**Planning Your Project Timescales**

RM3764ii Cyber Security Services 2 CCS Contact: Eleanor Mitton, cloud\_digital@crowncommercial.gov.uk

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| Planning Your Project | Start Date | End Date | Guidance |
| Spend Approvals |  |  | Please ensure you have any necessary spend approval if requiredhttps://www.gov.uk/service-manual/technology/spending-controls.html |
| Draft your requirement |  |  | Use the “**Buyer Needs**” template to tell suppliers what you need |
| Draft **‘Your Offer’** |  |  | These are the questions the suppliers will answer to bid. There are different options available based on your needs and timescales, so consider these carefully. This document will be used to evaluate supplier’s bids. |
| Draft **‘Your Prices’** |  |  | This is where suppliers will submit their prices. All that is needed from you is to complete any relevant Travel & Subsistence, policy if applicable. |
| Draft ‘Call-Off Contract Part A&B’ |  |  | **Part A**: Order Form (to be completed prior to publishing) / **Part B**: The Schedules (to be completed post award notification / **Part C**: (Separate documents, CCS Standard Ts&Cs) |
| Set up your sourcing suite ready to publish |  |  | CCS have a free eSourcing tool available. Please contact eenablement@crowncommercial.gov.uk to register. You can find the RM3764ii template under ‘Templates’ |
| Find eligible suppliers |  |  | Use the **Supplier Search** document to find suppliers certified in the Lot(s) you require |
| Publish mini competition |  |  | Once approved, upload your documents to your further competition and publish |

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| During your mini competition | Start Date | End Date | Guidance |
| Evaluators to complete No Conflict of Interest and Skills Assessment Form |  |  | Please ask all evaluators to complete the **No Conflict of Interest** and **Skills Assessment Form**. This must be kept on file for audit purposes. |
| Evaluation Briefing and Issue Evaluator Feedback Form |  |  | Read and ask that all evaluators are happy with the Evaluator Briefing document.  |
| Manage clarification Q&A |  |  | You should set a clarification window in which suppliers may ask any questions about your requirement. CCS can help you to conduct a webinar to capture and publish this process.  |
| Publish final Q&A |  |  | Any supplier questions during the clarification window must be capture and shared with all suppliers |
| Submission deadline |  |  |  |

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| Evaluation Process | Start Date | End Date | Guidance |
| Compliance check bids |  |  | Please see the Compliance Check List |
| Evaluation  |  |  |  |
| *Practical Demonstration & Scrutiny/Clarification Session* |  |  | Depending on which option you chose for your procurement, you may have to schedule a Practical Demonstration & Scrutiny Session, or a Clarification Session.  |
| Award (Issue Success/Fail Letters) |  |  | Use our **Award Letter/Debrief Letter** to let suppliers know the outcome of your mini competition and provide feedback |
| Populate Order Form and SOW |  |  | Populate the Call Off Contract (Parts A&B) with the winning suppliers information, and first Statement of Work. |