



# Board and Committee Papers Framework Buyer's Guide

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## 1. What is the scope of the framework?

This framework agreement has been set up by Jisc Services Ltd (JSL) for the supply of systems to manage Board and Committee Papers. These systems will manage securely, highly confidential Board and Committee papers while making them easily accessible to authorised users and administrators anywhere and at any time.

## 2. Who can use the framework?

The scope of the framework covers purchases by Jisc, JSL, Higher Education institutions, Further Education and Specialist Colleges and Research Council establishments in the UK, and by any other bodies whose core purpose is the support or advancement of further or higher education or of research.

Many of the above bodies are members of higher and further education purchasing consortia. These are independent organisations that provide a wide range of collaborative purchase agreements to their member institutions through consensus and the common desire to maximise their purchasing power in the market place. Any member of one of these consortia will be eligible to purchase from this Service by virtue of its membership, as will members of any other similar purchasing consortium in higher or further education that might be formed during the lifetime of the Service.

Membership lists for existing higher and further education purchasing consortia may be found at:

<http://www.lupc.ac.uk/list-of-members.html>

<http://www.supc.ac.uk/>

<http://www.nwupc.ac.uk/our-members>

<http://www.neupc.ac.uk/our-members>

<http://www.hepcw.ac.uk/files/2013/12/HEPCW-Members.pdf>

<http://www.apuc-scot.ac.uk/#!/members>

The Service is also available for use by any National Research and Education Network (NREN) and the community it serves where the NREN has either a direct connection to Janet or the NREN is a member at any time during the period of this framework of the consortium that operates GÉANT. GÉANT is the pan-European research and education network that interconnects Europe's NRENs. A list of members of the GÉANT consortium (GÉANT Partners) may be found at the URL below. HEAnet, the NREN of the Republic of Ireland, is connected both to Janet and is a member of the GÉANT consortium.

<http://www.geant.net/About/Pages/home.aspx>

The individual organisations placing orders are referred to in this document as “the customer”.

## 3. How does the framework operate?

Customers may choose to:

- Place orders directly with the supplier placed first (preferred Supplier) without reopening competition or
- Select a supplier by running a mini-competition against its specific requirement with all capable suppliers on the framework in that lot. All mini competitions must be evaluated on MEAT principles (Most Economically Advantageous Tender).

#### 4. What is the duration of the framework?

The initial term of this framework agreement is three years from 31st March 2016 until 30th March 2019, with one possible extension of one year. Thus making a total expected duration of four years from 31st March 2016 to 30th March 2020.

#### 5. Which suppliers are on each lot?

The suppliers on this framework are:

Supplier	Email contact	Telephone contact
eShare Ltd (Preferred Supplier)	<a href="mailto:Edward.Rees@eshare.co.uk">Edward.Rees@eshare.co.uk</a>	+44 (0) 845 200 7829 +44 (0) 7833 084 839
Azeus Ltd	<a href="mailto:sales@azeusconvene.com">sales@azeusconvene.com</a>	+44 (0) 20 8133 2437
Team Solutionz Ltd	<a href="mailto:chris.buckley@teamsolutionz.com">chris.buckley@teamsolutionz.com</a>	028 9448 7753

#### 6. Was this framework tendered under EU procurement rules?

Yes, this framework was published in OJEU on 23<sup>rd</sup> December 2015 number 2015/S 248-452009 and tendered using the Open Procedure. A copy of the contract notice is available on the JSL community site at:

<https://community.jisc.ac.uk/groups/document/published-contract-notice>

The contract award notice is available at:

<https://community.jisc.ac.uk/groups/document/board-and-committee-papers-published-contract-award-notice>

The Operational Requirement document is available at:

<https://community.jisc.ac.uk/groups/document/operational-requirement-committee-paper-management-framework>

#### 7. What evaluation criteria/weighting was used?

The evaluation criteria were:

	Marking	Item
1.	Pass/Fail	The supplier's ability to meet the mandatory requirements.
2.	60% of total marks.	Jisc Services Ltd's assessment of the Supplier's technical merit and quality to enable it to provide the services described in the Operational Requirement document on a timely basis, based on the responses to the Information Requirements.
3.	40% of total marks.	Charges

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The evaluation of the tenders was based on the following weighting:

	Section	Score
<b>60% of total marks</b>	6.2 Detailed Product Requirements	570 (Score account for 60% of total percentage)
<b>40% of total marks</b>	7. Charges: 1. IR29 Charges for Service Specified in response to requirements. 2. IR30 & IR31 Description of discount models.	30% 10% (5% for each IR)

### 8. Are there terms and conditions that must be used?

The JSL framework agreement has been signed by JSL with each supplier.

The framework agreement together with the supplier's individual terms and conditions will form the basis of any call off contract a customer awards with either the first place supplier on a lot or following a mini-competition. The terms and conditions for each supplier is available via the JSL community pages on each individual supplier's web page.

