



Scottish Procurement

Procedures to call-off from the Scottish Government Single Supplier Framework Agreement for the Provision of Scottish Local Government Elections 2017: Electronic Vote Counting System

Reference : Case/217433

1. Buyer's Guide Introduction

This Buyer's Guide provides guidance to public sector organisations on accessing and utilising the Single Supplier Framework Agreement for the Provision of Scottish Local Government Elections 2017: Electronic Vote Counting System Framework.

2. Introduction

Scottish Procurement aims to deliver benefits to the people of Scotland through improved value for money for taxpayers and improved goods and services for all our citizens and economic opportunities for Scotland. We achieve this via effective collaboration with our customers throughout the procurement cycle and by developing strategies that contribute to the Scottish Government's purpose of sustainable economic growth.

3. What is Covered Under the Electronic Vote Counting System Framework Agreement?

This Framework Agreement is for the supply of an Electronic Vote Counting System for the Scottish Local Government Elections in 2017. The Contractor is CGI IT UK Limited. The Framework commenced on 23rd November 2015 and shall end on 28th February 2021.

The Framework covers 4 individual stages;

Stage 1 – Initial Trials

Stage 2 – System Refinement and Acceptance Testing

Stage 3 - Mock Counts and Bulk Testing

***Note:** Scottish Government is responsible for paying the applicable charges for Stages 1 – 3.

Stage 4 - Elections

Each Local Authority user shall be responsible for paying the Contractor the Charges in respect of the Stage 4 election count Services, as detailed within the Framework Pricing Schedule (Schedule 2) (Charges for the Training Services will be paid by Scottish Government).

4. What is a Framework Agreement?

A Framework Agreement is a mechanism that permits purchasers to order goods or services under the terms and conditions specified within the Framework Agreement.

5. Who Can Access the Framework?

The framework agreement is available to all Scottish public bodies (e.g. Central Government, Local Authorities, Higher and Further Education, Health Bodies and Special Health Boards, Police and Fire and Rescue) and Scottish third sector bodies (e.g. registered charities and voluntary organisations).

Note: It is the responsibility of any framework public body wishing to use the framework agreement to satisfy itself that it is eligible to do so. Entitlement guidance on this can be found in Annex A of Scottish Government Guidance on Framework Agreements. If there is any doubt, legal advice should be sought.

6. Is the Framework Suitable for Your Needs?

The answer is likely to be yes if the requirement is for an Electronic Vote Counting System for the Scottish Local Government Elections in 2017 and any Local Government by-elections until 28th February 2021. Each service can be called off individually or as a combination of one or more services.

7. Participation in Framework Agreement

This Framework Agreement is a contractual vehicle that allows organisations to order services **under the terms and conditions specified in that Framework Agreement**. By utilising this Agreement, collaborative partner organisations will save time, resource and money and ensure that the terms of their individual contracts are robust.

There is no cost to access this Framework Agreement (other than the payment made to the Service Provider for services delivered) which shall be paid at pre-agreed timeframes.

Collaborative partner organisations wishing to access this Framework Agreement must, prior to accessing the Framework, agree in writing to operate the Framework in accordance with the procedures set out within this document. This takes the form of a collaborative partner participation form which is located at **Annex A**. This form is required to be completed by each collaborative partner organisation and lodged with Scottish Procurement at the address noted on the document. It governs all future call offs by them.

Each Collaborative partner organisation, or consortium of partner organisations shall be required to enter into, and validly sign, a Call-Off Contract (refer to paragraph 10) prior to any Stage 4 Services being provided to that user. The Contractor shall validly sign each Call-Off Contract and be bound by its terms. The Contractor shall not be obliged to provide any Services to the Collaborative partner organisation user until that user has validly signed a Call-Off Contract (Schedule 5 of Framework).

8. Procurement Reform (Scotland) Act 2014

Buyers are reminded of the obligations contained in the Procurement Reform (Scotland) Act 2014 in relation to the award of contracts valued equal to or greater than £50,000 including those awarded as a result of a framework call-off competition.

In particular, Buyers should note that in accordance with Section 23(2) the award of contracts must be publicised on the Public Contracts Scotland website and in accordance with Section 35 contracts must be registered in the contracting authority's "contracts register".

9. Key Objectives of the Framework Agreement

The key objectives of this Framework Agreement are to:

- unified electronic counting system
- deliver a value for money service;
- meet a wide range of customer requirements with sensitivity and in a secure, open and honest manner;
- provide Equipment;
- provide Operational and Technical Support;
- provide Ballot Papers;
- provide Postal Voting Packs
- unified Verification Rules, Count Controls & Progress Reporting
- standardised STV Counting Method;
- Performance Incentives
- Training services for Local Government personnel;
- Contract Management;
- standardised Audit, Security, Data Storage, Access Control, Interfaces and Accessibility;
- Business Continuity and Resilience;
- provide a flexible service in response to the changing requirements of the Framework Public Body

The Contractor shall be required to deliver an account-managed customer centric service in which Framework Public Bodies can obtain an electronic vote counting system for Local Government Elections in 2017 including by-elections (if required) up until February 2021.

