

Direct award	←Catalogue ordering further competition→	Short form further competition	General further competition
Yes	Available under the Network Services agreement	Yes	Yes
Not applicable	What is the format of the competition	RFQ – request for quotation	RFP – request for proposal
Yes, the direct award order form	Does a CCS order form need to be completed	Yes, the short form further competition order form	Yes, the general form further competition order form
This should not be necessary, but you may wish to issue an RFI (request for information) to assist with the identification of suitable catalogue service offers. Please do not request prices on an RFI, this would become an RFQ and a further competition would be the appropriate route.	How are my requirements to be described to suppliers	A CCS requirements template is available on the agreement web page for some Lots	In a statement of requirements (SOR) in the format you choose.
You can use your own template to issue an RFI, otherwise this should not be needed.	Can I use my own template to describe my requirement	No	Yes, see above.
Not applicable	Can I use my organisation's standard ITT documents	Yes, but please ensure that they documents do not ask questions that were covered as part of the initial framework agreement e.g. you should not ask suppliers to provide details of previous contracts/references. For further information please contact networkservices@crownccommercial.gov.uk	
Service offers in the catalogue must indicate which lot they cover. They can be single lot	Can competitions be single lot	Yes	Yes
Service offers can provide services from more than one lot.	Can competitions be multi or cross-lot	No	Yes
Yes, the requirement must include the core component from each lot included. Supplementary components from any lots where a core component is included can be added to the requirement.	Does my requirement have to have a core component See Framework schedule 2, which is available on the agreement web page for details of the lot structure of the agreement.	Yes, the requirement must include the core component of the lot. It can also contain any supplementary components from that lot.	Yes, the requirement must include the core component from each lot included. Supplementary components from any lots where a core component is included can be added to the requirement. A supplementary component cannot be a core component of another lot.
If a service offer is available that meets your requirements you could use direct award. However, other routes are likely to be more appropriate.	Appropriate for very complex requirements	If they can be captured on the requirements template	Yes
No	Can I ask suppliers to propose a solution	No	Yes

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Yes	Can I contact suppliers to discuss my requirements	Yes	Yes
No	Can supplier discovery days be held	They can, but if you feel they are needed then a general further competition might be a more appropriate route as it is for when you require suppliers to submit a proposal.	Yes
No	Can I use an eAuction	No	Yes
Not applicable, but you could issue an RFI through our portal.	Can a competition be run on the CCS eSourcing portal	Yes	Yes
Not applicable, but all the available service offers will appear on the catalogue on the eMarketplace.	Can a competition be run through Contracts Directory on the Government eMarketplace	Yes	Yes
Not applicable, though you can issue an RFI through your own systems. Please ensure that all suppliers are aware of the RFI and have the opportunity to respond.	Can a competition be run through our own systems	Yes, but please ensure that all suppliers that appear in the lot or lots are contacted to make them aware of when and how the procurement will be run. Contact details of suppliers, by lot, are available on the agreement web page.	
No	Can CCS run the procurement on my behalf	No	No
You should do a desk top evaluation on all the available offers that meet your requirement.	Can I down-select suppliers	No	Yes, but you must run a multi-stage competition and invite all suppliers in the lot or lots to the initial stage.
No	Can the competition include agency services	No	Yes
Direct award and short form further competition call off terms.	Which call off terms apply (available on the agreement web page)	Direct award and short form further competition call off terms.	Template call off terms
Limited, described and completed on the order form	Are amendments allowed to the call off terms	Limited, described and completed on the order form	Yes, as described on the order form and in the schedules of the call off terms.
Service offers can have a call off period of up to 36 months. The duration will be stated in the service offer as will any options for extension.	How long can contracts be under the agreement	The initial call off period can be any period, in months, up to 60 months. Extensions can be up to 24 months.	
Yes – there are direct award criteria. These can be found in Framework Schedule 5 and in our ‘How to’ guide.	Are there specific award criteria that need to be used	Yes – there are short form further competition award criteria. These can be found in Framework Schedule 5 and in our ‘How to’ guide.	Yes – there are general further competition award criteria. These can be found in Framework Schedule 5 and in our ‘How to’ guide.

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Not applicable	Do I have to award a contract	No, please see Framework Schedule 5 for details.	
Not applicable	Is a standstill period required	No	No, but recommended
Not applicable	Do I need to provide feedback to unsuccessful suppliers	Yes, please see Framework Schedule 5 for details.	
If no service offers are available that meet your requirements, you will need to consider a further competition.	What should I do if I receive no responses from suppliers	Hopefully suppliers will provide reasons for a no bid. It might be that they felt there was not enough time to bid, or it might be that the requirement was too tightly defined	
Yes, see our 'How to complete the direct award order form' guidance on the agreement web page	Is there specific guidance available	Yes, see our 'How to complete the short form further competition order form' guidance on the agreement web page	Yes, see our 'How to complete the general further competition order form' guidance on the agreement web page