



Template Specification

Client Support Pack

V1.1 August 2024

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DOCUMENT PURPOSE

This document forms part of the Atamis Client Support Packs being provided to support clients in their preparations for the upcoming TPP Autumn releases.

The purpose of this document is to provide further detailed information of the new Procurement Templates being provided to support new legislation.

Due to ongoing development and change requests from Cabinet Office, all TPP deliverables are subject to change. Final specifications and documentation will be updated to accompany the Client Releases from 10th September.

SUPPORTING DOCUMENTATION

None

VERSION CONTROL

Updates to this document have been made as follows. A final version will be published as part of the client release on 10th September

Version	Date	Description	Author
1.0	17 th July 2024	First published version of document (excluding Dynamic Markets)	Kate Stavrides
1.1	27 th August 2024	A revised version to include Dynamic Markets	Kate Stavrides



PROCUREMENT TEMPLATES

Atamis provide a selection of procurement templates as part of the core product. Their purpose is to provide a framework, or starting point, from which users can clone, edit and create further templates to support their individual procurement processes or business needs.

To support the upcoming changes in legislation, Atamis will be providing new templates to support the changes in procurement processes as part of the Autumn 24 releases.

AVAILABILITY

Procurement Templates are available to all Tender App clients (previously known as Atamis TM) upon request.

Clients will have the option to request whether they wish to include the below templates as part of the Autumn release through the Atamis Change Team.

COMPLIANCE

Procurement Templates are designed to provide guidance and best practice, and therefore do not mandate compliance.

CUSTOMISATION

Clients can clone, edit and create new Procurement Templates as part of the core product functionality. Should Clients require additional support, this can be requested through the Change Team.



TEMPLATE SUMMARY

Below is a summary of the tender timescales and notice requirements used to create the procurement templates described in this document:

Procedures	Procedure with Lots	Minimum Participation on Stage	Minimum Tender Stage	Standstill Period	UK2	UK3	UK4	UK5	UK6	UK7
Open	Open (with lots)	25	25	8	Optional/ Best Practice	Optional/ Best Practice	Required		Required	Required
Open (Reduced Time)	Open (Reduced Time - with lots)	10	10	8	Optional/ Best Practice	Required	Required		Required	Required
Competitive Flexible with No Participation	Competitive Flexible with No Participation (with lots)	25	25	8	Optional/ Best Practice	Optional/ Best Practice	Required		Required	Required
Competitive Flexible with Participation	Competitive Flexible with Participation (with lots)	25	25	8	Optional/ Best Practice	Optional/ Best Practice	Required		Required	Required
Competitive Flexible with no Participation (Reduced Time)	Competitive Flexible with no Participation (Reduced Time - with lots)	10	10	8	Optional/ Best Practice	Required	Required		Required	Required
Competitive Flexible with Participation (Reduced Time)	Competitive Flexible with Participation (Reduced Time - with lots)	10	10	8	Optional/ Best Practice	Required	Required		Required	Required
Framework	Framework (with lots)	25	25	8	Optional/ Best Practice	Optional/ Best Practice	Required		Required	
Direct Award		0	0	0	Optional/ Best Practice	Optional/ Best Practice		Required		
Pre-Market Engagement		0	0	0	Required	Optional/ Best Practice				

To accompany the above templates, there is also the following template specific to Dynamic Markets:

Procedures	Minimum Participation Stage	Minimum Tender Stage	Standstill Period	UK13	UK14	UK15	UK16
Dynamic Market	0	1	0	Required	Required	Required in case of Modification	Required



COMPETITIVE FLEXIBLE

The following templates are available to support competitive flexible procedures. Variations with and without lots will also be provided.

WITHOUT PARTICIPATION

This template outlines a competitive flexible procedure without a participation stage. The minimum tender period for each stage of this procurement is 25 days.

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK3: Planned Procurement Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	10/05/2030	Not Started		
1st Stage: Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
1st Stage: Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
1st Stage: Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
1st Stage: Automatic Task - Close Response Window	04/06/2030	Not Started	Responses Close	
1st Stage: Start Evaluation	04/06/2030	Not Started		Start Evaluation
1st Stage: Issue Assessment Summaries	07/06/2030	Not Started		
2nd Stage: Select/Deselect Suppliers for Next Stage	07/06/2030	Not Started		New Procurement Stage
2nd Stage: Review and Approve Requirements	07/06/2030	Not Started		Approve Requirement Sections



Subject	Date	Status	eSourcing Milestone	Action Type
2nd Stage: Issue Invitation to Tender	11/06/2030	Not Started		Invitation
2nd Stage: Automatic Task - Response Window Opens	11/06/2030	Not Started	Responses Open	
2nd Stage: Automatic Task - Clarification Questions Deadline	15/06/2030	Not Started	Deadline for Clarification Questions	
2nd Stage: Automatic Task - Response Window Closes	06/07/2030	Not Started	Responses Close	
2nd Stage: Start Evaluation	13/07/2030	Not Started		Start Evaluation
Start Moderation	16/07/2030	Not Started		
2nd Stage: Issue Assessment Summaries	16/07/2030	Not Started		
Publish UK6: Contract Award Notice	19/07/2030	Not Started		
Automatic Task - Standstill Period Starts	19/07/2030	Not Started	WAIT (Standstill Period Starts)	
Automatic Task - Standstill Period Ends	13/08/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	13/08/2030	Not Started		Award
Publish UK7: Contract Details Notice	14/08/2030	Not Started		

WITHOUT PARTICIPATION (REDUCED TIME)

This template outlines a reduced time, competitive flexible procedure without a participation stage. The minimum tender period for each stage of this procurement is 10 days.

