

# Technology Online Purchasing Content

RM6147

Customer guidance



Crown  
Commercial  
Service

## Our Mission

The 'enrichment' and 'simplification' of our 'Technology Products and Services' offering to our Customers and in turn, to be the '**Customer of Choice**' for our Suppliers. All of which makes it easier to trade, drives **Customer/Supplier engagement** and grows the spend/levy profile, whilst remaining at the forefront of **Innovation within Technology**

# Contents

<b>1. Key facts summary information</b>	<b>3</b>
<b>2. What is the Technology Online Purchasing Content framework</b>	<b>4</b>
<b>3. What products are available to buy</b>	<b>5</b>
<b>4. How to buy and buyers scenarios</b>	<b>7</b>
<b>5. Public Sector Contract</b>	<b>9</b>
<b>6. Aggregation</b>	<b>11</b>
<b>7. Further information</b>	<b>12</b>

# 1. Key facts summary information

If you are a public sector customer our online technology purchasing catalogue is the perfect solution for all your commodity ICT requirements. Whatever your technology needs we are confident that we have got it covered. The Technology Online Purchasing Content (RM6147) replaces Technology Products 2 (RM3733) Lot 6.

## 1.1. Key benefits

- the framework is compliant with the Public Contracts Regulations 2015 and is designed to offer a compliant route to market for low complexity hardware and software 'off-the-shelf' products
- available to all public sector buyers
- reduced timescales - no further OJEU process needed
- the OJEU value is £500,000,000
- pre-defined terms and conditions
- offers great value to the public sector through leveraging natural competition
- the framework contract length is 2 years with 1+1 extension options
- 62 high quality suppliers
- 36% SME suppliers
- dynamic catalogue functionality

## 2. What is the Technology Online Purchasing Content framework

The Technology Online Purchasing Content (Technology Products Catalogue) provides an EU compliant and regulated direct award route to market for low complexity commodity technology products.

### 2.1. Background

From the engagement that has taken place and the success of the catalogue lot, it was evident that our customers wanted a framework contract dedicated to providing catalogue specific terms and conditions.

The catalogue has been designed to provide the public sector with the perfect partner to the Technology Products and Associated Services agreement (TePAS - RM6068).

Our customers have a high quality set of procurement tools through CCS frameworks, with TePAS offering full and simplified further competitions, and Technology Products Catalogue providing a direct award route for low complexity purchases. This means that whether you simply need to buy a memory stick or the components of an entire corporate ICT infrastructure, Technology Products Catalogue has the ideal route to market.

## 3. What products are available to buy

### 3.1. What can you buy

This framework will enable suppliers to provide customers with a range of commoditised technology hardware and software products. Products are standard and are not built to order and come with a minimum acceptable warranty of 90 days.

Products include but are not limited to:

- laptops and desktops
- screens and other related peripherals
- servers and routers
- switches
- cables and other related infrastructure hardware
- mobile phones
- tablets and related hardware
- audio visual hardware such as telephone handsets, screens and conference call equipment
- commercial off the shelf software, open source software, software licenses
- related commodisable services, including support packs, extended warranties, delivery and imaging

### 3.2. Exclusions

The following services and goods are not in scope:

- IT managed services – Full outsourced managed non-commoditised services are (with the exception of commoditised services, e.g. support packs and extended warranties) not within scope
- chargeable consultancy (for example but not limited to stand alone consultancy, or pre-sales design)
- non-commercial off the shelf software

