

## Framework Schedule 1 (Specification)

This Schedule sets out what we and our Buyers want.

It sets out the intended scope of Deliverables that the Supplier will be required to make available to Buyers under this Framework Contract.

In addition, this Framework Schedule 1 (Specification) will describe the Deliverables together with any specific Standards applicable to the Deliverables.

The Supplier must provide the Deliverables for all the services ~~under the Lot~~, as detailed below.

The Deliverables and any Standards set out below may be refined (to the extent permitted and set out in the Order Form) by a Buyer during a Further Competition or Direct Order Procedure to reflect its Deliverables Requirements for entering a particular Call-Off Contract.

### 1. Summary

- 1.1. The Supplier may be required to provide services in relation to the supply of the Services to Buyers including but not limited to:
  - 1.1.1. Conforming to the Charging Structure;
  - 1.1.2. Undertaking any billing requirements;
  - 1.1.3. Undertaking to meet all Buyer requirements;
  - 1.1.4. Providing a support function to deal with Buyer enquiries and issues;
  - 1.1.5. Complying with any PIs (Performance Indicators) and any service levels and any reporting requirements;
  - 1.1.6. Providing a dedicated account manager to manage the relationship between the Authority and the Supplier under this Framework Agreement, to resolve any issues arising from this Framework Agreement and to implement any improvements/innovations during the Framework Period; and
  - 1.1.7. Complying with the Authority's Management Information requirements.
  - 1.1.8. Engaging with the Buyer as part of prior market consultation to assist with defining and refining requirements. Such assistance is to be provided at the Supplier's own risk and cost.
- 1.2. The use of Subcontractors is permissible but these must be notified to the Buyer as part of any proposal. The Supplier retains overall responsibility for the delivery of all Orders under the Framework Contract. For the avoidance of doubt, the use of subcontractors is subject to the provisions contained within Joint schedule (Key Subcontractors) of the Terms and Conditions.

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- 1.3. Market developments - the Supplier shall keep CCS informed of any developments, events and/or issues that will have an impact on the provision of the Deliverables within the scope of the Framework Contract. This will form part of Supplier Review Meetings which will take place as appropriate and as decided by CCS. More urgent developments will require immediate communication from the Supplier.
- 1.4. Marketing - the Supplier must work with CCS in accordance with Framework Schedule 4 to develop marketing material which must include and not be limited to, the development of case studies and marketing literature.
- 1.5. Buyers will have their own systems to enable e-payment, ordering and so forth. The Supplier must be able to interact with the Buyers' e-commerce systems (for example systems such as SAP Ariba, Emptoris and other like systems). The Supplier must be willing to adapt its systems and processes, as required, to accommodate these requirements at its cost.

## 2. Services

The Services covered are divided into the following service areas below:

### 2.1. Service area 1 – Asset finance options appraisals

- 2.1.1. Service area 1 provides the Buyer with an independent assessment of the funding options available and advice on the most advantageous route to acquiring the Buyer's identified asset.
- 2.1.2. **Scope of work - Core Services**
- 2.1.3. The Supplier will be appointed to provide the Buyer with expert advice in relation to the selection of the most advantageous route to asset acquisition. The Supplier shall undertake an analysis of the Buyer's objectives and deliver advice on whether various leasing structures or an asset based loan are the most advantageous funding options.
- 2.1.4. The Supplier is expected to be able to provide the following services, as required at the call-off stage, to assist the Buyer in best achieving its stated aims and objectives in relation to the asset acquisition:
  - 2.1.4.1. Detailed analysis of the funding options available for the asset targeted by the Buyer.
  - 2.1.4.2. The production of a clear and concise report on the options available including the merits and disadvantages of each option in a wholly impartial manner.

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- 2.1.4.3. The report must clearly state formal recommendations regarding which option is the most advantageous for the Buyer given the Buyer's objectives for the asset acquisition.
- 2.1.4.4. The advice given must also contain advice on the IFRS (International Financial Reporting Standards) accounting standards.
- 2.1.4.5. Provide advice on new asset finance developments in terms of market trends and any opportunities to improve the economic outcome for the Buyer. The advice should include but needs not be limited to regulation and market developments.
- 2.1.4.6. Consideration of the options available in the wider policy and value for money context of Government.

### 2.2. Service area 2 – Delivery of end-to-end asset acquisition

2.2.1. Service area 2 is concerned with the delivery of the asset acquisition process by the Supplier for the Buyer. This may involve a compliant procurement process for qualifying asset expenditure.

