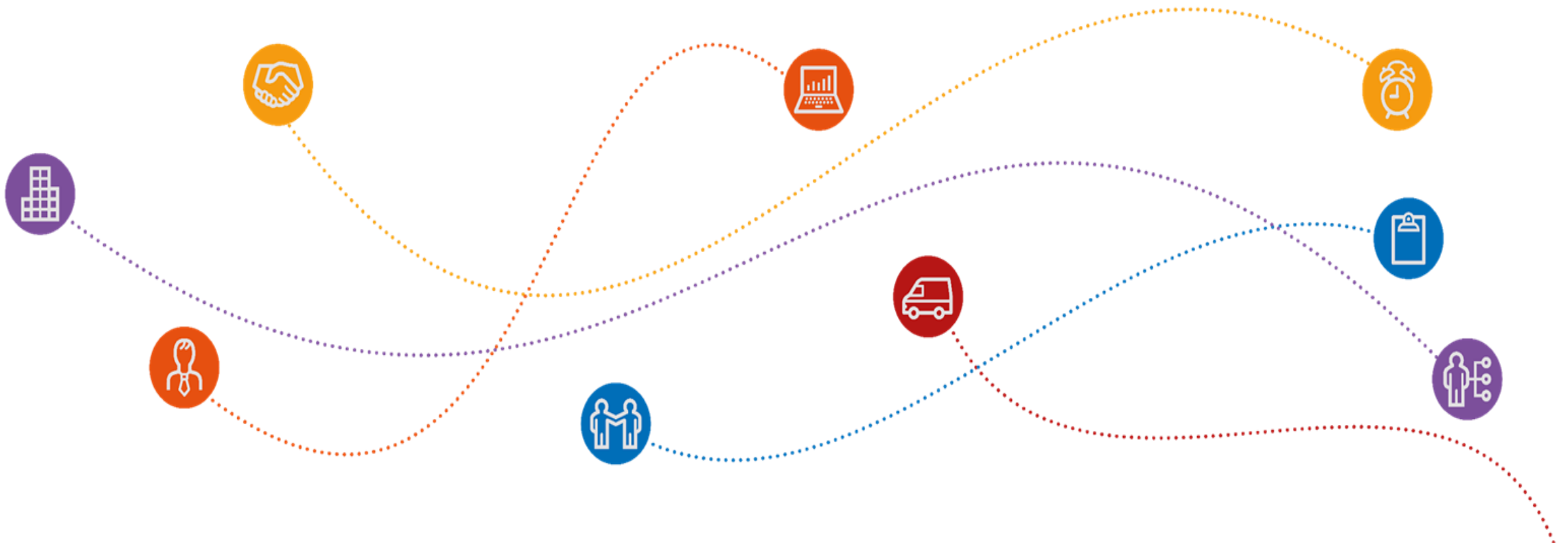




Crown  
Commercial  
Service

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

(RM3816)



# Estates Professional Services How to Direct Award

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. Choose which Lot you would like to procure the services through.
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 all suppliers rates inline with what your requirements are to get an idea of cost- Direct Award value cap is a guidance of £50k. Direct Award can also be utilised multiple times and is not constricted to a number of awards per year, but you will need to complete a Customer User Agreement again per award.
6. Evaluation criteria does not always need to be based on lowest price- we advise if required you have a conversation with suppliers so that you understand their capacity and lead times to see if this also fits your requirements along with if they have any experience/knowledge of your specific requirements.
7. Customers are reminded of the need to keep a record of their decision making process which shows how the relevant conditions were applied, making it clear that all capable suppliers were considered each time an award was made. Customers will be expected to disclose this documentation in the event of a challenge. It is for each contracting authority to ensure they adhere to their own procurement/commercial governance as well.
8. Once you have chosen your supplier you will then need to complete the RM3816 Call Off Contract, which can be found on the RM3816 webpage, on the documents tab called **RM3816 Estates Professional Services Attachment 5 - Call Off Contract**.
9. Please note the following advice about how to complete the Call Off Contract for a Direct Award... Customers entering into the Call Off Contract following a direct award should complete the Template Call Off Order Form without modification to the Template Call Off Terms governing the provision of the Services; and by inserting or confirming only those sections which are necessary for the Call Off Contract to be formed.