**Part A: Direct Award**

This guidance provides an overview of how and when to use Direct Award

1. For Contracting Authorities who decide to enter into a Call Off Agreement and/or Lease Agreement under Lot 1, the criteria and weightings set at Framework level (50% Quality/ 50% Price) shall apply, as Lot 1 is awarded to a sole Supplier.
2. For Contracting Authorities who wish to Direct Award under Lot 2 of the framework, the below criteria and weightings shall apply.

|  |  |  |
| --- | --- | --- |
| **Criteria Number** | **Criteria** | **Percentage Weightings to be set by the Contracting Authority conducting the direct award** |
| 1 | Quality | 50%(Contracting Authorities can modify the percentage weighting to meet their requirements using a variance level of -/+ 20%) |
| 2 | Price | 50%(Contracting Authorities can modify the percentage weighting to meet their requirements using a variance level of -/+ 20%) |

Considerations when choosing to ‘Direct Award’ under Lot 2:

1. Maximum framework prices will apply
2. Based on devices specified in the pricing catalogue
3. The call of T&C’s are not to be amended
4. Customers should be able to demonstrate value for money
5. Fits with the customer’s internal governance routines.

Example for using criteria & weightings – if the device specification is of a higher importance than price, you may wish to weight the quality higher than price aspect or vice versa

**How to call off using Direct Award**

Create your specification/statement of requirements ensuring you are able to demonstrate value for money, populate either 4b / 4c call-off template and engage with the supplier directly.