



## **Scottish Procurement**

### **Supplementary Guidance Note to Buyers Guide**

#### **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. Background

This guidance should only be used with the Buyers Guide. It is supplementary to the Guide and provides a brief outline to the steps to be taken to call off from the Framework.

Purchasers should access the applicable 'call-off' documentation on Scottish Government's Sharepoint portal and the parts of the 'call-off' documentation that the 'Purchaser' requires to complete.

## 2. Stage 1

### Access Sharepoint

Prior to accessing the 'Sharepoint' portal the Purchaser is required to complete Annex A of the 'Buyers Guide' and return to Douglas Martin – Scottish Government Procurement Team, email: [douglas.martin@gov.scot](mailto:douglas.martin@gov.scot)

The Scottish Government Sharepoint representative – Alexander Higgins, shall subsequently provide the nominated individual with user rights to access Sharepoint and the Single Supplier Framework Agreement.

## 3. Stage 2

### Framework Documentation

Enter Sharepoint to access the Framework.

The Framework consists of the following sections:

- Table of Contents
- Preamble
- Terms and Conditions of Framework
- Schedule 1 - Specification and Service Levels
- Schedule 2 - Pricing Schedule
- Schedule 3 - Award Procedures
- Schedule 4 - Management Arrangements
- Schedule 5 - Standard Terms Of Supply
- Schedule 6 - Parent Company Guarantee – **not Applicable**
- Schedule 7 - Contractor Sensitive Information
- Schedule 8 - Exit Management
- Schedule 9 - Model Contract regarding Data Protection Directive 95/46/EC
- Schedule 10 - Contractor's Technical Proposal
- Schedule 11 - Project Plan
- Schedule 12 - Approved Sub-Contractors

PURCHASERS SHOULD NOTE: that the terms and conditions are not negotiable with the Service Provider – CGI IT UK Ltd.

The stated Schedules cover the following:

- Schedule 1 – details the services covered within the Framework.
- Schedule 2 – includes individual Local Authority prices which are applicable based upon the proposed equipment specification to fulfil the service. Refer to Tables 7, 8 and 9 contained within Schedule 2 respectively.

Purchasers are advised that if they require any additional items of equipment over and above the 'core' and 'contingency' items as detailed within Tables 8 and 9 respectively the Purchaser shall be liable for payment of costs. Table 6a – Additional Services details the applicable costs which apply for additional items of equipment.

- Schedule 2 Annex A – Purchasers should look at the applicable payment plans / timescales attributed to Stage 4 and ensure that they provide the Service Provider with relevant point of contact details for the submission of invoices
- Schedule 3 - As referred to within the 'Buyers Guide – Annex B', the 'Purchaser' is required to complete the 'call-off' Order Form, as detailed within Schedule 3, detailing the 'Purchasers' requirement
- Schedules 4 and 6 – 12 are specific to the Framework.
- Schedule 5 – Standard Terms of Supply

This is the contract between the 'Purchaser' and the Service Provider – CGI IT UK Ltd, following receipt of the Service Provider's response to the 'call-off' Order Form.

The Purchaser MUST review and completes the following parts of the document:

Text fields highlighted in red, which include the following require to be completed;

- Cover Sheet
- Terms and Conditions
  - clause 4.1 /4.2 – Period
  - clause 10.3 – Purchaser's point of contact details
  - clause 62 – number of applicable pages requires to be inserted and Purchasers and Service Provider require to sign as part of contract signature

- Schedule 5.1 – Specification
  - clause 1.6.1 – Contract Manager - point of contact details
  - clause 1.32.1 – Primary and Contingency address details
- Schedule 5.2 – Pricing Schedule
  - Part A – insert applicable ‘Purchaser’ costs detailing core equipment (based upon Tables 7 and 9 of Schedule 2)
  - Part B – insert applicable additional items (if applicable)
  - Part C – Ballot Paper and Postal Pack costs (based upon Table 7 of Schedule 2)
- Schedule 5.3 – Ordering Process (applicable for potential subsequent by-election requirements)
- Schedule 5.4 – Management Arrangements (standard arrangements which apply to all ‘call-off’ contracts)
- Schedule 5.5 – Key Individuals
  - Insert applicable Purchaser Contract Manager details
- Schedule 5.6 – Approved Sub-Contractor Providers (information only, no action required)
- Schedule 5.7 – Service Provider Sensitive Information (information only, no action required)
- Schedule 5.8 – Parent Company Guarantee – Not applicable (no action required)
- Schedule 5.9 - Model Contract regarding Data Protection Directive 95/46/EC
  - insert the applicable ‘Agreement Date’ when representatives of the Purchaser and Service Provider ‘sign off’ at the initial meeting between both parties following contract award.
  - paragraph 6.2 insert *“the number of days agreed by the parties”*
- Schedule 5.10 – Exit Management – Not Applicable (no action required)



- Schedule 5.11 – Implementation Plan
  - Service Provider to complete and returned with the completed 'call-off' order form and inserted by Purchaser.
- Schedules 5.1 to 5.11 – at the top of each opening page the Purchaser is required to insert their organisations contracting title.

If you require any further assistance on the 'call-off' process please contact me.



Personal information redacted

