



User Guide

Multi Supplier Framework Agreement for the Provision of Library Goods to include Books and eBooks (LI2433F)

KEY:

- Framework Client – Contracting Authority/Public Sector Body
- Framework Member – Supplier

Who can use this Framework:

The Higher Education sector (including Universities, Technological Universities and Institutes of Technology) and all other Public Sector Bodies (as listed in Section 1.4 of the RFT) are Framework Clients/Contracting Authorities.

When does the Framework commence and what is the Term of the Framework:

The Framework commencement date is 01 December 2023.

The term of the Framework and any contract awarded within the Framework will be for a term of two (2) years with the option to extend for a period or periods of up to twelve (12) months with a maximum of two (2) such extension or extensions on the same terms and conditions. The Term will not exceed four (4) years in aggregate.

How is the Framework Structured & who are the Framework Members:

The Framework Agreement is divided into six (6) Lots. A Lot is defined as goods. The Framework Members appointed to each Lot and the Lot breakdown are as outlined in Appendix A. Please see Lot descriptions below;

<u>Lot Number & Name</u>	<u>Lot Description</u>
Lot 1 - English Language Monographs	<p>This Lot is for the supply of English language monographs (excluding Irish published materials, Irish language materials and publications of Irish interest). Within this Lot Tenderers can also offer the supply of the following added value services;</p> <ul style="list-style-type: none"> • Alternative Media
Lot 2 - eBooks	This Lot is for the supply of e-books (i.e. individual title purchases)
Lot 3 - e-PDA/E-DDA	This Lot is for the supply of e-book PDA/DDA
Lot 4 - Irish Published Materials	<p>This Lot is for the supply of items published on the island of Ireland, Irish language materials and items pertaining to Irish interest, whether by subject matter or authorship. It may also include the supply of Irish language and Irish interest materials published outside of the island of Ireland. Within this Lot Tenderers can also offer the supply of the following added value services;</p> <ul style="list-style-type: none"> • Alternative Media
Lot 5 - Modern European Language Materials	<p>This Lot is for the supply of Modern European language materials. English language material published in mainland Europe may also be provided under this Lot. Irish language materials are excluded from this Lot. Within this Lot Tenderers can also offer the supply of the following added value services;</p> <ul style="list-style-type: none"> • Alternative Media
Lot 6 - Out of Print/Second Hand Material	<p>This Lot is for the supply of Out of Print and Second-hand and other difficult to source material.</p> <p>Suppliers must source and supply Goods from any publisher that is willing to trade via a third party supplier.</p>

There are two methods of drawdown from this Framework - Cascade or Supplementary Request for Tender (SRFT)/Mini-Competition. Each Framework Client can decide which method of drawdown is most appropriate for their organisation. The Framework Members are ranked for the purpose of using the Cascade method of drawdown only.

How to use this Framework:

The two methods of drawdown from this Framework are as detailed below. Each Framework Client/Contracting Authority can decide which drawdown method is most appropriate for their organisation for each Lot i.e. Contracting Authorities may decide to use different drawdown methods per Lot.

Cascade – Where the Cascade method of drawdown is used to call-off the goods, the first ranked supplier for that Lot will be contacted to provide the required Goods. If the first ranked supplier is unable to provide the required goods, is unavailable to provide the goods within the set time limits or in the event of underperformance, the request to provide the goods will be automatically sent to the next ranked supplier, in descending order.

To award the Contract, the Framework Client/Contracting Authority shall issue/complete a Goods Contract and Confidentiality Agreement (See Appendix C) with the supplier.

Mini-competition – Where the Mini-competition method is used to call-off the goods, each Framework Member appointed to a Lot will receive a Supplementary Request for Tender (“SRFT”) to compete for the contract.

The Award Criteria Ranges stated in the Framework RFT (as included in Step 4 below) must be adhered to. The evaluation outcome should be fully documented with impartial, objective comments giving the reasons for the successful/unsuccessful tender submissions. These comments should be included in notification letters.

Whichever method of drawdown is chosen for your Lot(s);

- Ensure fair and equal treatment of all bidders
- Make the evaluation award criteria and methodology transparent
- Keep records confidential, secure and auditable

Note: Framework Clients/Contracting Authorities may opt to group a combination of Lots and Sub-Lots to meet their requirements. In such cases the Contracting Authority will conduct a mini-competition to appoint the supplier. All suppliers appointed to the relevant combined Lots or sub-Lots will be invited to the mini-competition.

Who runs the mini-competition:

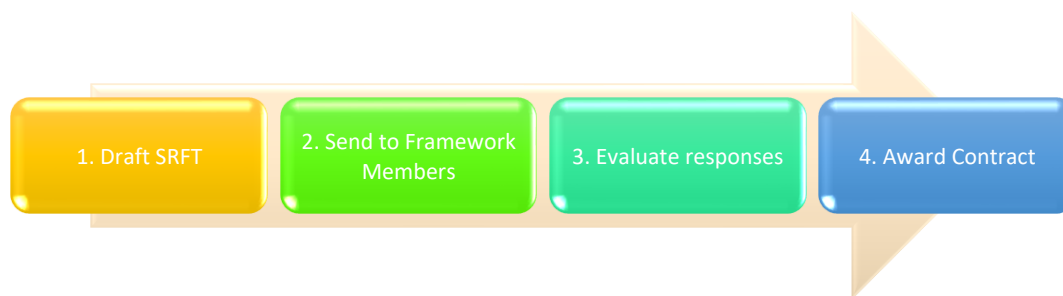
Where the value of the competition is below €50,000 over the term of the contract, Framework Clients/Contracting Authorities may run a mini-competition by using the template SRFT provided (see Appendix D). Where the value of a competition is more than €50,000 over the term of the contract, EPS will run the mini-competition on behalf of the Framework Client/Contracting Authority.

