

# How to run a further competition under RM6143

RM6143 Vehicle Telematics: Hardware and Software Solutions

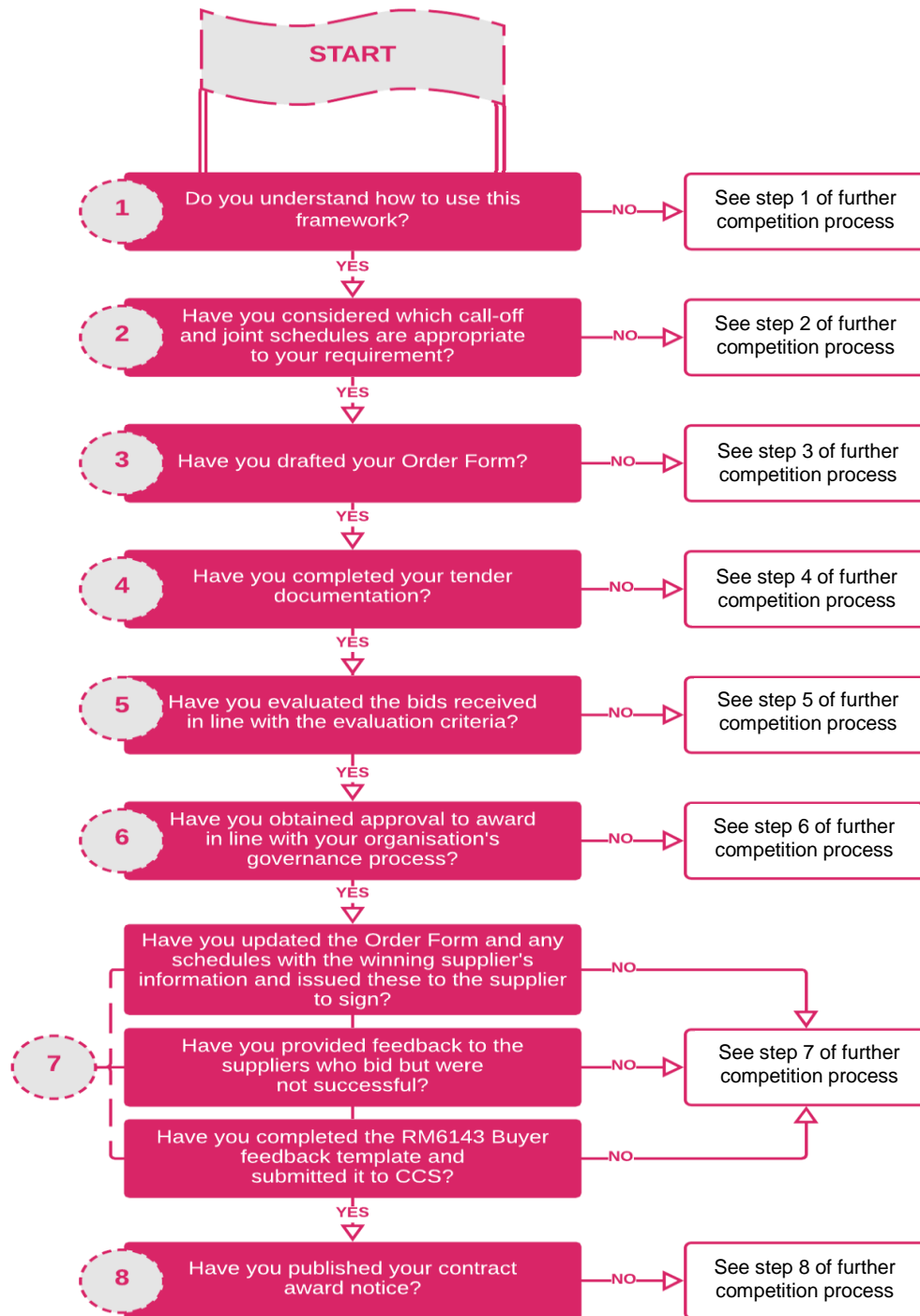
**Buyer guidance**



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# 1. How to run a further competition under this framework

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



## 1.1. Step 1: Understand how to use the framework

You should have already reviewed 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 agreement and sets out the first steps of your buying journey for a further competition.

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: Consider which call-off and joint schedules are appropriate to the requirement

You should consider which 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](#).

### 1.3. Step 3: 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 and may be shared with potential suppliers when you publish your invitation to tender documentation.

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](#).

### 1.4. Step 4: Complete the tender documentation and issue the invitation to suppliers

You should complete your invitation to tender documentation detailing any instructions to suppliers, your procurement timeline and the award criteria you intend to use including any quality (e.g. award questions) and price evaluation

criteria and weightings. You may also wish to include social value or community benefits as part of your quality evaluation.

To ensure compliance with current procurement regulations, you must ensure that you invite all suppliers (appointed to the lot) to your competition when you share your tender documentation. This documentation includes:

- instructions to the suppliers and any other tender documentation
- the draft Order Form;
- any call-off or joint schedules that you have amended in step 2.

*Please note, when you publish your Order Form the only schedules that you need to attach are the ones that you have changed in step 2. Suppliers have access to the full suite of schedules listed in Section 3 of the Order Form. Therefore if you have not changed them they don't need to be provided to suppliers again.*

Ensure that you allow the suppliers a reasonable period of time to respond to the competition. It is best practice to allow suppliers a minimum of 2 weeks to respond, this will ensure the best response possible and takes account of the current circumstances including any suppliers who currently have staff on furlough. However, this is entirely at your discretion and dependent on the complexity of your requirements.

You must also ensure that you allocate a sufficient time period for suppliers to seek clarification of your requirements, and issue timely responses to supplier clarifications.

If suppliers ask any clarification questions during the competition, all suppliers must be treated fairly and equally without discrimination. Appropriate responses must be issued, sharing both the question and answer to all participating suppliers, at the same time. Any responses provided must be anonymised, making sure that they do not reveal the identity of the originator, or reveal any potentially commercially sensitive information relating to the originator.

## 1.5. Step 5: Evaluate the bids received

You are required to evaluate the responses submitted by suppliers. Once the bids have been submitted you will need to evaluate the responses received in line with the evaluation criteria and the procedures that you set out within your tender documentation. We recommend that you maintain a fully documented audit trail of the results and your final decision to award.

Once satisfied with the outcome of your competition, you should obtain approval to award.

## 1.6. Step 6: Obtain approval to award

You are now required to obtain approval to award to your winning supplier in line with your organisation's governance processes. You must ensure that you obtain all necessary approvals in your organisation and undertake appropriate due diligence to ensure that a fully compliant, fair and transparent process has been delivered and you are comfortable with your award.

Following approval to award, you should complete your contract and framework award with the winning supplier.

## 1.7. Step 7: Complete the Contract award

As you have now obtained approval to award. You should update the Order Form with the winning supplier's details and any other information you wish to include in your Contract. You must then send this to your winning supplier, together with any updated schedules for them to review and sign to complete the contract. *As detailed in step 2 if you have not changed a schedule, you don't need to provide it again to the supplier.*

The supplier is not permitted to negotiate the terms.

You should notify suppliers of the outcome at the same time. It is good practice to provide feedback to suppliers who bid but were not successful. Please note, you are not required to hold a standstill period for your competition.

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.

## 1.8. Step 8: Publish the contract award notice

This step requires you to publish the details of any contract that you have awarded within 30 days on Contracts Finder. You should follow your own organisation's guidance on this step, and can also refer to the [Procurement Policy Note 07/16](#).