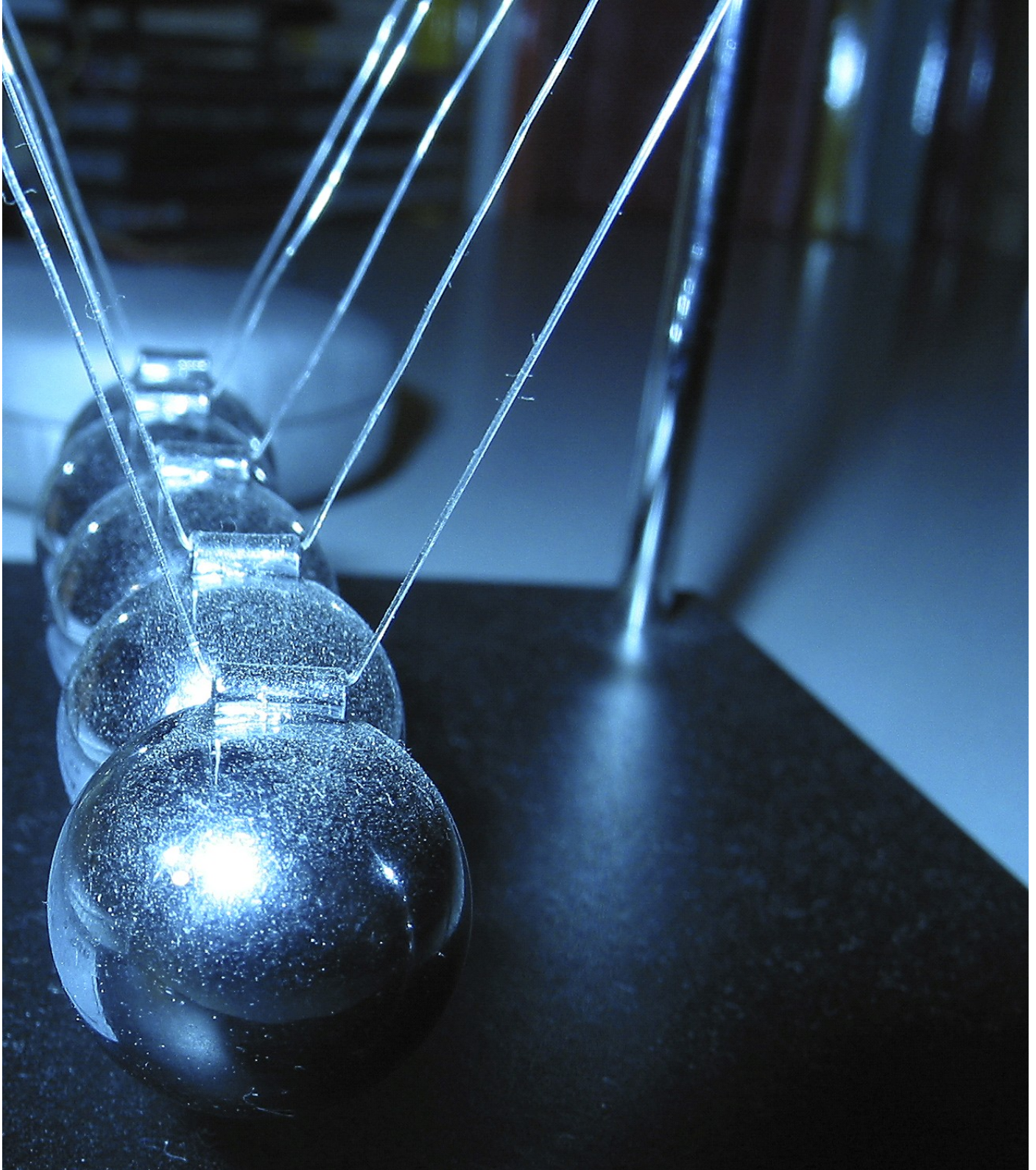


▶ **Catalist User Guide**  
**November 2007**



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## Introduction and aim of the guide

This user guide for Catalist has been developed by Intellect, OGCBuying.solutions and a selection of users.

