**

**Call-Off Guidance**

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1. Introduction to the framework contract

What is a framework contract?

A framework, with one or more suppliers, sets out terms that allows you (the Buyer) to place specific contracts (‘call-offs’) during the life of the framework. Each call-off contract will be signed and managed by you and the supplier.

There may be multiple call-off agreements, by multiple different Buyers, under one framework.

What is a call-off agreement?

A call-off agreement is an individual contract that has been placed under the terms of a framework contract.

Information on how to place a call-off agreement under this framework contract can be found at section ‘2. How to Call-Off under this framework contract’.

About this framework contract

This multi-supplier framework sets out terms that allow buyers to make specific purchases (‘call-offs’) during the life of the framework.

The scope for this Framework Contract is for all temporary and fixed term teaching and non-teaching roles within the public sector to schools, colleges and other educational establishments, including academies, trusts, nurseries, pupil referral units, children centres and further education institutions, across the UK.

The framework contract consists of 3 Lots:

Lot 1 Direct provision of Supply Teachers, Unqualified Teacher, Education Support Staff and other temporary staffing services.

Lot 2 Master Vendor: Managed Service Requirements of Supply Teachers, Unqualified Teacher, Education Support Staff and other temporary staffing services.

Lot 3 Neutral Vendor: Managed Service Requirements of Supply Teachers, Unqualified Teacher, Education Support Staff and other temporary staffing services.

The purpose of this document is to outline the process by which you, as the Buyer, are able to call-off from the framework contract.

1. How to ‘Call-Off’ under this framework contract

This framework contract can be accessed by two means, Direct Award and Further Competition.

What is a Direct Award?

Direct Award means awarding a call-off contract to a framework supplier, without running a competition under the framework contract. Direct Award under this framework contract is supported by the Agency Selection Tool.

Direct Award is the recommended route to market for Lots 1 and 3 of this framework contract

When can I Direct Award?

If you can determine that your requirement can be met by the Suppliers’ catalogues and description of the Deliverables as set out in Framework Schedule 1 (Specification) and Framework Schedule 2 (Framework Tender), and all of the terms of the proposed Call-Off Contract are as laid down in the Order Form and Schedules and do not require amendment or any supplementary terms and conditions, then you may Direct Award.

How do I call-off via Direct Award?

In order to call-off via Direct Award, you should:

* Establish which framework lot meets your requirements.
* Develop a clear Statement of Requirements.
* Complete the Order Form (see section ‘3. The Order Form’, of this guidance document).
* Use the Agency Selection Tool to apply the Direct Award Criteria as set out in the framework contract, for all Suppliers capable of meeting your requirement, in order to establish which Supplier provides the most economically advantageous solution.
* Sign the completed Order Form with the Supplier who has demonstrated they can provide the most economically advantageous solution.

What is a Further Competition?

A further competition is a competition run by you, and including suppliers on an existing framework contract.

Further Competition is the recommended route to market for Lot 2

When should I run a Further Competition?

If you require Suppliers to develop proposals or a solution in respect of your requirement, and/or if you need to amend or refine the terms of the Contract and Schedules as stated in the Order Form, then you should access the framework contract via a Further Competition.

You may also elect to undertake a Further Competition under any circumstances.

How do I call-off via Further Competition?

In order to call-off via Further Competition, you should:

* Establish which framework lot meets your requirements.
* Use the Agency Selection Tool to establish which framework suppliers are able to meet your requirement.
* Develop a clear Statement of Requirement.
* Complete the Order Form (see section ‘3. The Order Form’, of this guidance document).
* Invite tenders by conducting a Further Competition in accordance with the Regulations.
* Apply the Further Competition Award Criteria to the Suppliers’ compliant tenders submitted via the Further Competition Procedure in order to establish which Supplier has provided the most economically advantageous tender
* Sign the completed Order Form with the Supplier who has demonstrated they can provide the most economically advantageous solution.

For further information on undertaking a call-off under this framework agreement, please refer to ‘Framework Schedule 7. Call-Off Award Procedure’.

1. The Order Form

The Order Form Template must be completed by you (the Buyer) and signed by both you and the awarded Supplier in order to form the Call-Off Contract.

Order Form Template (Short Form)

The short version of the Order Form should be used when Direct Awarding under Lot 1 of the framework contract only. All other use of the framework contract should be conducted via the long version of the form. Please see below.

Order Form Template (Long Version)

The long version of the Order Form should be used for call-offs placed under lots 2 and 3 of the framework contract, or wherever a Further Competition is required to be undertaken.

You must use the long version of the form if you require provisions that are not covered by the short version of the form.

Completing the Order Form

Whichever version of the form you use, the principles of filling out the form are the same.

* [Text Highlighted in yellow] denotes that an entry is required, or is an instruction for you to follow.
* All yellow text must be overwritten or deleted as required before the form is issued to Supplier(s).
* Full and detailed guidance is included in each version of the Order Form.
1. Help and Support

If you require support on any aspect of using this framework contract, including the call-off processes, and completion of the Order Form, please do not hesitate to contact us on:

0345 410 2222

info@crowncommercial.gov.uk