10. Process For Call Off from the Provision of Scottish Local Government Elections 2017: Electronic Vote Counting System Framework Agreement

Framework Public Bodies shall require to enter into a contract utilising the 'Call-Off' terms and conditions as detailed on Scottish Government Sharepoint site and the process agreed with the Contractor.

Upon completing and returning a signed copy of **Annex A**, the Scottish Government Sharepoint representative shall subsequently provide the nominated individual with user rights to access Sharepoint and the Single Supplier Framework Agreement.

In general terms, the customer should provide details of their requirements to CGI IT UK Limited, obtain a quote and, if the quote is acceptable, place an order (call off contract). Prices quoted should not exceed the rates detailed in the pricing schedule. Example templates for ordering can be found at **Annex B**.

A call off contract can be entered into at any time during the period of the Framework Agreement, up until the date of expiry, and can run beyond the expiry date of the Framework. A call off contract **cannot** be entered into when the Framework Agreement has expired.

Customer orders must be sent by email to: ecountingsupport@cgi.com

11. Contract management

Scottish Procurement will manage this agreement at a Framework level, this will include a number of activities including management of supplier performance issues within Stages 1 to 4 and collating management information for the Framework.

Collaborative partner organisations will manage contracts awarded under this Framework at a local level, dealing with day to day Service Provider issues, with a view to resolving these locally.

Collaborative partner organisations can request their own management information and meetings with the Service Provider. The Framework Service Provider is aware of the need to supply management information to collaborative partner organisations as part of the Framework requirements.

12. Framework Terms and Conditions

Copies of the Framework Terms and Conditions and Standard Terms of Supply are available on the [Electronic Vote Counting System SharePoint site](#)

13. Contact Details - Scottish Procurement

For further information on the Framework please contact:

Personal information redacted

14. Contact Details Contractor:

CGI IT UK Limited
1st Floor Wallace House
1 Lochside Avenue
Edinburgh Park
Edinburgh EH12 9DJ

15a. Customer Queries (Scottish Government) - Framework

Personal information redacted

15b. Customer Queries (Framework Public Bodies)

Personal information redacted

Please note that Scottish Procurement will issue any future communication about the Framework (e.g. variations etc.) to the contact named above.

When completed, please return this form by email to:

Scottish Procurement & Commercial Directorate

Personal information redacted

Annex A

Collaborative Partner participation form for

Electronic Vote Counting System for the Scottish Local Government Elections in 2017 Framework Ref: CASE/217433

Name of organisation

Please complete:

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Category of organisation*

Please complete:

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*please include type of public body e.g. core Scottish Government, Agency, Non-Departmental Public Body (NDPB)

Date required to start accessing the Electronic Vote Counting System for the Scottish Local Government Elections in 2017 Services Framework Agreement

Please complete:

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On behalf of my organisation, I confirm our commitment to make use of the Framework for the provision of Electronic Vote Counting System for the Scottish Local Government Elections in 2017 (Case/217433) and that when using the Framework, my organisation will do so in accordance with the terms and conditions of the stated Framework Agreement.

I fully understand that the Framework Agreement is commercially sensitive and should not be copied to any other third party without prior written approval from Scottish Procurement; and, I understand and confirm that the use and payment of any service called off from the Framework, as detailed in each Order, will be the sole responsibility of my organisation and will be subject to the terms and conditions of supply as issued in the Framework Agreement at Schedule 5.

Signature:	
Name:	
Job title	
Organisation title:	
E-mail address:	
Date:	

Annex B

Example Templates for Ordering (Extract from 'Call-Off' Schedule 5.3)

Part A – For completion by framework public body

Framework public body	
Contract manager and address for notices	Name: Address: Tel: Email:
Invoice address (if different)	
Order number	To be quoted on all correspondence relating to this order form:
Order date	

Requirements
Commencement date:
Details of Electronic Vote Counting System Service required:
As per attached specification.
Date(s) and time(s) for supply of an Electronic Vote Counting System (and any alternative working hours):
Invoicing frequency:
Disclosure Scotland requirements (if basic, standard or enhanced Disclosure is required):
Other security requirements (e.g. security standards) (optional):
Milestones (including dates for completion) (optional):
Additional information for monthly reports (optional, if required):
Completion Date:
The Call Off Contract shall be awarded in accordance with this Order Form and the Framework Terms and Conditions for Electronic Vote Counting System for the 2017 Scottish Local Government Elections and Local Government By-Elections for the Period 2017 to 2021.

Appendix to Part A

For ease of reference Local Authorities are required to insert the applicable details within the Appendix

Local Authority Point of Contact Details (if different from Contract Manager)
Primary Location of Local Authority Counting Centre
Contingency Location of Local Authority Counting Centre
Equipment (list items of equipment required –funded by Scottish Government)
Additional Equipment Items (Local Authority to fund)

For and on behalf of the framework public body:

Name and Title	
Signature	
Date	

Part B – For completion by contractor

Contractor	
Contract Manager and address for Notices	Name: Address: Tel: Fax: Email:

Contractor's response
Contractor's response to the specification: As per attached contractor response.
Confirm price:
Confirm commencement date:
List proposed sub-contractors:
List key personnel:

The contractor's response is appended.

For and on behalf of the contractor:

Name and Title	
Signature	
Date	