### 3.3. Top Tips

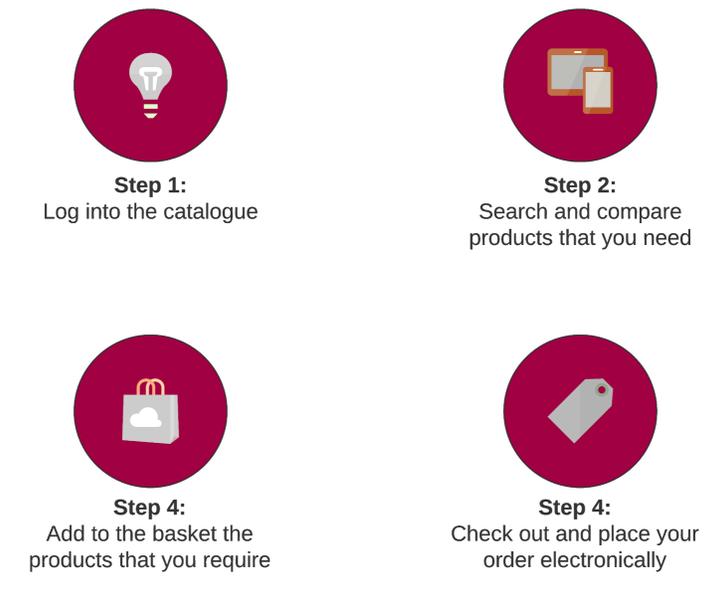
- consider checking your estate and existing contracts to analyse if a low complexity and low value purchase should use this direct award route to market, or if it indicates a higher level need
- if you are able to forecast your day to day hardware needs for 12 months or longer, you may be able to achieve better value through a further competition using Technology Products and Associated Services (RM6068)

## 4. How to buy and buyer scenarios

Low value and low complexity transactions can be simply procured through our dynamic online catalogue. The process is very easy:

### A Four Step Process

The process for procuring through the Technology Products catalogue



In order to achieve the best price the catalogue's intelligent search function has been built to meet the direct award on price evaluation. Smart basket functionality at checkout will further enhance this process, to ensure that the lowest price for the whole shopping basket is achieved after taking into account the mix of prices, suppliers and delivery charges available.

Catalogue payment options are based on offline debit/credit card and payment on invoice.

There is no requirement to complete an order form for catalogue purchases - system generated purchase orders include text to the effect that the order effectively creates a standard, unamended RM6147 call-off contract, meaning standard terms and conditions apply.

If you are using your own purchase order (or one generated by a purchasing system) following receipt of a formal catalogue system-generated quote then similar text must be included.

The catalogue can be accessed from [here](#). There's a simple [online sign-up](#) process on first use.

## Scenarios

### Scenario 1:

University needs to quickly buy a single laptop for a new starter. They do not have a procurement department so will need to find a quick, simple and competitive route to buy.

Recommendation:

*Use online dynamic Technology Online Purchasing Catalogue which is a direct award based on the price of a laptop. However as the device is required quickly, therefore the next day delivery will be an add on on the best priced item.*

### Scenario 2:

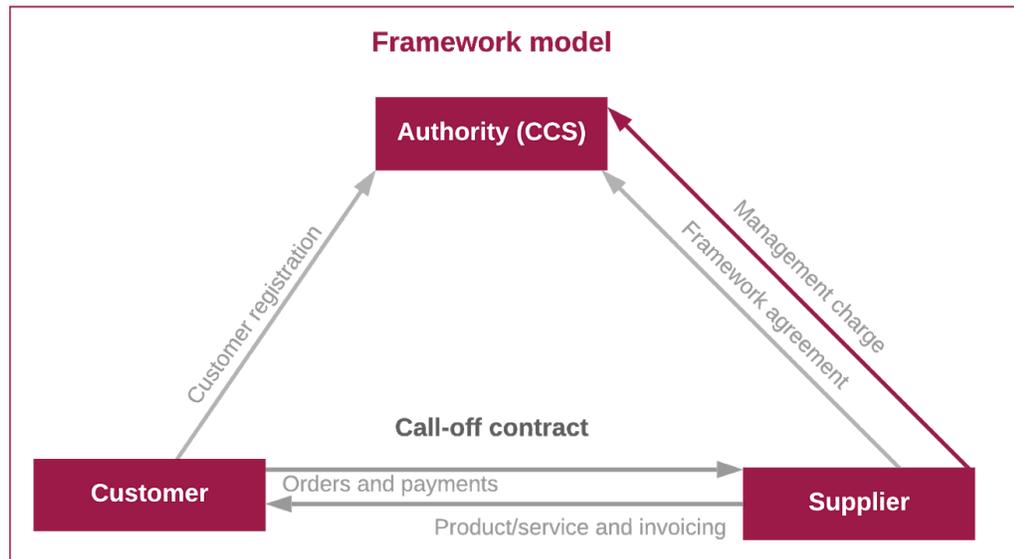
A department requires a desktop hardware refresh at a quantity of a maximum of 100 devices. Due to tight budgetary constraints, they will be looking to produce significant savings.