### 9. How do I place a direct award under this framework?

As in line with section 3, customers can invite the preferred supplier placed first on the framework to quote through a direct award. The invitation should include a clear statement regarding the use of the framework agreement with JSL and return date for the quote. JSL would recommend sufficient time for a response, given the complexity of its requirements. The customer should clearly state if any weighting has changed from JSL's original weighting. For instance customers may decide that price is the most important criteria and weight this higher.

Should the customer wish to proceed and place an order with the supplier, the customer must use the supplier's terms and conditions. Should the quote not be deemed sufficient the customer can chose to run a mini-competition. Should this be the case then a message will need to be sent to the supplier informing them of this decision.

### 10. How do I run a mini-competition under this framework for more complex orders?

1. Establish the requirement.
2. Develop the mini-competition document:
  - a. Create a specification for the requirement.
  - b. Gather relevant information.
  - c. Create evaluation criteria using the criteria published by JSL with any modification of the weighting.
  - d. Decide on a return date for tenders.
  - e. Decide who will be on the evaluation panel.
  - f. Create evaluation spreadsheet.
3. Issue the mini-competition document to all capable suppliers on the framework agreement.
4. Open tenders **after** the published deadline and evaluate tenders. The formula used to evaluate charges is:

Lowest price/price being evaluated \* Weighting (I.e. 40 for 40%) = Score for that bidder

5. Issue award or unsuccessful letters as appropriate to all bidders.
6. Place an order using the supplier's terms and conditions.

### **11. Are there any additional steps for above threshold orders?**

Yes. In addition to steps 1 – 6 in section 10, customers must include in the letter a summary of the reasons for the rejection of the tender in the unsuccessful letters, the characteristics and relative advantages of the tender selected and the name of the successful tender. The letter should also include a precise statement of the exact standstill period applicable. The standstill period must run for at least 10 calendar days between the date of despatch of this information and the date on which it proposes to enter into the contract (place the order).

### **12. What are the benefits of running a mini-competition?**

- Mini-competitions are faster and less onerous than a full tender process.
- There is no need to advertise the requirement in the European Journal (OJEU).
- Although the basic contract terms will have been established a mini-competition enables the customer to refine its exact requirement.
- Having a range of suppliers on the framework provides increased choice and competition for the customer and a better chance of achieving best value through the discount schemes offered under the framework agreement.
- JSL has already assessed the successful suppliers' capacity and capability using the selection criteria of personal situation of the candidate or tenderer, economic and financial standing, technical capability and experience. The customer should not assess these.
- The terms and conditions of the Agreement have already been established. There is no need for customers to negotiate on contract terms with suppliers.
- Following the guidelines below and elsewhere in this Buyers' Guide will help ensure that the customer adheres to EU procurement legislation.

### **13. What should the customer remember when running a mini-competition?**

- EU Treaty-based principles including equal treatment, transparency and non-discrimination still apply to mini-competitions and resulting call off contracts.
- Frameworks do not create any contractual obligations but a call-off does. By placing a call-off contract with a supplier from a framework the customer is making a commitment to purchase the specified goods/services from that supplier.
- By running a mini-competition the customer is allowed to define its requirements within the basic structure of the framework prior to making a call off, but the customer can't change the scope of the framework. This framework can't be used to purchase anything other than systems to manage board & committee papers.
- Focus the mini-competition award criteria on the actual requirement (i.e. the service the customer requires, delivery timescales etc.). The customer is not permitted to evaluate suppliers on selection criteria: personal situation of the candidate or tenderer, economic and financial standing, technical capability and experience because these have already been evaluated by JSL at the framework selection stage.
- Set reasonable timeframes for responses that reflect the complexity of the requirement. JSL would recommend one week for a simple point-to-point circuit and four weeks for a more complex requirement including a number of circuits.

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- Maintain confidentiality until after the closing date (i.e. ask for sealed bids from suppliers and only open bids after the tender deadline).
- The award criteria and weighting % applied to each order must be notified to the suppliers at the mini-competition stage. The customer should disclose to the suppliers every question and aspect the customer will evaluate and what points/percentage of points are available respectively.
- For call-offs under the framework that are above the threshold the ten-day mandatory standstill should be applied. The debrief for above threshold call-offs is the letter that is issued at the start of the standstill period that includes a summary of the reasons for the rejection of the tender, the characteristics and relative advantages of the tender selected and the name of the successful tender. The letter should also include a precise statement of the exact standstill period applicable.

### **14. How does a customer contact suppliers?**

Please see section 5 in this Buyers Guide for supplier's email contact information.

### **15. How does a customer contact JSL in connection with the Board and Committee Papers framework contract?**

Queries should be directed to [service@ja.net](mailto:service@ja.net).

### **16. How does a customer provide feedback about a supplier?**

Any comments should be raised directly with the supplier contact, and [cloud@jisc.ac.uk](mailto:cloud@jisc.ac.uk) should be copied so that the JSL framework manager can check to ensure that it is resolved through the framework service reviews with the supplier.