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Top Tips for Getting the Most from Frameworks

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SUPC



Jayne Thorn

Head of Category
Management Services

Jayne.thorn@reading.ac.uk



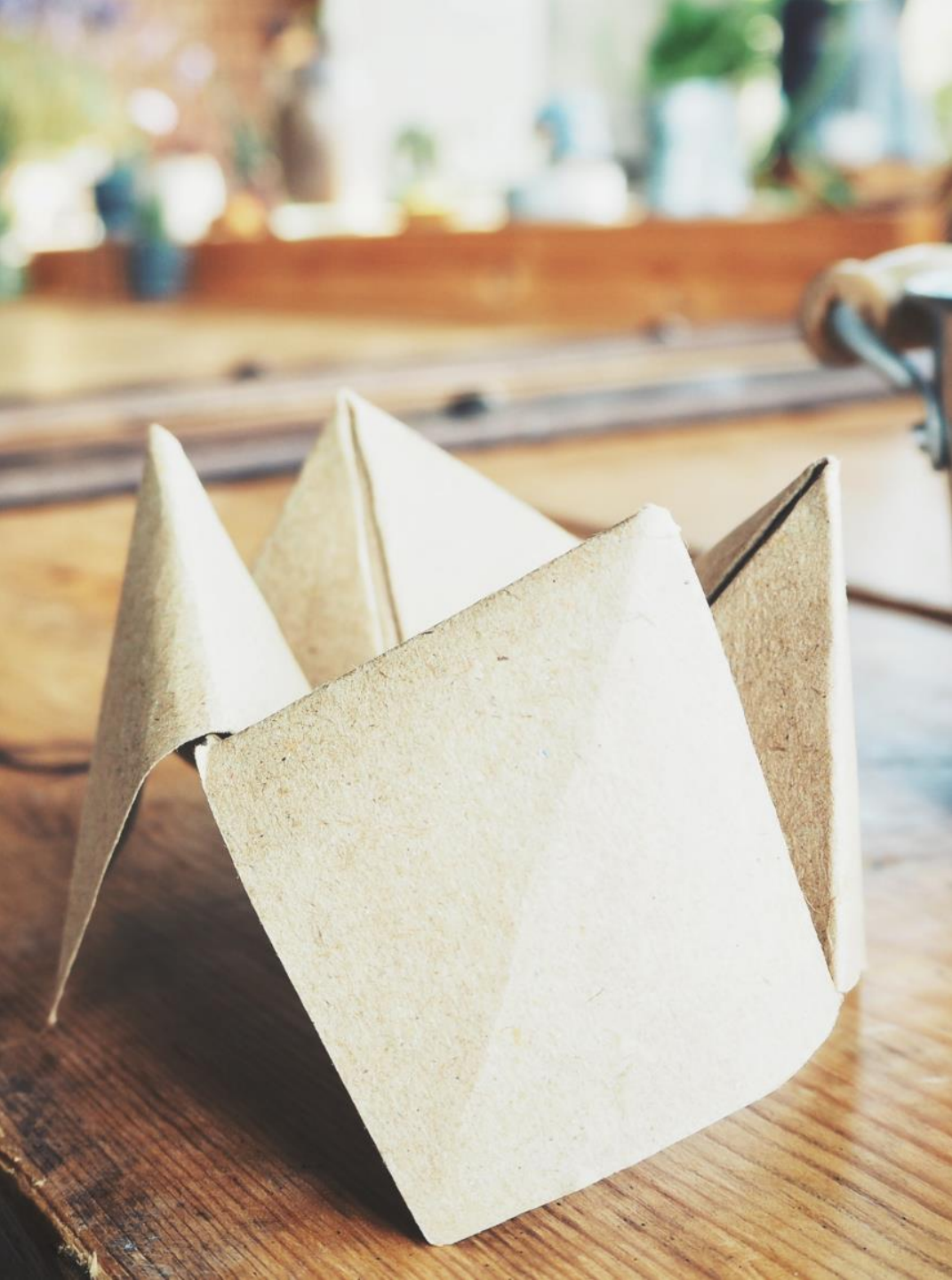
Framework Terminology

- Framework
- Call-off
- Lots
- Weightings
- HE Contracts Database
- Further competition
- Desktop calculator
- Buyer's Guide



