Contract Award and Implementation

You should now be at a stage where you have identified the successful tenderer(s).

From a fraud awareness perspective, the following checks should be made before progressing to the next stage.

Tender Award Documentation

Before you award a contract you should check the following points:

- Who was involved in the tender award process?
- Have there been any changes in staff from those involved during the tender evaluation?
- Did any of the tenderers drop out of the process and decide not to proceed with the tender? Consider if an unknown agreement has been made.
- Review the list of suppliers/sub-contractors. Are they the same as other bidders involved in the tender exercise? Such circumstances can lead to a pre-determined outcome and therefore it would be irrelevant who is awarded the work. This may identify cartel operating.

Tender Award

A Contract Award recommendation report should be prepared by you prior to approval by the appropriate authority level within your Organisation. This recommendation report should be endosed by the User Intelligence Group.

Checklist

Checklist

Award Recommendations Report Checklist

View Checklist Links to content

Once you have obtained approval you can notify both the successful and unsuccessful tenderers of the outcome.

Quickfire Guide

Quickfire Guide

Communication to Unsuccessful Tenderer(s)

As soon as possible you:

- must advise any unsuccessful tenderer of the contract award outcome.
- must inform any unsuccessful tenderer of the criteria used to award the contract and their scoring against those criteria. This should include any decision that the goods or services do not meet the performance or functional requirements
- must confirm the name of the successful tenderer, and the score of the successful tenderer.

If requested, you also have to provide the characteristics and relative advantages of the successful tender, within 30 days of request.

Information should also be provided to tenderers about the grounds for any decision:

- Not to conclude a **Framework Agreement** that has been advertised
- Not to award a contract that has been advertised
- To restart the procurement procedure

Your Organisation may withhold Contract Award information where the release of such information:

- would prevent the enforcement of the law,
- be contrary to the public interest,
- would affect the commercial interests of particular tenderer(s), whether they are public or private, or
- may impact fair competition between tenderers.

Any tenderer may request additional information regarding the tendering process. You should respond in a timely fashion to any such requests.

If **PCS-Tender** is being utilised, the notification can be issued electronically through this system.

Where you have not built an electronic catalogue as part of the tender process and the commodity/service can be catalogued, you should set up the successful tenderer on the **Pecos Content Management System (PCM)** to ensure that you can prepare the catalogues.

PCM is not appropriate for Care and Support Services.

For complex Route 2 procurements, you may find some of the guidance and tools in **Route 3** to be of benefit.

Consideration must also be given to **Planning**, **Sustainable Procurement** and **Risk Management** throughout this stage of the Journey.

Any documents you need are listed below

Letter Informing Unsuccessful Tenderer - Mini-Competition

(file type: docx)

Notice Informing Unsuccessful Tenderer of the Contract Award Decision

(file type: docx)

(file type:)