Intellect is the trade association for the UK technology industry. Intellect provides a collective voice for its members and drives connections with government and business to create a commercial environment in which they can thrive. Intellect represents just fewer than 800 companies ranging from SMEs to multinationals. The technology industry contributes over 10% of the UK GDP and employs approximately five million people in the UK. In the past 12 months 14,500 people have visited Intellect's offices to participate in over 550 meetings and 3,900 delegates have attended the external conferences and events we organise.

OGCBuying.solutions is an executive agency of the Office of Government Commerce in the Treasury. Its purpose is to maximise procurement efficiency and add value for money in public sector procurement by providing a tried and tested route to buy goods and services quickly, efficiently and at highly competitive prices.

The user guide is designed to enable potential public sector users and procurers with no previous experience of Catalist to understand how to use it in order to reduce the time and cost of procurement and to get the right solution/supplier. Catalist has a wide scope, however, this guidance focuses on ICT and consultancy.

- The guide is envisaged to be a top level route into supporting material with sufficient content to enable users and procurers to decide whether Catalist meets their requirements and understand what they need to do to use it effectively.
- This guide should be used in conjunction with procurement guidance, including local procedures.
- This document is interactive and includes links to explanatory descriptions in the glossary.

# Using Catalyst

## 1. Overview

- [Catalist](#) is a suite of OGCbuying.solutions framework agreements (frameworks).
- [Catalist frameworks](#) are [pre-competed supplier lists](#) that are EU compliant and available for use by the UK public sector. (Please see supplier matrices at [www.intellectuk.org/catalistuserguide](http://www.intellectuk.org/catalistuserguide))
- Frameworks [reduce the time and cost of procurements](#).
- The competition to get onto a framework results in [value for money](#).
- Catalist has a wider scope than other suites of frameworks – it includes goods, services, consultancy, solutions and resourcing.
- Users of Catalist can place a [catalogue order](#) with a single supplier or ask those suppliers on the framework to bid.
- Customers choose the framework and [lot](#) that best suits their requirements.
- Using Catalist reduces workload as it uses a standard [model contract](#).

## 2. When Catalist is appropriate

- Catalist is appropriate for purchases of all sizes, including those above the OJEU threshold.
- It is good for the vast majority of purchases although it is best to seek [guidance](#) (from your own procurement organisation and OGCbuying.solutions) where:
  - the project is outside the scope of the Catalist suite of frameworks
  - the standard terms and conditions may not be suitable
  - capable suppliers are not available
  - there is a compelling and justified need to use bespoke local terms and conditions
  - competitive dialogue or negotiated procedure are appropriate
  - complex terms and conditions need to be agreed

## 3. How to use Catalyst effectively, including choosing which [category/lot](#)

- Knowing what you want to do determines which framework category or list is most appropriate.
- Consider:
  - [Goods](#) - for the purchase of ICT goods and services associated with the purchase
  - [Services](#) - including broadband, mobile telephony and geographical information systems
  - [Solutions](#) - for ICT based business solutions
  - [Consulting](#) - for a wide range of consultancy expertise, including ICT, business information and research and organisational consultancy
  - [Resources](#) - for specialist contractors and interim managers
- Talk to suppliers (more relevant for solutions than commodities).
- For services spanning more than one lot a buyer should include suppliers common to the relevant lots.
- If in doubt contact your departmental procurement adviser or the OGCbuying.solutions Customer Service Desk  
T: 0845 410 2222  
E: [custcare@ogcbs.gsi.gov.uk](mailto:custcare@ogcbs.gsi.gov.uk)  
W: [www.ogcbuyingsolutions.gov.uk](http://www.ogcbuyingsolutions.gov.uk)

## 4. Selecting which suppliers are to be approached

The following options indicate which suppliers can be approached using Catalist.

- [Catalogue ordering](#)
- All [capable suppliers](#) through a [further competition](#)

## 5. How do suppliers use Catalist?

- Suppliers will not bid for everything – they go through an [internal process](#) to decide whether they are well qualified and have the available resources.
- Suppliers will normally say if they decide not to bid.
- Suppliers will usually give feedback on their reasons for not bidding.

