

How to direct award under RM6143

RM6143 Vehicle Telematics: Hardware and
Software Solutions

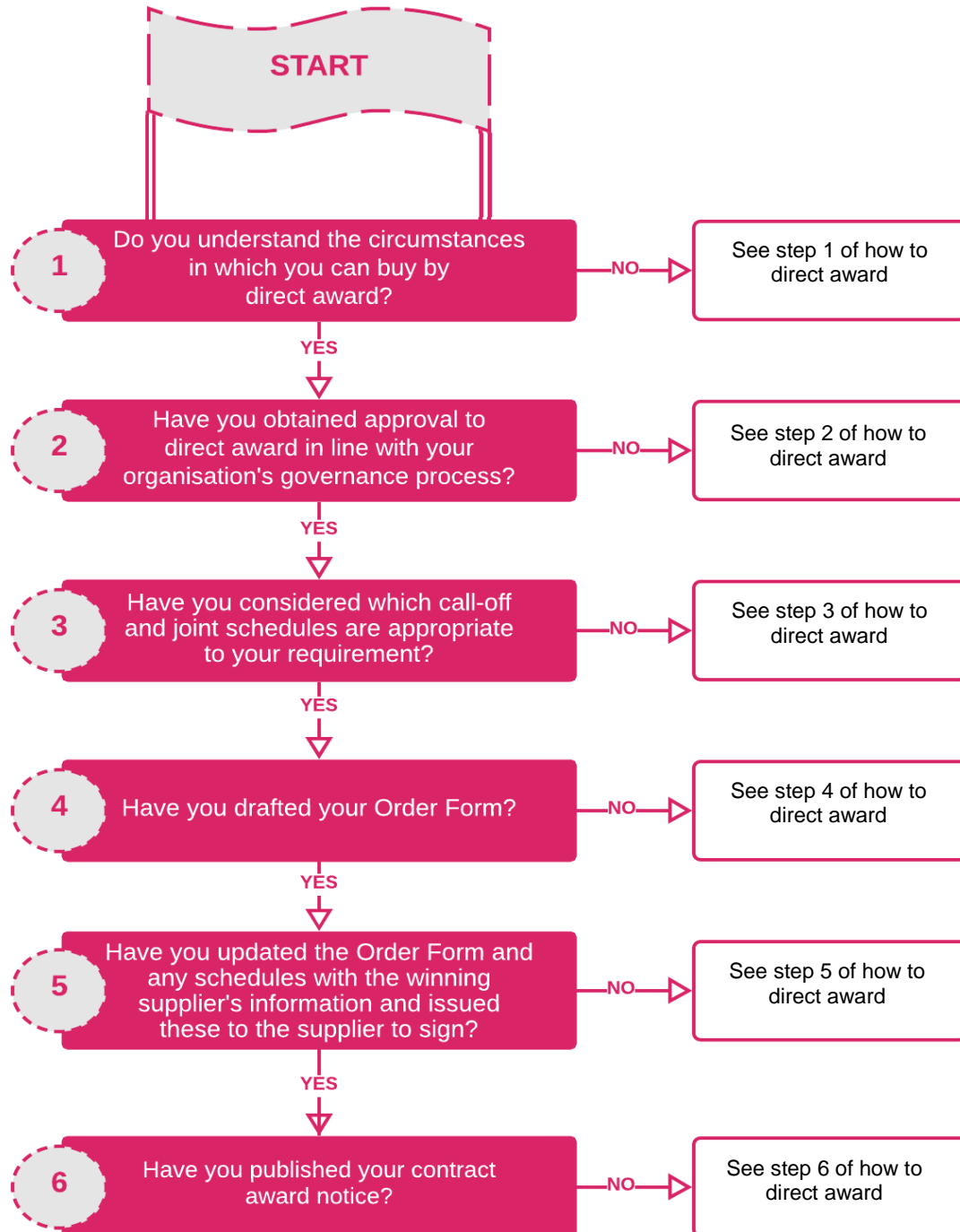
Buyer guidance



Crown
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1. How to direct award under this framework

The process map and guidance below sets out the steps you should take to direct award under the RM6143 Vehicle Telematics: Hardware and Software Solutions agreement.



1.1. Step 1: Understand the circumstances in which you can buy by direct award

You may choose to direct award under RM6143, without further competition, if a capability assessment of the suppliers on the framework results in only one supplier being capable of providing your requirements.

