

# How to access our frameworks

The process for accessing our frameworks is straightforward, we have detailed the stages and options available below:

- 1) Get in touch with the Pretium Team via [info@pretium.co.uk](mailto:info@pretium.co.uk) or one of our Framework Engagement Managers, Coordinators, or a friendly Pretium face you have met along the way!



- 2) We will offer you a Teams call to understand your requirements and make sure we can find the right solution that will suit your needs.

- 3) We'll follow up with the necessary information and paperwork to get your project moving and hopefully take the hard work away for you.



Your key point of contact will talk you through your options as detailed below:

## EOI – Expression of Interest

Whether you opt for direct award or mini-competition you may wish to understand which one of our trusted suppliers has the capacity to deliver your project. Let us do the hard work and find this out for you...



This process can take between 2-5 working days

- 1) We will gather your project information in to an EOI template to issue to all suppliers.

- 2) We will collate all of the responses into a summary document for you.

- 3) The team will present the summary document to you in order for you to make a decision on your route forwards.

## Direct award



This process can take between 2-5 working days

- 1) Project brief paperwork completed and approved for issue
- 2) Project brief then issued to supplier for acceptance via the Procurement portal, EU Supply/Mercell or directly by the authorised user through their choice of portal.
- 3) Supplier confirms they are happy to proceed with a formal letter of acceptance.
- 4) The framework user will receive the acceptance letter, project brief and pricing and confirm happy to award.
- 5) You can now finalise contract arrangements with your preferred supplier. Draft contracts are available, but you can also use your own terms and conditions.
- 6) Project goes live and we hope a successful delivery begins. We are always here to help throughout the life of your project, don't hesitate to get in touch if you need Pretium.
- 7) We will send an end of project survey to find out how things have gone. We love to hear from you and are happy to receive any feedback.

## Mini-competition

### Option 1

- 1) Pretium can be as hands on or hands off as required. We have a suite of template documents you are welcome to use, and we can support you in creating a mini-competition that gets you the required outcome.
- 2) From the outset we will work through a timetable with you to ensure we meet your timescales. This will set out the necessary steps and milestones of the process.
- 3) All mini-competition documents are drafted with input and final sign off by user.
- 4) We will upload and manage the process through the Procurement portal, EU Supply/Mercell or directly by the authorised user through their choice of portal. This includes all clarifications which are all logged and approved by the User with a full audit provided at the end of the process.
- 5) Submissions are sent as per the user's requirements ready to be evaluated. Pretium can offer the following services if required at no additional charge:
  - Commercial evaluations
  - Moderations
  - ITT report
  - Outcome letters drafting for sign off
- 6) Mini-competition is concluded as per the mini comp criteria. With user approval the successful supplier/s are notified and award placed.



We will work with you to create a timetable to suit your requirements

- 7) You can now finalise contract arrangements with your preferred supplier. Draft contracts are available, but you can also use your own terms and conditions.
- 8) Project goes live and we hope a successful delivery begins. We are always here to help throughout the life of your project, don't hesitate to get in touch if you need Pretium.
- 9) We will send an end of project survey to find out how things have gone. We love to hear from you and are happy to receive any feedback.

### Option 2

- 1) Alternatively, you may wish to use your own documentation and portal. This is okay to do, we have a couple of requests that can be found on a separate document.
- 2) All the necessary steps are followed by the user throughout their process, and we are notified of the outcome.
- 3) You can now finalise contract arrangements with your preferred supplier, draft contracts are available, but you can also use your own terms and conditions.
- 4) Project goes live and we hope a successful delivery begins. We are always here to help throughout the life of your project, don't hesitate to get in touch if you need Pretium.
- 5) We will send an end of project survey to find out how things have gone. We love to hear from you and are happy to receive any feedback.