Recommendation:

*If a customer's single transaction volumes are smaller than 100 units the Online Technology Purchasing Catalogue based on 100% device price with a standard delivery will be the most competitive and time effective option.*

## 5. Public Sector Contract

### The framework agreement



The Public Sector Contract is the form of contract used by CCS as the base for construction of all of its framework contracts. It's a composite product consisting of the following elements;

1. core terms – CCS' standard commercial terms applicable at both the framework and call-off contract level
2. framework schedules – applicable at the framework contract level and managed by CCS
3. joint schedules – applicable at both framework and call-off contract levels
4. call-off schedules – applicable only to customer call-off contracts resulting from the framework
5. framework award form

The award form draws all of the components together and captures the key information on the construction of a particular framework contract. It documents any 'framework special terms' that amend the core terms specifically for the relevant framework contract and also provides a vehicle for the supplier and CCS to sign the framework contract.

The award form states the scheduled duration of the framework contract, and any possible extension period, along with details of the lots to which the relevant supplier is appointed. It records the components of the framework contract – those framework and joint schedules incorporated together with the call-off schedules that may be included in call-off contracts resulting from the framework contract. The possible call-off award procedures are stated together with the contact details of key CCS and supplier staff involved in management and performance of the framework contract.

The call-off contract (Framework schedule 6 - order form template and call-off schedules) sits between the customer and supplier and governs the purchase and delivery of the goods (and services), it is entered into once the order has been placed. A customer does not require this if they are using the electronic purchasing platform which will effectively create a call-off contract based on standard framework terms and conditions

The blank order form highlights in yellow the components that customers will need to complete or, if not required, removed to create the call-off contract.

The call-off terms can be refined where needed via the order form by removing/adding any of the joint or call-off schedules.

You can change the call-off terms legal effect by using the special terms section within the order form.

The Public Contract Regulations Regulation 33(6) states that call-off contracts may not depart from the terms of the framework contract in any substantial respect. Further [guidance](#) is available.

## 6. Aggregation

CCS develop and run aggregated competitions (including e-Auctions which allow suppliers to compete online, in real-time) for customers on a regular basis throughout the year.

We provide a managed further competition service for customers who have common purchasing needs for products and services. We aggregate demand and run the procurement process on behalf of buyers.

By bringing together customers with similar requirements, standardising specifications and running eAuctions we regularly achieve double-digit percentage savings.

### 6.1. Benefits and results

- customers can achieve increased savings based on committed aggregated volumes
- simplification of the process leads to reduced procurement costs for the customer and reduced bidding costs for the supplier
- aggregation reduces fragmented spend.
- potential for standardisation to leverage greater savings
- pre market engagement 'tech days' with vendors and suppliers to ultimately deliver value for money
- adoption and consistent application of best practices including the use of standard documentation sets; mitigating risks and issues
- support and guidance to customers throughout the process, conducting further competitions at no cost to the buyer

### 6.2. Aggregation activities and timelines

Full details on current opportunities, future opportunities and any recent aggregation case studies can be found on our [aggregation page](#).

## 7. Further information

If you have any questions or queries relating to the Technology Online Purchasing Content framework contract or buying process please contact the technology products team.

[info@crowcommercial.gov.uk](mailto:info@crowcommercial.gov.uk)

0345 410 222

You can also learn more about Crown Commercial Service at:

Website:

[crowcommercial.gov.uk](http://crowcommercial.gov.uk)

Twitter:

[@gov\\_procurement](https://twitter.com/@gov_procurement)

LinkedIn:

[Crown Commercial Service](https://www.linkedin.com/company/crown-commercial-service)