## 6. What should your requirements contain, and what information should be requested from suppliers?

- Explain what you want to do and the capability you are looking for.
- Include sufficient flexibility to cater for extensions.
- Consult suppliers to ask if they are able to meet your requirement within the timeframe. This is referred to as an Invitation to Quote (ITQ).
  - Include [additional](#) and/or [alternative clauses](#) and/or [special terms](#).
  - Tell suppliers how you will apply the evaluation [criteria](#) set out in the guidance notes.

## 7. How to order

Having selected the supplier:

- complete the [model order form](#) (with appropriate input from the selected supplier).
  - The form will prompt you to provide relevant information about schedules.
  - An incomplete order form does not form a proper contract.
- do not introduce additional and/or alternative clauses and/or special terms at this stage.
- give feedback to unsuccessful suppliers wherever possible.

## 8. What next?

- Suppliers will send a completed contract or statement of acceptance.
- Refer to OGCbuying.solutions Customer Service Desk T: 0845 410 2222 if you are not satisfied with the level of service you receive.

## Contact details

**For further information about  
OGCbuying.solutions or Catalist please contact:**

OGCbuying.solutions Customer Service Desk  
T: 0845 410 2222  
E: [custcare@ogcbs.gsi.gov.uk](mailto:custcare@ogcbs.gsi.gov.uk)  
W: [www.ogcbuyingsolutions.gov.uk](http://www.ogcbuyingsolutions.gov.uk)

**For further information about Intellect please  
contact:**

Melissa Frewin  
T: 020 7331 2169  
E: [melissa.frewin@intellectuk.org](mailto:melissa.frewin@intellectuk.org)

## Appendix: Glossary

Additional clauses	means the optional clauses that may be added to the clauses in the model contract at the customer's request in an order.
Alternative clauses	means the clauses that may be substituted for the clauses in the model contract at the customer's request in an order.
Capable suppliers	means those suppliers on the appropriate lot of the Framework Agreement that are capable of meeting the customer's specific requirement.
Catalist	means OGCBuying.solutions' brand name for the range of framework agreements under which public sector bodies may purchase goods and services.
Catalist frameworks	are framework agreements set up by OGCBuying.solutions available for use by UK public sector bodies. Orders may be placed under these framework agreements for a wide range of goods and services.
Catalogue order	means an order placed by a customer directly with a Catalist supplier, without resorting to any competition. In placing a Catalogue order, the customer must be able to determine from the Catalogue that the supplier demonstrates best value for money for their specific requirement, using the evaluation criteria specified in the guidance notes for the chosen Framework Agreement.
Category	means a broad business area covered by a number of Catalist frameworks. The categories are: <ul style="list-style-type: none"> <li>• Information Technology</li> <li>• Payment Cards</li> <li>• Consultancy Services</li> <li>• Resourcing Services</li> <li>• Business Solutions</li> <li>• Property Solutions</li> </ul>
Consultancy	professional business advisory services available from a number of Catalist framework agreements within the Consultancy Services category. These include ICT, environmental, legal and organisational consultancy as well as specialised services to support business functions.
Criteria	means the criteria that customers must use when assessing Catalist supplier bids under a further competition.

