

Appendix Instructions for SSA-R – Framework Agreement – version 2015

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Appendix 1: General description of the deliverables to which the framework applies, and an overview of the principles who may issue awarding contracts under the Framework Agreement

Appendix 1 shall be completed by the Customer.

The Agreement, clause 1.1 Purpose and scope

A general description of the goods and/or services being procured under the Framework Agreement should be provided here. For a detailed description of the scope of the Framework Agreement, please refer to Appendix 3 (appended agreement terms and conditions with completed appendices).

An overview of any principals other than the Customer who can award contracts under the Framework Agreement shall be provided here:

Name of principal	Name and title of contact person at principal	Contact information

Appendix 2: Procedures for issuing awarding contracts under the Framework Agreement

The Customer shall, in Appendix 2, describe the procedures that shall apply for the issuing of awarding contracts (call-off) during the term of the Framework Agreement.

The Agreement, clause 2.1 Issuing awarding contracts (call-off procedure)

Procedures for issuing awarding contracts under the Framework Agreement shall be described here. First specify if the Framework Agreement will be concluded with one or with multiple contractors. If the principal reserves the right to ultimately determine the extent to which a Framework Agreement will be concluded with one contractor or with multiple contractors for the delivery of identical deliverables, this shall also be stated here.

Framework agreement with one contractor:

The issuing of awarding contracts under a Framework Agreement with one contractor: are awarded on the basis of the contract terms and conditions in the Framework Agreement and relevant awarding contracts, possibly supplemented with terms and conditions as stipulated when completing the tender (pursuant to the provisions of the regulations on public procurements concerning framework agreements with one contractor).

Framework agreement with multiple contractors:

The issuing of awarding contracts under Framework Agreements that are concluded with multiple contractors, shall be based on the following call-off allocation between the contractors (state the distribution formula) or by the initiation of a new mini-competition.

(Here the Customer must also state the distribution formula or whether a mini-competition will be initiated.)

The Agreement, clause 3.2 Mandatory offers

If the Contractor must submit a tender in any mini-competition, this shall be stated here.

Appendix 3: Agreement terms and conditions for the awarding contracts that may be issued under the Framework Agreement with completed Appendices

In Appendix 3 the Customer shall attach the relevant SSAs with completed Appendices (SSA-K for purchases of software and equipment, as well as SSA-V if there is a need for maintenance, SSA-B or SSA-O in the event of consultancy purchases, etc.)

Tick the relevant agreement(s):

	Agreement	Issuer	Version	Selected awarding contracts:
SSA-K	Purchase Agreement - Agreement governing the purchase of software and equipment	Difi	July 2015	[<input type="checkbox"/>]
SSA-T	Development and Customisation Agreement - Agreement governing the delivery of software that is developed or customised for the Customer	Difi	July 2015	[<input type="checkbox"/>]
SSA-S	Agile Software Development Agreement - Agreement governing agile software development	Difi	July 2015	[<input type="checkbox"/>]
SSA-V	Maintenance Agreement - Agreement governing the maintenance and servicing of software and equipment	Difi	July 2015	[<input type="checkbox"/>]
SSA-D	Operational Services Agreement - Agreement governing the purchase of operational services	Difi	July 2015	[<input type="checkbox"/>]
SSA-B	Assistance Agreement - Agreement governing assistance to be provided by a Consultant	Difi	July 2015	[<input type="checkbox"/>]
SSA-O	Research and Development Agreement - Agreement governing research and development work to be performed by a Consultant	Difi	July 2015	[<input type="checkbox"/>]

The Agreement, clause 2.2 Agreement terms and conditions for the individual awarding contracts

If a mini-competition has been conducted, the terms and conditions shall be supplemented by the results of the mini-competition.

Appendix 4: Administrative provisions

Appendix 4 shall be completed by the Customer and the Contractor.

The Agreement, clause 1.3 Duration and termination – extension options

If the duration of the Framework Agreement deviates from the term described in clause 1.3 of the Framework Agreement, the Customer shall state this here (and state the reason for the deviation in the procurement protocol).

If it has been agreed that other deadlines (extension/termination) shall deviate from the deadlines in clause 1.3 of the Framework Agreement, this shall be stated here.

The Agreement, clause 1.4 The representatives of the parties

The authorised representatives of the parties, as well as procedures and notice periods for any replacement thereof, shall be specified in more detail here.

The Agreement, clause 3.1 Duty to respond to enquiries

If specific deadlines have been agreed for the Contractor's duty to respond to the Customer's enquiries, this shall be stated here.

The Agreement, clause 5.1 Cooperation

If other provisions have been agreed concerning the parties' cooperation, this shall be stated here.

Appendix 5: Prices and price provisions

The Agreement, clause 6.1 Prices

All prices and detailed payment terms for the Contractor's deliverables shall be stated here or in the individual awarding contract and Appendices (cf. Appendix 3).

If deviations are agreed from the Agreements principle that amounts are to be listed in Norwegian kroner (NOK) and the prices are to be listed exclusive of Value Added Tax, but inclusive of customs duties and any other indirect taxes, this shall be specified here.

Example of price table for goods:

Goods	Reference to description in Appendix	Price excl. VAT

Example of price table for services:

Services	Reference to description in Appendix	Price excl. VAT

Example price table for the Contractor's ordinary hourly rates:

Description	Hourly rate, excl. VAT
Junior consultant (e.g. 0-3 years' experience)	
Senior consultant (e.g. 3-10 years' experience)	

It might be necessary to use various price formats in a Framework Agreement. The tables above are examples only. Remember to complete and adapt the layout according to the relevant price formats.

The Agreement, clause 6.2 Price adjustments

Index adjustment: If a price adjustment index other than Statistics Norway's retail price index (the main index) is agreed to, this shall be stated here.

Other price adjustment conditions: If the prices can otherwise be adjusted during the term of the Framework Agreement, this shall be stated here.