



Process for accessing a Framework/Seeking a Waiver

1. If the lifetime Contract value is for £25K or above you will need to seek approval from Cabinet for the spend by submitting the details of the procurement to the annual procurement plan, if the lifetime contract value is for £500K or above a separate Cabinet report will need to be taken to Cabinet
2. Access the framework in accordance with the Consortiums rules, either by carrying out a call for further competition or by making a direct award.
3. Identify the supplier that the contract will be awarded.
4. Seek a waiver to award the contract under the framework agreement, please ensure that the following areas are included within your waiver:-
 - The name of the framework provider
 - The framework title
 - Brief details of the service/goods that you wish to procure
 - The name of the supplier that the contract will be awarded to
 - The length of the contract
 - The expected **life time** cost of the contract.
 - Details of the contract procedure you wish to cite.

The waiver form and contract procedure rules can be found on the staff Intranet in the Finance and Property Directory section.

5. Once the waiver has been approved you may then proceed to the signing of the contracts, please contact the procurement team for guidance as to who is authorised to sign the contracts.
6. Notify the Framework provider that you have identified a preferred supplier and provide them with a contract award notice using their template documents.
7. Once signed contracts have been exchanged please submit a contract award notice to the Council's contract register. Under Public Contract Regulations 2015 the council are required to publish a contract notice to notify the market that a contract has been awarded, within the notice we must include details of the contract provision, the name of the supplier

the contract was awarded to, the contract value and the duration of the contract.

8. Schedule contract Management meetings using the Contract register (if required).
9. Complete Charnwood Borough Council's "New Supplier Form" (if required).
10. Raise a requisition / Place order with the supplier; please ensure that all orders that are raised in relation to the delivery of the service/goods of the awarded contract include details of the Framework reference No. and title.