## Appendix: Glossary

Further competition	means a competition mounted by the customer, to select the supplier who offers best value for money for their specific requirement, using the evaluation criteria specified in the guidance notes for the chosen Framework Agreement. The further competition is an invitation to tender that EC Directives require to be conducted in writing (including electronic means) across all capable suppliers.
Goods	means products available for order by customers under a range of Catalist framework agreements. This includes ICT goods and associated services, Office Furniture and Workwear. The full range can be found at: <a href="http://www.ogcbuyingsolutions.gov.uk">www.ogcbuyingsolutions.gov.uk</a>
Guidance	Customers are advised to take advice from a procurement expert or legal representative on the use of Catalist framework agreements to ensure that their use of the framework agreement is appropriate to meet the needs of their particular requirement.
Internal process	means a process a supplier will adopt to assess whether they should bid for a potential Catalist catalogue order.
Lot	<p>Catalist frameworks are often divided into Lots covering different segments of the subject business area and with different suppliers party to each lot eg, the Specialist Solutions framework agreement consists of the following lots:</p> <ul style="list-style-type: none"> <li>• Voice Solution</li> <li>• Data Solutions</li> <li>• Convergent Solutions</li> <li>• Specialised Communications Solutions</li> <li>• Managed Desktop Services</li> <li>• Web Design, Development and Content Management</li> <li>• Web Hosting</li> <li>• E-Transaction Services</li> <li>• Application Development</li> <li>• Customer Relationship Management (CRM) Solutions</li> <li>• Enterprise Resource Planning (ERP) Solutions</li> </ul>
Model contract	means the model contract for each framework agreement, published by OGCbuying.solutions on its website. When a customer places an order, the contract formed will comprise of the model contract augmented with details in the order.

## Appendix: Glossary

Model order form	means the sample order form included in contractual documentation to illustrate the information customers need to supply when ordering. This may vary from framework to framework. Examples may be found at: <a href="http://www.ogcbuyingsolutions.gov.uk">www.ogcbuyingsolutions.gov.uk</a>
Pre-competed supplier lists	Catalist frameworks have been established using procurement procedures that are compliant with EU procurement rules. This is a competitive process to establish the suppliers who represent best value for money. The resultant framework agreements are arrangements with a number of suppliers that are able to supply to customers under the standard terms of the model contract. - Please see supplier matrices at <a href="http://www.intellectuk.org/catalistuserguide">www.intellectuk.org/catalistuserguide</a>
Reduce the time and cost of procurements	The use of Catalist framework agreements removes the need to advertise in the OJEU together with all the associated statutory periods for actions. It allows for the use of pre-agreed contract terms cutting down overheads involved in advertising, competing, negotiating and awarding a contract.
Resourcing	Resourcing services is a category within Catalist that includes specialist contractors and interim managers across a range of professional fields.
Services	means the wide range of services available for order by customers under a range of Catalist frameworks. These include: Consultancy and Supply of Temporary Staff and Accountancy Services. The full range can be found at: <a href="http://www.ogcbuyingsolutions.gov.uk">www.ogcbuyingsolutions.gov.uk</a>
Solutions	means the service of identifying and implementing the best technical/business solution that fully meets a customer's requirement or solves a problem eg Business, Property and Security. The full range can be found at: <a href="http://www.ogcbuyingsolutions.gov.uk">www.ogcbuyingsolutions.gov.uk</a>
Special terms	means where a customer wishes to propose and gain the service providers agreement to additional, customer specific, terms under the Further Competition Procedure. Examples of special terms and guidance on their use may be found at: <a href="http://www.ogcbuyingsolutions.gov.uk">www.ogcbuyingsolutions.gov.uk</a>
Value for money	means the lowest whole life cost of ownership balanced with quality. This is known in EU compliant procurements as the 'most economically advantageous tender'.

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Intellect provides a collective voice for its members and drives connections with government and business to create a commercial environment in which they can thrive. Intellect represents just fewer than 800 companies ranging from SMEs to multinationals. As the central hub for this networked community, Intellect is able to draw upon a wealth of experience and expertise to ensure that its members are best placed to tackle challenges now and in the future.

Our members products and services enable millions of phone calls and emails every day, allow the 60 million people in the UK to watch television and listen to the radio, power London's world leading financial services industry, save hundreds of thousands of lives through accurate blood matching and screening technology, have made possible the Oyster system, which Londoners use to make 28 million journeys every week, and are pushing Lewis Hamilton closer to his Formula One World Championship goal.

The technology industry contributes over 10% of the UK GDP and employs approximately five million people in the UK.

In the past 12 months 14,500 people have visited Intellect's offices to participate in over 550 meetings and 3,900 delegates have attended the external conferences and events we organise.



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