

APPENDIX 4 – OPERATION OF THE FRAMEWORK

Framework Agreement Title : F4OR Consultancy Services Framework

Framework Agreement Reference : ORE/25/002

1 Reporting arrangements

The personnel provided to deliver any Service(s) from this Framework Agreement shall report directly to, and only take instructions from the ORE Catapult Authorised Representative who shall be advised on award of any service(s) to be delivered.

2 Expenses

- 2.1 Any reasonable travel and subsistence expenses incurred during the course of carrying out any work awarded shall be reimbursed, at cost, against proven VAT invoices/receipts in-line with ORE Catapult Business Expenses Policy & Procedure.
- 2.2 For the avoidance of doubt, Consultants shall be responsible for arranging and booking their own travel and accommodation.
- 2.3 Any request for reimbursement of mileage expenses must be accompanied by a current Certificate of Vehicle insurance clearly showing comprehensive cover for Business use.

3. Pre-Market Engagement

- 3.1 Pre-market engagement is permitted under this Framework and shall be conducted in a fair, open and transparent basis with all Consultants appointed to the framework who are able to provide the service(s) within the required geographical location, being invited to participate. Those Consultants shall be provided with the same information during the pre-market engagement.
- 3.2 Those Consultants shall be contacted via e-mail by an ORE Catapult Authorised Representative.

4. Further Competition Procedure

ORE Catapult shall source the Services from the Framework agreement, dependant on the expected value and geographical location of the individual requirement, by the following two (2) methods:

4.1 Direct Award

- 4.1.1 A Direct Award is a process for awarding a contract without reopening competition. Contracts awarded using this method are generally awarded to the Consultant who submitted the lowest price at ITT stage.
- 4.1.2 This method shall be used for any commissions with an expected value not to exceed £20,000.
- 4.1.3 Only Consultants appointed to the Framework who are able to carry out the Service(s) within the required geographical location and within the timescales required by ORE Catapult shall be considered for Direct Award.

4.2 Ranked

- 4.2.1 This method may be used for any commissions with an expected value over £20,000.

- 4.2.2 Requirements falling within this value range shall be awarded to the highest ranked Consultant who is able to carry out the Service(s) within the required geographical location and within the timescales required by ORE Catapult. If the highest ranked Consultant is not able to undertake the requirement, the next ranked Consultant shall be given the opportunity. This process shall continue down the ranked structure until the ORE Catapult service requirement has been met.