Government Commercial Function

Frameworks and dynamic markets: establishing an open framework (initial and every framework in the scheme)

Process flow

1. Publish planned procurement notice (optional) or qualifying planned procurement notice (min 40 days before tender notice if using to reduce timescales).

2. Publish preliminary market engagement notice and undertake pre-market engagement. You must publish a preliminary market engagement notice if undertaking pre-market engagement, but pre-market engagement is optional.

3. Publish tender notice and associated tender documents for framework (open or competitive flexible procedure).

4. Observe participation stage and / or tendering period minimum timescales.

5. Determine whether the supplier is an excluded or an excludable supplier.

6. Assess whether the tender is suitable, including:
    a. assessing the conditions of participation
    b. where a supplier or any of their nominated subcontractor is not a UK or treaty state supplier whether you choose to disregard the tender
    c. whether the tendered price is abnormally low
    d. whether there is evidence of corruption or collusion
    e. whether the tender meets all of the requirements
    f. whether the tender has breached any procedural requirements

7. Undertake intermediate assessment(s) (if applicable for competitive flexible procedure) and assess tenders.

8. Issue assessment summaries.

9. Publish contract award notice.

10. Observe mandatory standstill period - minimum 8 working days.

11. Enter into contract.

12. Publish contract details notice.

13. Could happen at any time during the term of the open framework:

    a. publish contract change notice (if / when modifications are made)

    b. observe any voluntary standstill period (minimum 8 working days) if and when modifications are made

    c. contract performance notice (in the event of breach or poor performance of the framework contract as specified in the T&Cs)

14. Repeat process for reopening (linking back to initial tender notice notice).

15. Publish contract termination notice when framework comes to an end.