

# THE PROCESS OF USING OUR CALL OFF SERVICE

## STEP 1

**SPA Partner** to liaise with their Client Support Manager to discuss potential use of Call Off Service.

## STEP 2

**SPA** will arrange meeting with **SPA Partner** to discuss project requirements, confirm roles & responsibilities and timescales for Call Off Mini Competition.



## STEP 3

**SPA** will complete the Project Registration form with **SPA Partner** and **SPA Partner** will also complete and return a Letter of Appointment to **SPA**.

## STEP 4

**SPA** will generate a unique Project Reference Number and email all applicable **Appointed Companies** the Project Registration Form to obtain an Expression of Interest (EOI).

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## STEP 5

**SPA** and **SPA Partner** will develop and agree all documentation to be included within the Call Off Mini-Competition.



## STEP 6

**SPA** will issue the Mini Competition to all **Appointed companies** who noted interest at EOI stage via the PCS Quick Quote Portal.

## STEP 7

**Appointed Companies** will complete and return the Tender within advertised timescales.

## STEP 8

**SPA** will issue the Quality Submissions (if applicable) to **SPA Partner** to evaluate, and **SPA** will evaluate the Commercial Submission.



## STEP 9

**SPA** will combine both Quality and Commercial evaluation scores and obtain approval from **SPA Partner** to proceed with award.



## STEP 10

**SPA** will develop the Award Letter and Unsuccessful letters and issue to **SPA Partner** for sign off. Once approved, **SPA** will issue letters to **Appointed Companies** and publish Contract Award Notice on Public Contracts Scotland on **SPA Partner's** behalf.