**SCHEDULE ONE – CALL OFF AWARD PROCEDURE**

1. **FURTHER COMPETITION**
   1. Call-Off Contracts shall be awarded following a further competition.
   2. The Company shall:-
      1. Identify the relevant services to meet its requirements;
      2. Invite tenders by conducting a further competition for its Services requirements in accordance with the Public Contract Regulations 2015 and any guidance issued or updated by the UK Government from time to time in relation to the Public Contract Regulations 2015 and in particular:-
         1. Consult in writing the Contractors capable of performing the Call-Off Contract for the Services requirements and invite them within in a specified time limit to submit a tender in writing for each specific contract to be awarded;
         2. Set a time limit for the receipt by it of the tenders which takes into account factors such as the complexity of the subject matter of the contract and the time needed to submit tenders; and
         3. Apply the call-off award criteria to the Contractors’ compliant tenders submitted through the further competition as the basis of its decision to a award a Call-Off Contract for its Services requirements; and
         4. Award its Services requirements by placing an Order with the successful Contractor which:-
            1. States the Services requirements, and;
            2. States the price payable for the Services requirements in accordance with the tender submitted by the successful Contractor.
      3. The Contractor agrees that all tenders submitted by the Contractor in relation to a further competition held pursuant to this Schedule shall remain open for acceptance for ninety (90) days (or such other period specified in the invitation to tender issued by the Company).
      4. Notwithstanding the fact that the Company has followed the procedure set out above in this Schedule, the Company shall be entitled at all times to decline to make an award for its Services requirements. Nothing in this Schedule or the terms and conditions of the Contractor shall oblige the Company to place any Order for Services.
2. **FORM OF ORDER**
   1. Subject to section 1 above, the Company may place an Order with the Contractor by serving an Order Form in writing in such form agreed with the Contractor including systems of ordering involving facsimile, electronic mail or other on-line solutions.
   2. The Order constitutes an offer by the Company to purchase the Services subject to the Call-Off Contract.
3. **ACCEPTING AND DECLINING ORDERS**
   1. Following receipt of an Order, the Contractor shall promptly, and in any event within a reasonable period determined by the Company and notified to the Contractor in writing at the same time as the submission of the Order (which in any event shall not exceed three (3) Working Days), acknowledge receipt of the Order and either:-
      1. Notify the Company in writing that it declines to accept the Order, or
      2. Notify the Company in writing that it accepts the Order.
   2. If the Contractor:-
      1. Notifies the Company that it declines to accept an Order; or
      2. The time-limit referred to in paragraph 3.1 has expired;

Then the offer from the Company shall lapse and the Company may offer that Order to the Contractor that submitted the next most economically advantageous tender in accordance with the relevant call off award criteria or, if there is only one Contractor appointed under Dynamic Purchasing System, or there is no other capable contractor, the Company may make alternative arrangements for the provision of the Services.