

Schedule 5

Bidding and Ordering Process

[Note to drafter: The following are topics to be addressed in this schedule. This below outline is indicative only and the content of each Call Off award procedure may be varied and further specified by Customers]

Part 1 – The process

- How a potential customer is allowed to award call-off contracts
 - When to use direct award / catalogue to place an order
- When further competition is required (reverse auction or other mechanisms)
 - What the customer needs to do
 - What the supplier needs to do
 - What is e.g. a reverse auction and how does it work
- Awarding and creating a Call Off Agreement

PART 2: Award criteria to be used

[Note to drafter: Define the criteria for each family of deliverables, according to whether “direct award” or “further competition” is chosen.]

1. Hardware

- 1.1 Criteria used under the direct award procedure
- 1.2 Criteria used under the further competition procedure

2. Cloud Services

- 2.1 Criteria used under the direct award procedure
- 2.2 Criteria used under the further competition procedure

3. Software licence

3.1 Criteria used under the direct award procedure

3.2 Criteria used under the further competition procedure

4. Software development

4.1 Criteria used under the direct award procedure

4.2 Criteria used under the further competition procedure

5. Software maintenance and support

5.1 Criteria used under the direct award procedure

5.2 Criteria used under the further competition procedure

6. Professional services

6.1 Criteria used under the direct award procedure

6.2 Criteria used under the further competition procedure