

This process allows customers to satisfy their requirements by formally contacting all capable suppliers on DAS with the intention of obtaining details of services and costs.

A further competition should be run when you require suppliers to develop proposals or solutions to meet your statement of requirements.

Customers are able to refine the Public Sector Contract call-off terms for a further competition, provided this is done in accordance with the Public Contract Regulations, thus giving more flexibility when defining the statement of requirements.

Further competition is also the only route that enables you to add special terms to the call off terms.

Completing a further competition also gives you the option to run an eAuction or a multi-stage competition to identify the most economically advantageous tender. This option is not available via direct award. The process is broken down into 6 simple steps:

Step 1 - Identify your needs

When establishing your product requirements you may wish to consider the following:

- Product road maps and the expected life cycle of the product
- Total cost of ownership, recognising running costs
- Compatibility with other in-house systems
- What your budget parameters are
- Current and possible future scale of requirement

Top tip: We would highly recommend that you engage with the framework suppliers before formally starting a further competition. During this pre-market engagement you can ask suppliers questions to help refine your requirement and also give them an early insight into the opportunity which may elicit feedback that can clarify your thinking. If you do decide to undertake any pre-market engagement activities it must be fair, transparent and open.

Step 2 - Finalise your requirements

It is important that you clearly articulate your exact requirements so the suppliers can provide comprehensive, value for money bids without excessive provision for risk/contingency in the pricing. Therefore, please ensure that your requirements are clearly and comprehensively captured within your further competition documents.

Step 3 - Complete documentation

When you are ready to send your requirements to the market, you will need to complete the further competition documentation, which is made up of:

- Invitation to Tender (ITT), including timetable and evaluation criteria
- Requirements specification (which can be included in the above)
- All relevant Public Sector Contract schedules
- Call off order form (Framework Schedule 6), partially completed to state the required schedules plus the requirement specification

Top tip: Your included order form should be completed as much as possible, as it contains additional information about the Public Sector Contract schedules you wish to incorporate into your call off.

You should allow suppliers sufficient time to prepare and submit their bids. We recommend that the minimum time for bid windows should be three weeks. You should include precise detail of the closing time and date in the documentation so suppliers are clear on their deadlines.

You will also need to tell the suppliers how you will be evaluating their bids by clearly describing your evaluation model, including criteria and their relative importance. The permissible evaluation headings are at Annex B to Part 2 of framework Schedule 7.

Top tip: For further competitions under this agreement the price/quality mix can be varied. We would recommend that a minimum of 40% is allocated to quality attributes as best practice.

Step 4 - Issue further competition invitation

Customers are obliged to invite all capable suppliers on the relevant lot to bid against your requirement so you will need to identify them before issuing your requirement.

During the further competition process you must keep an audit trail of any dialogue and communication with the potential suppliers. This can either be done via your own procurement system or utilising the free CCS esourcing tool. All suppliers should have access to any clarification of your requirements where it could be of relevance to all of them.

There is no downselect option under this framework, all suppliers on this agreement are able to select which further competitions they participate in if invited. If suppliers choose not to bid for your business, they should inform you of this as part of the procurement process.

Step 5 - Evaluation

During your bid evaluation, you must treat all suppliers equally and fairly using the most economically advantageous tender criteria set out in your further competition documentation.

It is also vital that you evaluate the bid in the same way you stipulated in the further competition documentation and keep a clear audit trail of the process.

Step 6 - Award

Once you have identified the most economically advantageous tender, we recommend you apply a standstill period of a minimum of 10 calendar days before awarding your contract. You must tell all the suppliers of the outcome of the further competition via email or letter. After the standstill is complete, you can place your order with the successful supplier by finalising and placing the completed order form (framework Schedule 6).

You should provide written feedback to unsuccessful suppliers, setting out the relative strengths and weaknesses of their bid.