Alternatively, you may feel that your current situation justifies making a direct award without further competing your requirements, and that the achievement of best value is not served through running a further competition. This can be the case when organisations already have telematics equipment installed across their fleet that are still within their usable life cycle and which continue to meet their needs. In these circumstances the financial cost of changing suppliers may negate any savings that could be gained from going back to market, and may actually cost the organisation more due to the costs associated with de-installation and reinstallation of kit, plus the purchase of replacement equipment. Another factor to consider is the operational cost to the business due to the associated downtime of the fleet in having these changes implemented and the retraining of staff to be able to use a new software system.

Buyers wishing to direct award should review the guidance document 'How to use the RM6143 framework', which has been produced to help you understand how to use the Vehicle Telematics: Hardware and Software Solutions Framework and sets out the first steps of your buying journey for a direct award.

All of the framework and call-off contract documentation, and any further guidance referenced in this document can be found in the documents area of our [RM6143 webpage](#).

1.2. Step 2: Obtain approval to direct award

You should obtain approval to direct award in line with your organisation's governance process.

We recommend that you prepare a short business case which outlines the reasons and justification for direct award and ensure that your organisation understands the risk involved should you not give the market an opportunity to respond to your requirement.

1.3. Step 3: Consider which call-off and joint schedules are appropriate to the requirement

You should consider which of the optional call-off and joint schedules are appropriate to your requirement. The optional schedules are highlighted in yellow in the Order Form Template in Framework Schedule 6. Once you have chosen which of these schedules to include, you can then decide whether to refine or supplement the schedules when developing your call-off contract at the pre tender stage.

For most RM6143 call-off contracts, you will need to review and/or potentially amend the following schedules:

- **Joint Schedule 11 (Processing Data)**
As telematics involves the management of data, you will need to specify the data roles that both you and the supplier will undertake and capture this within the schedule. The standard options are already drafted for you (controller and processor) but you can include a bespoke arrangement if you wish.
- **Call-Off Schedule 20 (Call-Off Specification)**
We recommend that you copy and paste whatever you will be using as your specification into this schedule.
- **Call-Off Schedule 14 (Service Levels)**
If you have any specific service levels that you want to supplier to comply with, you can add these into this schedule. Or alternatively, these can be added to the Order Form.
- **Joint Schedule 3 (Insurances)**
You can review what level of insurance the supplier has committed to provide under the framework in the annex of this schedule. If you require any further insurances you can include this in the "Additional Insurances" section on page 5 of the Order Form. If you are happy with the level of coverage, no action is required.

For Scottish and Northern Ireland Buyers, you will also need to review and potentially amend Call-Off Schedule 19 (Scottish Law) and/or Call-Off Schedule 21 (Northern Ireland Law) to ensure that your call-off contract is switched to Scottish and/or Northern Ireland Law, if required.

There may be other schedules that you feel you need to review. If you need any help when completing your call-off contract, please contact us by [email](#).

1.4. Step 4: Draft the Order Form

You are now required to draft your Order Form using the template provided in Framework Schedule 6 (Order Form Template and Call-Off Schedules).

This is the contract between you and the supplier. It sets out the terms incorporated into the contract. It should be used to place your Call-Off Order.

The yellow highlighting are the sections you will need to review or amend. Section 3 is a long list of schedules that are associated with the RM6143 framework, some of which you will have amended in the previous step. We would suggest that you only delete the schedules from the Order Form that are not appropriate to your requirement.

If you have any additional KPIs for the supplier that you will manage over the lifetime of the contract, you can include these in the Order Form (just create a new sub heading at an appropriate point) or alternatively, you can add these to annex A of Call-Off Schedule 14 (Service Levels).

If you need any help when completing your Order Form, please contact us by [email](#).

1.5. Step 5: Complete the Contract award

You should update the Order Form with the supplier's details and any other information required in the contract. You must then send this to your awarded supplier, together with any updated schedules for them to review and sign to complete the contract. The supplier is not permitted to negotiate the terms.

Please note, when you provide your Order Form to the awarded supplier the only schedules that you need to attach are the ones that you have changed. Suppliers have access to the full suite of schedules listed in section 3 of the Order Form – therefore if you have not changed a schedule (*as detailed in step 3*) they don't need to be provided to the supplier again.

Once your contract has been awarded to your supplier, please complete the RM6143 Buyer feedback template (this can be found in the documents area of our [RM6143 webpage](#)) and submit it to CCS. This template will enable the Fleet Category to develop robust commercial benefits for this agreement and ensure that we have visibility of any customer activity to support potential customer needs post award.

1.6. Step 6: Publish the contract award notice

You are required to publish the details of any contract that you have awarded within 30 days on Contracts Finder, subject to the threshold levels set in the [Procurement Policy Note 07/16](#). You should also follow your own organisation's guidance on this step.