







# Top Tips


 **Market engagement** - before going our fur further competition, think about advising the market about your requirements in advance, to raise awareness and enable suppliers to bid.


 **Documentation** - whilst it is important to outline your requirements clearly and accurately, remember that suppliers need to read all your documentation and also complete certain aspects. Don't make the volume of documents too onerous on suppliers and allow them time to read and complete.


 **Summary** - think about having a one page up-front description of your requirement outlining any specifics or core requirements. This can then make it easier for suppliers to find out if they can bid for your requirement up-front, rather than having to read through all of the documents in detail.

 **Specification** - think about what is standard and readily available in the market, as the more you want the more it will cost.

Check do you really need x, y and z and don't over specify. Also consider if some items are more niche aspects that only a few suppliers can provide, as this may restrict who can bid and reduce competition.

 **Questions** - do not make these too lengthy and significant in number, ensure you ask the right questions so you can ascertain if the supplier can provide your requirements, but keep in mind how long it will take suppliers to answer your questions, compared to the benefits you will receive. Don't repeat questions that were asked during the award stage of the framework agreement, but do concentrate on award questions specific to your contract.

 **Pricing** - whilst it is important to be clear to suppliers on the details you require, keep in mind that complicated lengthy bid sheets will take suppliers time to complete. Think how you can best gain all the information you need whilst making it easy for suppliers to follow and complete.

 **Timescales** - even if you advise the suppliers upfront about your requirements think about how long it will take them to complete their tenders including pricing, and do not make the timescales too short. This may be particularly important for smaller suppliers who may have just one person to complete their tender response and therefore could affect the level of competition and potentially value for money you will receive.

**Support** - if you have any questions about the telematics framework agreement please visit our [webpage](#) or get in touch via our [contact form](#).

