

IT Related Accessories and Parts (ITRAP) 2020 (ITS4041 SU)

SUMMARY

Start date: 3rd February, 2020

End date: 31st August, 2024

OJEU Number: 2019/S 200-485545

Lead Consortium: SUPC

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<https://www.hecontracts.co.uk/agreements/793>

This agreement has been extended for 12 month to expire on 2/2/2024. Extension letters to be added once received.

This agreement is running concurrently with the existing agreement of ITRAP which expires at the end of Feb 2024. It is recommended that any new ITRAP business is conducted via this new agreement as the suppliers have reduced their prices and margins.

There are 2 new suppliers to this agreement - Ballicom and Banner Group

SCOPE

This Agreement covers the following:

- Storage Media
- Computer Components
- Virtual Reality Products
- Displays, Screens, Monitors
- Telecoms Equipment
- Cables
- Power related accessories
- Peripherals
- IT Security Products/Device Protection
- AV Consumables
- Special Needs/Assisted technology products

AGREEMENT BENEFITS

There are several benefits to using this Framework:

☑ BT1 savings of up to 3% (currently estimated)

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☑ Fixed margins for the life of the agreement.

☑ More advantageous pricing based on economies of scale from aggregated spend.

☑ Savings can be base lined by comparing prices with the prices you previously paid.

☑ A single exercise to establish the overarching agreement and establish the Terms and Conditions of the Framework.

☑ Reduced administrative effort and associated cost savings.

☑ The development of a longer-term relationship with suppliers, which is mutually beneficial.

☑ You have the ability to call off from the agreement as and when required rather than needing to undertake a full tender process.

☑ The Framework allows the flexibility to determine specific requirements at the call off stage.

☑ Framework Agreements support longer-term business planning as they span a period of typically four years and allow price stability from market fluctuations.

USING THE FRAMEWORK

This Framework Agreement allows you to buy through a number of options. Call-off can be by means of a Direct Award, Desk Top Exercise or a Mini-Competition. You should choose the option most appropriate to your purchase taking into consideration;

- ☐ your Institutional Procurement Guidance and Financial Regulations
- ☐ the goods you wish to purchase
- ☐ specific requirements of your institution.

Direct Award

A direct award can be used where all the terms and conditions are set out in the Framework Agreement governing the provision of the goods. Members are required to contract directly with the first-ranked supplier, unless the first ranked supplier:

- ☐ confirms that they do not have capacity to undertake the work; or

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- ☐ cannot respond within the required timescales as detailed in the specification of requirements; or
- ☐ cannot undertake the work due to other relevant issues such as a conflict of interest.

If any of these criteria apply, then the second ranked supplier should be appointed. If the second ranked supplier cannot meet the need for all or any of the reasons above, the third ranked supplier should be approached, and so on.

The award of a call-off contract will take place after the relevant Member has discussed its specific requirements with the supplier and agreement has been reached as to timescales, methodology/approach, specific requirements, key milestones and performance indicators to be met.

The Terms and Conditions to be used in all call-off contracts shall be those stated in the Framework Agreement and these are available via HE Contracts.

You can contract with the supplier for ad hoc requirements or for longer term arrangements over multiple years.

There is no restriction on the length of a call off as long as this is reasonable and this can extend outside of the dates of the Framework as long as this is not done to circumvent the EU procurement rules. In this instance you should ensure that the spend is still reported to your Consortium, that the commercials are still beneficial to you, and you should be aware that you may need to do more contract management.

You must place your order in writing. An Order Form is provided alongside the Call Off Terms and Conditions which must be completed and signed. Please quote the Framework Agreement Reference and Title in your purchase order to ensure that you benefit from the commercials associated with the agreement. (Never sign the suppliers own Terms and Conditions).

SUPPLIERS

Academia Ltd, Ballicom Ltd, Banner Group Ltd, Insight Direct (UK) Ltd, Primo IT, Softcat PLC, XMA Ltd ,

SUSTAINABILITY

NEXT STEPS

Once the evaluation stage is completed, the Call-off contract can be awarded. All Suppliers should be notified of the outcome of the competition. You do not have to observe a standstill period following award of a mini or further competition, nor is there an obligation to provide a debrief. However, it is considered to be best practice and can be an effective method of dealing with a disgruntled supplier without suffering legal challenge.

A Call-off Order and Contract or a Purchase Order must be issued to the relevant supplier for each order to be placed. State on your purchase order the framework reference number and title so that your spend will be identified and reported to your consortium.