Framework Benefits

- Timescales are reduced when using the call-off procedure
- Enhanced savings through aggregated demand, further savings achievable
- Suppliers are pre-approved
- Fully compliant with the Public Contract Regulations and fully audit approved
- Active contract management support from the lead consortia
- Model templates including pre-approved T&Cs and SLAs



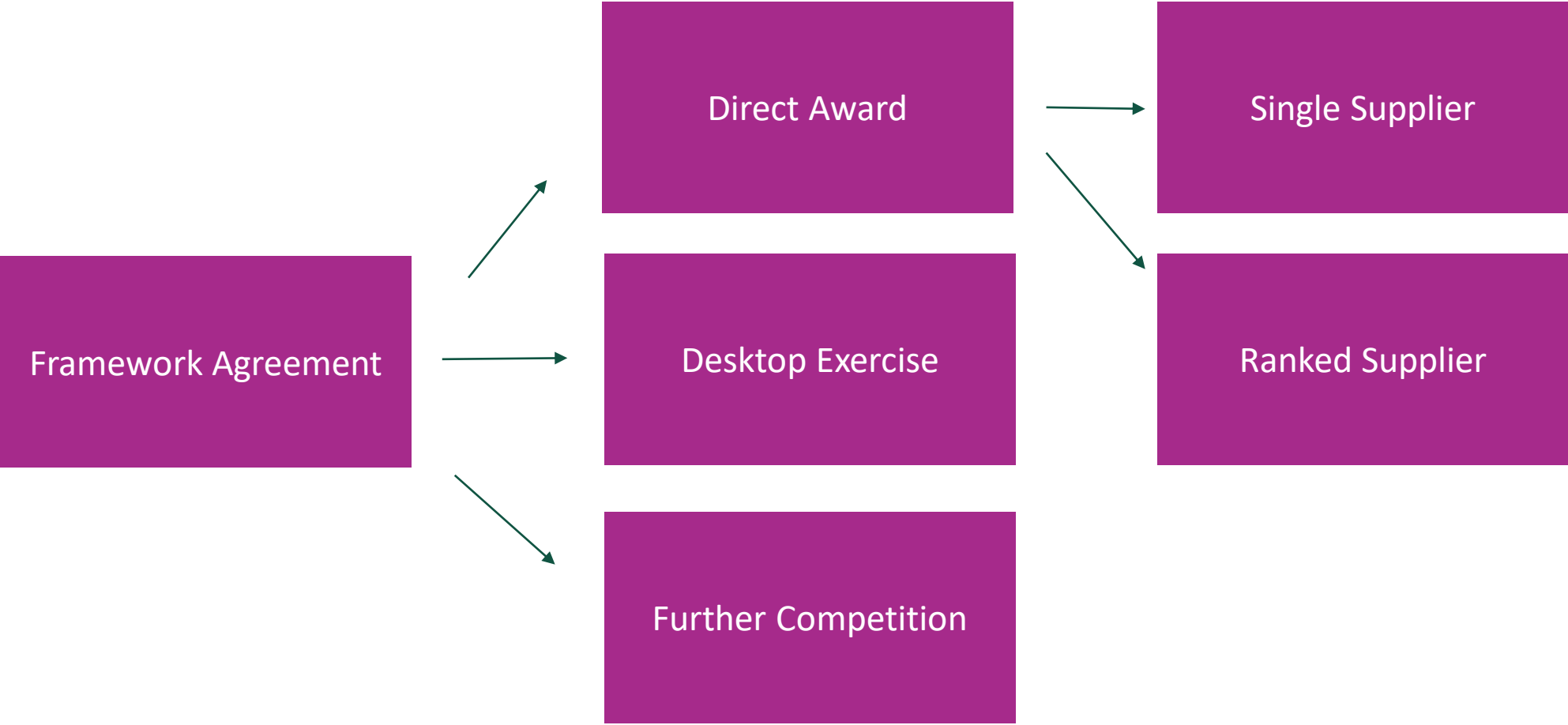
Choosing a Framework

Read the Buyer's Guide

- Can I access the framework?
- Will the framework meet my specification?
- What procurement options are available?
- How do I run a further competition?

Contact us if you need assistance!

Award Methods



When to...Direct Award

- ✓ The requirement can be easily met by the specification (no refinement necessary)
- ✓ Pricing is clear for the goods / service you require (contacting suppliers to identify price is not necessary)
- ✓ No amendments to call-off terms required
- ✓ Single supplier on framework or lot
- ✓ Ranked agreement i.e. use of a number 1 supplier

Points to Note:

- Most effective use of time and effort on agreements on fixed price agreements
- Avoid where pricing is dynamic or subject to market fluctuation - you might not get the best deal
- Doesn't allow for competition amongst framework suppliers





When to...Conduct a Desktop Exercise

- ✓ You want to adjust the evaluation to meet institution's needs. A desktop exercise allows institutions to amend the weightings by set percentage points to reflect institution needs (e.g. price or service)

Points to Note:

- Automatic re-calculation of weightings. You can award to the revised top ranked supplier.
- NOTE: This is not available on all agreements

When to...Conduct a Further Competition

- ✓ Pricing is dynamic or technology may have developed since the framework award
