



DEVON & SOMERSET

FIRE & RESCUE SERVICE

GUIDANCE NOTES

FRAMEWORK AGREEMENT FOR SELF-CONTAINED BREATHING APPARATUS, ASSOCIATED EQUIPMENT AND SERVICES

REF: DS 072-11

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FRAMEWORK AGREEMENT INFORMATION

The following information is provided on the CD relating to the Framework Agreement:

1. Background and guidance notes
2. Specification, User requirements, invitation to tender
 - Copies of the original documentation which was released to the Framework Contractors. The specification is contained in the invitation to tender document, with the CFOA User Requirements
3. Framework Contractors contact details
4. Framework Contractors tender submissions
 - The full tender submissions, organised by Contractor and broken down into:
 - Questionnaire responses
 - Attachments i.e. supporting documentation including technical specifications of equipment, approach to services
 - Certification – copies of all product certificates showing compliance with relevant Standards
 - Pricing – copies of the original pricing submissions

5. Pricing information

- A summary of the pricing submissions in Excel spread sheet and copies of the original pricing submissions

6. Product Certification

- A summary of the Contractors' certifications against the relevant Standards in Excel spread sheet and copies of the certificates (DSFRS will review the certificates quarterly and annually)

7. Ordering procedure, further competition procedure, order form and templates

- Ordering procedure and further competition procedure – includes guidance on how to order and when / how to undertake a further competition
- Order form
- Template invitation to tender which may be used in a further competition
- Template evaluation matrix which may be used in a further competition

8. Call-off Terms and Conditions

- Call-off Terms and Conditions pre-populated with the Contractor's details ready for Contracting Authorities to complete & agree the schedules –
 - Service Level Agreement,
 - Pricing schedule
 - Monitoring and management information
 - Commercially sensitive information

The format of the schedules in the Call-off Contract should reflect the format of the Framework Agreement. The actual Terms and Conditions of the Call-off Contract should not be amended as these forms part the Framework Agreement

9. Framework Agreement

- Copies of the Framework Agreement's concluded between each of the Framework Contractors and Devon & Somerset Fire and Rescue Service

REVIEWING THE FRAMEWORK AGREEMENT

The information contained on the CD should enable Participating Services and Participating Customers ("Contracting Authorities) to determine whether the goods and services will meet their individual needs and whether the Framework Agreement offers value for money.

It is the responsibility of the Contracting Authority to comply with the provisions of the Public Contracts Regulations 2006 (as amended).

The review of the Framework Agreement should be undertaken against the specific requirements of the Contracting Authority – scope, goods, quantities, delivery timescales, accessories, after-sales services support and maintenance etc.

ORDERING PROCEDURE, FURTHER COMPETITION PROCEDURE, ORDER FORM AND TEMPLATES

The Ordering Procedure and Order Form provides for details and guidance on placing orders and when award of Call-off Contract may be made directly and when / how to undertake a further competition.

When undertaking a further competition all three Framework Contractors must be invited to respond to a formal tender. They should be given adequate and reasonable time to respond, which should take into account the complexity of the tender.

A suggested template invitation to tender and a template evaluation matrix have been provided for use as required at the Contracting Authority's discretion.

USING THE FRAMEWORK AGREEMENT

Contracting Authorities are requested to inform DSFRS when they conclude a Call-off Contract as a result of the Framework Agreement. This will enable DSFRS to include them in the performance monitoring of the Framework Agreement and to ensure that they are kept up-to-date with any developments in the market and product ranges.

CONTACTS FOR DEVON AND SOMERSET FIRE AND RESCUE SERVICE

For general enquires /support/advice/information – please contact the Procurement Team, initially in writing at:

Procurement
Devon and Somerset Fire and Rescue Service
Headquarters
The Knowle
Clyst St George
Exeter
EX3 0NW

E-mail: procurement@dsfire.gov.uk

Day to day management of the Framework Agreement:

Contact Name: Louise Doherty – Category Manager
Address: as above
Tel: 01392 87 2525
E-mail: ldoherty@dsfire.gov.uk

Escalation issues relating to Framework Agreement

Contact Name: Melanie Walsh – Head of Procurement
Address: as above
Tel: 01392 872159
E-mail: mwalsh@dsfire.gov.uk