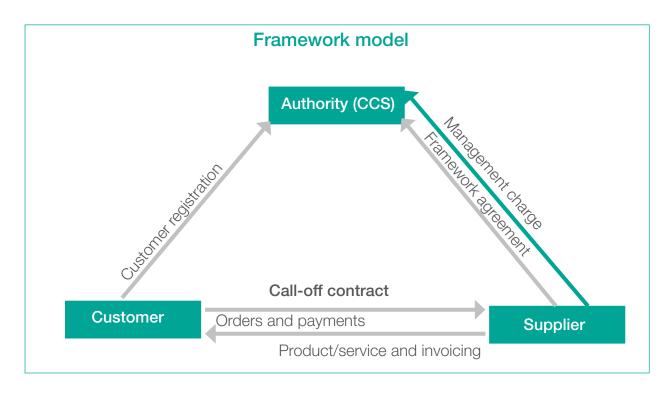


Public Sector Contract (PSC)

The call off contract

The call off contract sits between the buyer and supplier and governs the purchase and delivery of the goods (and services). It is entered into once the order has been placed (i.e. at the end of a further competition) or in the case of the catalogue, when the purchase is confirmed - as illustrated in the diagram below.

The framework agreement



The Public Sector Contract is the form of contract used by CCS as the base for construction of all of its framework contracts. It's a composite product consisting of the following elements;

- Core terms CCS' standard commercial terms applicable at both the framework and call-off contract level
- Framework schedules applicable at the framework contract level and managed by CCS
- iii. Joint schedules applicable at both framework and call-off contract levels
- iv. Call-off schedules applicable only to customer call-off contracts resulting from the framework
- v. Framework award form

The award form draws all of the components together and captures the key information on the construction of a particular framework contract. It documents any "framework special terms" that amend the core terms specifically for the relevant framework contract and also provides a vehicle for the supplier and CCS to sign the agreement. The award form states the scheduled duration of the framework contract, and any possible extension period, along with details of the lots to which the relevant supplier is appointed. It records the components of the agreement – those framework and joint schedules incorporated together with the call-off schedules that may be included in call-off contracts resulting from the framework contract. The possible call-off award procedures are stated together with the contact details of key CCS and supplier staff involved in management and performance of the agreement.

The equivalent document to the framework award form at the call-off level is the order form, which is incorporated into the framework contract as Framework Schedule 6. The relevant buyer and supplier sign a completed form to put a call-off contract in place.

The order form covers all the elements and schedules that can be included in the call-off contract between the customer and the supplier.

The blank order form highlights in yellow the components that customers will need to complete or, if not required remove, to create the call-off contract.

Unless your organisation is in Scotland, all highlighted schedules cannot be used in any direct award call-offs. For Scottish based customers, Call Off Schedule 19 is also applicable and should be added to any call-offs.

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Aggregation

CCS develop and run aggregated competitions (including e-Auctions which allow suppliers to compete online, in real time) for customers on a regular basis throughout the year.

We provide a managed further competition service for customers who have common purchasing needs for products and services. We aggregate demand and run the procurement process on behalf of customers.

By bringing together customers with similar requirements, standardising specifications and running eAuctions we regularly achieve doubledigit percentage savings.

Benefits and results:

- Customers can achieve increased savings based on committed aggregated volumes
- Simplification of the process leads to reduced procurement costs for the customer and reduced bidding costs for the supplier
- Aggregation reduces fragmented spend.
 Potential for standardisation to leverage greater savings
- Pre market engagement 'tech days' with vendors and suppliers to ultimately deliver value for money
- Adoption and consistent application of best practices including the use of standard documentation sets; mitigating risks and issues
- Support and guidance to customers throughout the process, conducting further competitions at no cost to the customer

Aggregation activities and timelines:

Full details on current opportunities, future opportunities and any recent aggregation case studies can be found on our <u>aggregation page</u>.

Contact us

For further information please contact: 0345 410 2222 info@crowncommercial.gov.uk www.crowncommercial.gov.uk

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