- ✓ Unique/bespoke requirements – specification or call off terms need refinement
- ✓ A single purchase that is high volume, risk, or value
- ✓ Repeat purchases over a period of time

Benefits:

- Improve market understanding and knowledge through interaction with multiple suppliers
- Agree service levels and/or refine your specification to meet your organisations needs
- Gives the best opportunity for more competitive pricing through commitment
- Budget certainty to allow for improved local budget planning
- Potential for added value services in return for longer term commitment



A hand-drawn smiley face on an orange sticky note. The smiley face has two vertical lines for eyes and a curved line for a mouth. The sticky note is placed on a light blue background with other blue papers and a black line visible.

Further Competition Tips

DO:

- ✓ Read the Buyer's Guide – thoroughly...!
- ✓ Plan how you will approach the procurement
- ✓ Allow plenty of time for bidders to return their offers
- ✓ Higher quality tenders
- ✓ Less likely to be errors
- ✓ Invite all capable suppliers to participate in the further competition process
- ✓ Set clear, objective award criteria. Ensure they are proportionate and relevant

The background of the slide is a collage of light blue papers. There are several orange and yellow sticky notes scattered across the papers. Hand-drawn lines in blue and black ink are visible on the papers, including a large blue arc and several vertical lines.

Further Competition Tips

DON'T:

- Ask for information already evaluated (ISO)
- Stipulate specific brands –where possible
- Create a framework within a framework
- Create a ‘restricted tender’ as you further compete
- Vary the weightings by more than the permitted amount
- Significantly vary the call off terms