For EPS to run the mini-competition, a PSR (Procurement Support Request) must be completed and forwarded to support@ogp.gov.ie

EPS are available to support any Contracting Authority at point of drawdown.

Running a mini-competition;

The following steps apply when running a mini-competition;



Step 1: Draft SRFT (Supplementary Request for Tenders)

The SRFT shall set out:

- the scope and term of the Contract to be awarded;
- the deadline (date and time) for the receipt of responses to the SRFT (each a “Response”) taking into account the complexity of the Contract and the time needed to prepare an appropriate Response. Responses received after the deadline will not be considered;
- the types and levels of insurance required for the Contract;
- any additional conditions (if any) that will apply to the Contract in addition to the terms and conditions of the Goods Agreement.
- Any other pertinent LOT specific requirements
- Evaluation Award Criteria and weightings

The Directives do not specify time limits for drawdown from Frameworks however, it is essential to allow sufficient time for Framework Members to prepare and submit proposals.

The following **award criteria** ranges apply:

Award Criteria	Weighting (range)
Technical Merit	10-50%
Customer Support	10-50%
Range of Service	5-40%
Innovation & Efficiencies	0-20%
Sustainability	0-20%
Ultimate Cost	20%-70%

It is important to specify how the criteria will be weighted when issuing a mini-competition. Framework Clients can decide their weightings based on the above ranges. The total award criteria should equal 1000 marks (i.e. 100%).

Please see the example award criteria weightings below;

Award Criteria	Weighting
Technical Merit	20%
Customer Support	20%
Range of Service	15%
Innovation & Efficiencies	5%
Sustainability	10%
Ultimate Cost	30%

The award criteria table included in the SRFT will also ask Contracting Authorities to state a 60% minimum score for each weighting except for Ultimate Cost.

Step 2: Send SRFT to Framework Members

Framework Clients must issue an SRFT to all Framework Members via eTenders appointed to the relevant LOT (see Appendix A). The SRFT must clearly outline how and when Framework Members must respond to the SRFT. It is recommended the SRFT is published for three weeks.

Step 3: Evaluate Responses

This step involves the following tasks:

- Formally opening SRFT responses on the eTenders portal after the closing date. The opening procedure is documented on eTenders.
- Evaluating SRFT against award criteria to identify the most economically advantageous tender. The evaluation report must include specific, impartial and objective comments to justify the scores given. These comments should be used to provide feedback to unsuccessful suppliers.

Step 4: Award Contract

To award a contract you will need to:

- Select the most economically advantageous tender
- Notify the successful and unsuccessful suppliers
- Standstill is not mandatory but a voluntary standstill period of 7 days is recommended
- Award the Contract and issue the Goods Contract and Confidentiality Agreement (See Appendix C).

Appendix A - Framework Members by Lot

Framework Lot Number	Lot Description	Framework Members & Ranking
LOT 1	English Language Monographs	1. EBSCO International Inc 2. O'Mahony's Booksellers Ltd
LOT 2	eBooks (i.e. individual title purchases)	1. EBSCO International Inc
LOT 3	ePDA/eDDA	1. EBSCO International Inc
LOT 4	Irish Published Materials	1. O'Mahony's Booksellers Ltd
LOT 5	Modern European Language Materials	1. O'Mahony's Booksellers Ltd
LOT 6	Out-of-Print/ Second-Hand Material	1. O'Mahony's Booksellers Ltd 2. EBSCO International

Appendix B - Framework Members Contact Details

EBSCO International Inc.

- Contact: Amanda Hines (Customer Services Account Manager)
 - Tel No: 00 44 1235 45 1330
 - Email: amandahines@ebSCO.com
 - Address: Unit C, Park 34, Collett Way, Didcot, Oxfordshire, OX11 7WB, UK
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- Contact: Richard Smart (Regional Manager)
 - Tel No: 00 44 208 447 4174
 - Email: rsmart@ebSCO.com
 - Address: 6th Floor Civic Centre, Silver Street, Enfield, EN1 3XA, UK

O'Mahony's Booksellers Ltd

- Contact: Hilary Piert (Dedicated Contract Manager)
 - Tel No: 061 203048
 - Mob No: 086 2866081
 - Email: hilary.piert@omahonys.ie
 - Address: University of Limerick, Students Centre, Sreelane, Limerick, V94 RD29, Ireland
-
- Contact: John Tuohy (Deputy Contract Manager)
 - Tel No: 061 203048
 - Email: university.branch@omahonys.ie
 - Address: University of Limerick, Students Centre, Sreelane, Limerick, V94 RD29, Ireland

Appendix C - Goods Contract & Confidentiality Agreement Template

Please edit the following Goods Contract & Confidentiality Agreement when concluding the contract.

Please note some information has been included for Guidance. Contracting Authorities should seek support from their own organisation, if required, before concluding a contract.



LI2433F - Goods
Contract & Confider

Appendix D – SRFT/Mini-Competition Template

Please use the following SRFT template when conducting a mini-competition.



LI2433F - SRFT.docx

EPS CONTACT DETAILS

For guidance and support on using this framework, please contact EPS on:

- Tel No. 061 233715
- Email address: eps.mail@ul.ie
- Website: www.educationprocurementservice.ie