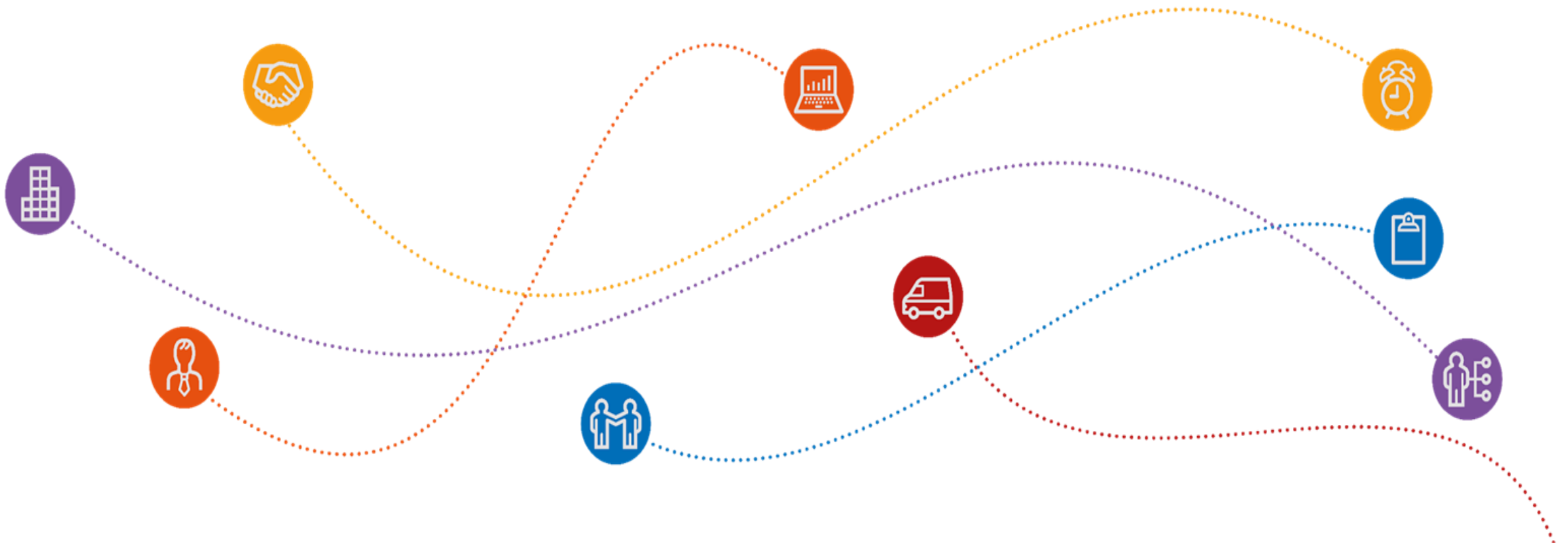




Crown
Commercial
Service

Welcome to **Estates** **Professional Services**

(RM3816)



Call off process – Further Competition

1. Understand what services you require which can be provided by RM3816- **Complete a Customer User Agreement Form** which can be found on the documents tab of the RM3816 webpage and email to CCS to be provided with a reference for your procurement which should also be provided to the suppliers.
2. Create a scope of requirements that encompasses all of the services you may need and want the supplier to include in their cost- this can also include bespoke requirements around Security, Insurance etc
3. Register to the CCS eSourcing portal via the link: <https://www.gov.uk/government/publications/esourcing-suite-guidance-for-customers>
4. Download the rates from your chosen Lot- a step by step guide can be found on the webpage of the documents tab called '**How to Access the Suppliers Maximum Framework Rates to review**' to help you find them.
5. Evaluate your chosen Lot cost models to align your requirement's to what you need to be costed.
6. Depending on the complexity of the scope of requirements it is advised that Customers should have Supplier engagement, this could be via conference calls, 1-2-1s, webinars, Expression of Interests or Capability Assessments. This will allow the Supplier to get more knowledge about the customers requirements, enabling the Supplier to provide the best response they can.
7. All Suppliers from your chosen Lot should be invited to the Further Competition.
8. Advise suppliers where possible from the contact details on the RM3816 webpage what online procurement portal you will run the competition from.

Call off process – Further Competition

9. Allow appropriate time for the tender once published- this should also include a clarification period should suppliers have any questions. The less time given, the poorer the response from the supply base will be. Take into account National Holidays. E.g. Christmas
10. Evaluation Quality - Award criteria to be set by the Contracting Authority conducting the award (which in total should add up to 100%) can vary as much between 10%- 90%.
11. CCS has developed a Call Off Template which can be used to run further competitions via the EPS framework. Whilst customers can use their own documentation, this template is specifically tailored to the requirements of this framework. This should ensure customers can run a compliant and efficient further competition process. This can be found on the documents tab of the RM3816 webpage called **Customer Call Off Templates**. Customers can use their own templates though if preferred.
12. Always provide feedback to the unsuccessful suppliers.
13. CCS do not provide an Award Letter of Appointment, so you can use your own version.
14. Use the Attachment 5 Call Off contract to finalise the award- you may want the supplier to help complete this as well. This can be found on the RM3816 webpage called **RM3816 Estates Professional Services Attachment 5 - Call Off Contract**.
15. Legal Services- as best practice Contracting Authorities should provide or seek their own legal advice if required as this can be complicated for the RM3816 suppliers to include within their costs.