More Framework Tips

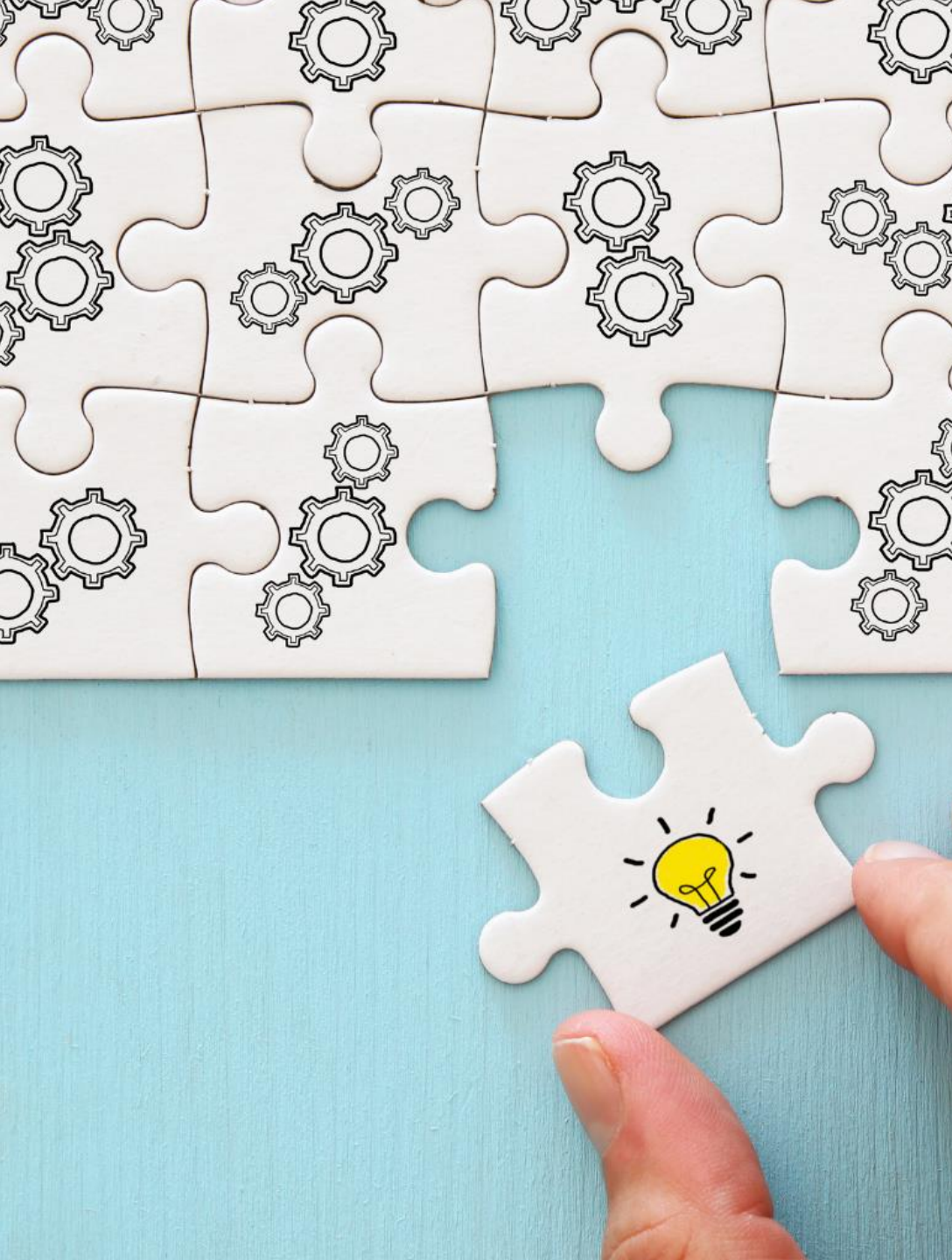
- Framework pricing is always the maximum you'll pay. Competition is likely to result in even further savings
- Provide objective feedback – it is essential for driving improvements and value through the agreements
- Ensure the framework is clearly referenced on any purchase orders so the correct pricing and terms are used
- Agree SLAs with the supplier (delivery lead times, line-item fill rate, response rates, etc.)

Getting the Most from a Framework...

...will vary depending on your local requirements and the framework but if you follow these steps, you can be assured of a good deal...

1. Use the resources available to you
2. Consult the buyer's guide to understand the best way to achieve value
3. Get involved, speak to us
4. Make suppliers compete for your business wherever you can to ensure best value





Resources

Contact your local consortium for more support:

- supc@reading.ac.uk
- enquiries@lupc.ac.uk