

ROLES AND RESPONSIBILITIES

PARTNER

SPA

ASSESS SUITABILITY

Ensure Framework is suitable for project requirements
Does it comply with their internal governance procedures
Carry out appropriate Options Appraisal

PROVIDE INFO TO INFORM DECISION

Framework Guidance
Tender Report

DOCUMENTATION REQUIRED

Project Specification
Price/Quality evaluation ratios and criteria
Quality questions and weightings breakdown

Pricing Schedule

Project Specific Terms & Conditions

SPA GUIDANCE AND SUPPORT

Specification Writing Guidelines
Guidance on quality evaluation questions if required
Guidance on completing quality evaluation – must be carried out by partner as this is subjective and they will be aware of their own project specific requirements
Guidance on pricing schedule templates - how would you normally expect this to be priced?
Please note, the pricing schedule needs to be 100% agreed and clear upfront to ensure like for like comparison with a clear evaluation process approved prior to issue.
Provide Invitation to Tender (ITT) template documents to be completed/updated by partner
What is partner's normal form of contract/additional terms required over and above FAC1

DOCUMENTATION APPROVAL

Final Documents must be formally approved by Partner
Timelines to be agreed
*Advertise date
*Cut off date for any clarification requests
*Tender return date
*Evaluation timescales - start/finish
*Consensus Meeting
*Sign Off/Approval prior to award
*Formal contract Award

DOCUMENTATION APPROVAL

Final Documents must be formally approved prior to issue
Timelines to be agreed
*Advertise date
*Cut off date for any clarification requests
*Tender return date
*Evaluation timescales - start/finish
*Consensus Meeting
*Sign Off/Approval prior to award
*Formal contract Award
SPA to issue mini competition or direct award to Appointed Companies on behalf of partner

EVALUATION PROCEDURES

Partner to carry out Quality Evaluation
Clarifications to be sent to SPA to be issued (if required)
Quality Scores to be sent to SPA
Consensus Meeting to discuss outcome/scores and agree formal award
Partner to complete formal award letters and sign prior to issue complete with Form of Offer
Partner to complete and issue award letters

EVALUATION PROCEDURES

SPA to download responses from PCS on behalf of partner
SPA to forward quality submission to partner for evaluation
SPA to carry out Commercial Evaluation
SPA to issue any clarifications (if required)
SPA to collate quality/commercial scores prior to Consensus meeting
Consensus Meeting to discuss outcome/scores and agree formal award
Provide award letter template/guidance for partner to complete on their own letterhead
SPA to issue award letters on behalf of partner (if required)
SPA to submit Contract Award Notice on PCS on behalf of the partner

CONTRACT MANAGEMENT

Partner would be responsible for managing the contract through to completion

CONTRACT MANAGEMENT

Technical Manager to provide ongoing support, where required, attending pre-start/project meetings
Escalated issues - SPA to support/mediate between partner and Appointed Company where required