#### 2.2.2. Scope of work - Core Services

2.2.3. The Supplier will be appointed to provide the Buyer with a full end to end legally compliant asset acquisition process which includes services listed in Service Area 1 (**Asset Finance Options Appraisals**) as part of the core process (unless expressly excluded by the Buyer), utilising the Buyer's preferred funding option. The Buyer will be selecting its funding option from the recommendations made by the Supplier.

2.2.4. The Supplier is expected to deliver a full asset acquisition with the following key features:

- 2.2.4.1. A clear and accurate acquisition strategy with a milestone timetable.
- 2.2.4.2. A clearly defined acquisition lead contact at the Supplier for the Buyer.
- 2.2.4.3. Periodic reviews as required by the Buyer.
- 2.2.4.4. The selected funding option is delivered via RM6120 Leasing and Loans DPS. The DPS can be accessed by Suppliers under this agreement acting as Agents for Buyers and by Buyers direct.
- 2.2.4.5. The setting of transparent criteria which funder submissions will be evaluated against.

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2.2.4.6. To review and evaluate funder submissions including:

2.2.4.6.1. Options Appraisals

2.2.4.6.2. Primary period rentals;

2.2.4.6.3. Residual value risk;

2.2.4.6.4. Lease documentation requirements;

2.2.4.6.5. Primary Period and whole life cost analysis;

2.2.4.6.6. End of lease process.

2.2.4.6.7. Lessor background and analysis; and

2.2.4.6.8. Recommendations.

### 2.3. Service area 3 – Leasing portfolio reviews

2.3.1. Service area 3 relates to the Supplier reviewing the full portfolio of leases held by the Buyer and to offer advice that will lead to savings on the acquisition cost of current assets.

#### 2.3.2. Scope of work - Core Services

2.3.3. The Supplier will be appointed to provide advice to the Buyer on how to deliver its leasing portfolio to generate greater value for money. The Supplier will be expected to deliver the efficiencies through the renegotiation of existing leases and other methods available including but not limited to:

2.3.3.1. The review of any potential renewals;

2.3.3.2. Advice on early extension proposals; and

2.3.3.3. Potential third-party sales and return conditions.

2.3.4. The Supplier will be required to conduct a formal written review of the Buyer's current leasing portfolio once the required data has been acquired. The report should be produced with the following key features:

2.3.4.1. A detailed summary of the overall quality of the Buyer's leasing portfolio.

2.3.4.2. The presentation of the Buyer's various leasing commitments split by sector.

2.3.4.3. Clear recommendations stating what action can be taken in order to deliver savings to the Buyer through the renegotiation of commitments or other action.

2.3.5. Once the written review has been drafted and presented to the Buyer the Supplier shall, with the Buyer's consent, contact the lessors that the Buyer holds leases with to look at the renegotiation of current commitments.

2.3.6. The Supplier shall also devise a forward looking asset acquisition strategy that will help deliver the savings in the leasing review to aid the Buyer obtaining greater value for money in the future.

### **3. Buyer Specific Social Value Requirements**

3.1. The Supplier shall be prepared to deliver and adhere to the Buyer's social value requirements to be delivered as part of the call-off tendered for. The Buyer shall specify their requirements during the further competition or direct award process.

3.2. The Supplier's procedures for assisting in meeting of the Buyer's social value requirements are as detailed below (although the Supplier would be expected to adapt these procedures to meet the Buyers specific requirements during the call-off for further competition or direct award (if required)):

3.2.1.               Compliance with the Modern Slavery Act 2015 (<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>) including that Suppliers shall annually complete the modern slavery assesment tool <https://supplierregistration.cabinetoffice.gov.uk/msat> as directed by CCS. Suppliers shall make the outcomes of their modern slavery assessment to Buyer when requested.

3.2.2.               Supplier shall where required, support Buyers in their Environmental / Sustainability policies and in meeting the diverse user needs of the Buyers in terms of Accessibility. This includes adhering to any applicable standard for Environmental Management Systems and Greening government.

3.2.3.               The Buyer can identify specific social value priorities at call-off.

### **4. Procurement specific Standards**

4.1. The Supplier shall at all times during the Framework Period and the term of any Call Off Agreement comply with the Standards including but not limited to the following:

4.1.1. Information Security Management Standards.

4.1.2. ISO 27001 Information Security Management standard or equivalent.

4.1.3. Cyber Essentials Scheme.

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- 4.2. The Supplier shall, in addition to complying with the Standards as outlined above, comply with the Standards required by Buyers as set out during a Further Competition Procedure.