Annex B.

Finland: Template of feasibility studies for the implementation of framework agreements

Hansel, the central government purchasing body in Finland, developed structured feasibility studies to decide on the implementation of framework agreements. The outline below details the elements which are considered to assess the feasibility of using such procurement instrument.

- Section 1: Background and benefits:
  - Summary and background of the framework agreement
  - Savings to the state budget
  - Financial benefits of the framework agreement for the central purchasing body (CPB) if fees are to be received
  - Other benefits of the framework to the CPB
  - Effect on other framework agreements
  - Benefits to contracting authorities

- Section 2: Analysis of the current framework agreement or the overall situation
  - General
  - Volume, vendors and contracting authorities
  - Contracting authority feedback
  - Feedback from the vendors and the market place
  - Functionality of current call-off system
  - Functionality of terms and conditions
  - Summary of the current framework agreement

- Section 3: Market analysis
  - Market size and the state’s procurement volume in relation to market size
  - Market structure
  - Most important vendors in the market
  - Uniformity and maturity of the market
  - Market development outlook for the next four years
• Section 4: Contracting authorities’ analysis
  – Current and upcoming needs of the contracting authorities
  – Most important contracting authorities, volumes and current agreements
  – Contracting authorities’ reference group

• Section 5: Stakeholder analysis and steering of procurement at the state administration
  – Stakeholder analysis
  – Steering of procurement at the state administration

• Section 6: Framework agreement design strategy
  – Scope of the procurement (minimum, maximum, alternative procurement methods, limits)
  – Duration of the framework agreement
  – Call-off model for the framework agreement
  – Contracting authorities’ call-off support
  – Contracting authorities’ duties and liabilities in relation to the vendor
  – Impact on secondary policy objectives (small and medium-sized enterprises, green, innovation, etc)
  – Usage of e-Systems
  – Qualifying criteria
  – Price
  – Quality

• Section 7: Tendering process
  – CPB’s expertise in relation to the industry
  – How challenging and large the tendering process is
  – Resources fixed from the procurement sector for the tendering process
  – Usage of external resources during the tendering process
  – Summary of the tendering process

• Section 8: Vendor management
  – CPB’s tasks during the contracting period
  – CBP’s resources for vendor management
  – Alternative solutions if framework agreement is unavailable