

# DPS Schedule 7 (Order Procedure and Award Criteria)

## Part 1: Order Procedure

### 1. How an Order Contract is awarded

1.1 If a potential Buyer decides to source Deliverables through this Contract then it will award its Deliverables in accordance with the procedure in this Schedule and the requirements of the Regulations.

1.2 Any potential Buyer awarding an Order Contract must do so in accordance with the Order Procedure set out in Paragraph 2 below.

### 2. How a competition works

#### What the Buyer has to do

2.1 The Buyer awarding an Order Contract under this Contract through the Order Procedure shall:

- 2.1.1 develop a Statement of Requirements setting out its requirements for the Deliverables and identify the Suppliers capable of supplying them;
- 2.1.2 amend or refine the Deliverables to reflect its requirements by using the Order Form only to the extent permitted by and in accordance with the requirements of the Regulations;
- 2.1.3 invite tenders by conducting an Order Procedure for its Deliverables in accordance with the Regulations and in particular:
  - (i) invite the Suppliers to submit a tender in writing for each proposed Order Contract to be awarded by giving written notice by email to the relevant Supplier Representative of each Supplier;
  - (ii) informing Suppliers of the structure of the procurement, including where appropriate details of any shortlisting stage and conduct of subsequent stages of the procurement;
  - (iii) set a time limit for the receipt by it of the tenders which takes into account factors such as the complexity of the subject matter of the proposed Order Contract and the time needed to submit tenders; and
  - (iv) keep each tender confidential until the time limit set out for the return of tenders has expired;
- 2.1.4 apply the Order Award Criteria to the Suppliers' compliant tenders submitted through the Order Procedure as the basis of i) any shortlisting decision and ii) its decision to award an Order Contract for its Deliverables;

- 2.1.5 on the basis set out above, award its Order Contract to the successful Supplier in accordance with Paragraph 5. The Order Contract shall:
  - (a) state the Deliverables;
  - (b) state the tender submitted by the successful Supplier;
  - (c) state the charges payable for the Deliverables in accordance with the tender submitted by the successful Supplier; and
  - (d) incorporate the terms of the Order Form and Contract (as may be amended or refined by the Buyer in accordance with Paragraph 2.1.2. above) applicable to the Deliverables; and
- 2.1.6 provide unsuccessful Suppliers with written feedback in relation to the reasons why their tenders were unsuccessful.

**What the Supplier has to do**

2.2 The Supplier shall in writing, by the time and date specified by the Buyer following an invitation to tender pursuant to Paragraph 2.1.3 above, provide CCS and the Buyer with either:

- 2.2.1 a statement to the effect that it does not wish to tender in relation to the Deliverables; or
- 2.2.2 the full details of its tender made in respect of the relevant Statement of Requirements. In the event that the Supplier submits such a tender, it should include, as a minimum:
  - (a) an email response subject line to comprise unique reference number and Supplier name, so as to clearly identify the Supplier;
  - (b) a brief summary, in the email (followed by a confirmation letter), stating that the Supplier is bidding for the Statement of Requirements;
  - (c) a proposal covering the Deliverables;
  - (d) CVs of key staff – as a minimum any lead consultant, with others, as considered appropriate along with required staff levels (if necessary); and
  - (e) confirmation of discounts applicable to the Deliverables, as referenced in DPS Schedule 3 (DPS Pricing) (if applicable).
- 2.2.3 The Supplier shall ensure that any prices submitted in relation to an Order Procedure held pursuant to this Paragraph 2 shall reflect DPS Pricing where applicable and take into account any discount to which the Buyer may be entitled as set out in DPS Schedule 3 (DPS Pricing).
- 2.2.4 The Supplier agrees that:
  - (a) all tenders submitted by the Supplier in relation to an Order Procedure held pursuant to this Paragraph 2 shall remain open for acceptance by the Buyer for ninety (90) Working

Days (or such other period specified in the invitation to tender issued by the Buyer in accordance with the Order Procedure); and

- (b) all tenders submitted by the Supplier are made and will be made in good faith and that the Supplier has not fixed or adjusted and will not fix or adjust the price of the tender by or in accordance with any agreement or arrangement with any other person. The Supplier certifies that it has not and undertakes that it will not:
  - (i) communicate to any person other than the person inviting these tenders the amount or approximate amount of the tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain quotations required for the preparation of the tender; and
  - (ii) enter into any arrangement or agreement with any other person that he or the other person(s) shall refrain from submitting a tender or as to the amount of any tenders to be submitted.

### **3. No requirement to award**

3.1 Notwithstanding the fact that the Buyer has followed a procedure as set out above in Paragraph 2, the Supplier acknowledges and agrees that the Buyer shall be entitled at all times to decline to make an award for its Deliverables and that nothing in this Contract shall oblige the Buyer to award any Order Contract.

### **4. Who is responsible for the award**

4.1 The Supplier acknowledges that the Buyer is independently responsible for the conduct of its award of Order Contracts under this Contract and that CCS is not responsible or accountable for and shall have no liability whatsoever, except where it is the Buyer, in relation to:

- 4.1.1 the conduct of Buyer in relation to this Contract; or
- 4.1.2 the performance or non-performance of any Order Contracts between the Supplier and Buyer entered into pursuant to this Contract.

### **5. Awarding and creating an Order contract**

5.1 Subject to Paragraphs 1 to 4 above, a Buyer may award an Order Contract with the Supplier by sending (including electronically) a signed order form substantially in the form (as may be amended or refined by the Buyer in accordance with Paragraph 2.1.2 above) of the Order Form Template set out in DPS Schedule 6 (Order Form Template and Order Schedules).

5.2 The Parties agree that any document or communication (including any document or communication in the apparent form of an Order Contract)

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which is not as described in this Paragraph 5 shall not constitute an Order Contract under this Contract.

5.3 On receipt of an order form as described in Paragraph 5.1 from a Buyer the Supplier shall accept the Order Contract by promptly signing and returning (including by electronic means) a copy of the order form to the Buyer concerned.

5.4 On receipt of the countersigned Order Form from the Supplier, the Buyer shall send (including by electronic means) a written notice of receipt to the Supplier within two (2) Working Days and the Order Contract shall be formed with effect from the Order Start Date stated in the Order Form.

## **Part 2: Award Criteria**

1. This Part 2 lays out award criteria for an Order Contract on the basis of competition in accordance with the Order Procedure.
2. An Order Contract may be awarded on the basis of most economically advantageous tender ("MEAT").

## Annex: Order Award Criteria

The following criteria and weightings shall apply to the evaluation of each tender submitted through the Order Procedure:

	Criteria	Relative Weighting Percentage
A	<p>Quality - Which may consist of any combination of the following criteria:</p> <ul style="list-style-type: none"><li>• Technical Merit</li><li>• Approach To Delivery Of The Services</li><li>• Added Value / Innovation</li><li>• Soft Skills &amp; Cultural Fit</li><li>• Implementation Timescales</li></ul>	90-60%
B	Price	10-40%