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		



Subject	Date	Status	eSourcing Milestone	Action Type
Publish UK3: Planned Procurement Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	10/05/2030	Not Started		
1st Stage: Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
1st Stage: Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
1st Stage: Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
1st Stage: Automatic Task - Close Response Window	17/05/2030	Not Started	Responses Close	
1st Stage: Start Evaluation	17/05/2030	Not Started		Start Evaluation
1st Stage: Issue Assessment Summaries	20/05/2030	Not Started		
2nd Stage: Select/Deselect Suppliers for Next Stage	20/05/2030	Not Started		New Procurement Stage
2nd Stage: Review and Approve Requirements	20/05/2030	Not Started		Approve Requirement Sections
2nd Stage: Issue Invitation to Tender	24/05/2030	Not Started		Invitation
2nd Stage: Automatic Task - Response Window Opens	24/05/2030	Not Started	Responses Open	
2nd Stage: Automatic Task - Clarification Questions Deadline	28/05/2030	Not Started	Deadline for Clarification Questions	
2nd Stage: Automatic Task - Response Window Closes	04/06/2030	Not Started	Responses Close	
2nd Stage: Start Evaluation	11/06/2030	Not Started		Start Evaluation
Start Moderation	14/06/2030	Not Started		
2nd Stage: Issue Assessment Summaries	14/06/2030	Not Started		
Publish UK6: Contract Award Notice	17/06/2030	Not Started		



Subject	Date	Status	eSourcing Milestone	Action Type
Automatic Task - Standstill Period Starts	17/06/2030	Not Started	WAIT (Standstill Period Starts)	
Automatic Task - Standstill Period Ends	28/06/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	28/06/2030	Not Started		Award
Publish UK7: Contract Details Notice	29/06/2030	Not Started		

WITH PARTICIPATION

This template outlines a competitive flexible procedure, with a participation stage. The minimum tender period for each stage of this procurement is 25 days.

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK3: Planned Procurement Notice	29/04/2030	Not Started		UK Notice
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	10/05/2030	Not Started		UK Notice
Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
Automatic Task - Close Response Window	04/06/2030	Not Started	Responses Close	
Start Evaluation - SQ	04/06/2030	Not Started		Start Evaluation



Subject	Date	Status	eSourcing Milestone	Action Type
Issue Assessment Summaries	07/06/2030	Not Started		
2nd Stage: Select/Deselect Suppliers for Next Stage	07/06/2030	Not Started		New Procurement Stage
2nd Stage: Review and Approve Requirements	07/06/2030	Not Started		Approve Requirement Sections
2nd Stage: Issue Invitation to Tender	11/06/2030	Not Started		Invitation
2nd Stage: Automatic Task - Response Window Opens	11/06/2030	Not Started	Responses Open	
2nd Stage: Automatic Task - Clarification Questions Deadline	15/06/2030	Not Started	Deadline for Clarification Questions	
2nd Stage: Automatic Task - Response Window Closes	06/07/2030	Not Started	Responses Close	
2nd Stage: Start Evaluation	13/07/2030	Not Started		Start Evaluation
Start Moderation	16/07/2030	Not Started		
Issue Assessment Summaries	16/07/2030	Not Started		
Publish UK6: Contract Award Notice	19/07/2030	Not Started		UK Notice
Automatic Task - Standstill Period Starts	19/07/2030	Not Started	WAIT (Standstill Period Starts)	
Automatic Task - Standstill Period Ends	13/08/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	13/08/2030	Not Started		Award
Publish UK7: Contract Details Notice	14/08/2030	Not Started		UK Notice

WITH PARTICIPATION (REDUCED TIME)

This template outlines a reduced time, competitive flexible procedure, with lots, without a participation stage. The minimum tender period for each stage of this procurement is 10 days.



Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	04/01/2030	Not Started		
Publish UK3: Planned Procurement Notice	04/01/2030	Not Started		
Create, Review and Approve Requirements	12/01/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	13/01/2030	Not Started		
Publish Opportunity - Registration Starts	14/01/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	15/01/2030	Not Started	Responses Open	
Assign Evaluators	18/01/2030	Not Started		
Automatic Task - Clarification Questions Deadline	19/01/2030	Not Started	Deadline for Clarification Questions	
Automatic Task - Close Response Window	21/01/2030	Not Started	Responses Close	
Start Evaluation - SQ	22/01/2030	Not Started		Start Evaluation
Issue Assessment Summaries	25/01/2030	Not Started		
2nd Stage: Select/Deselect Suppliers for Next Stage	25/01/2030	Not Started		New Procurement Stage
2nd Stage: Review and Approve Requirements	25/01/2030	Not Started		Approve Requirement Sections
2nd Stage: Issue Invitation to Tender	28/01/2030	Not Started		Invitation
2nd Stage: Automatic Task - Response Window Opens	29/01/2030	Not Started	Responses Open	
2nd Stage: Automatic Task - Clarification Questions Deadline	02/02/2030	Not Started	Deadline for Clarification Questions	
2nd Stage: Automatic Task - Response Window Closes	09/02/2030	Not Started	Responses Close	
2nd Stage: Start Evaluation	16/02/2030	Not Started		Start Evaluation
Start Moderation	19/02/2030	Not Started		
Issue Assessment Summaries	19/02/2030	Not Started		



Subject	Date	Status	eSourcing Milestone	Action Type
Publish UK6: Contract Award Notice	22/02/2030	Not Started		
Automatic Task - Standstill Period Starts	22/02/2030	Not Started	WAIT (Standstill Period Starts)	
Automatic Task - Standstill Period Ends	04/03/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	04/03/2030	Not Started		Award
Publish UK7: Contract Details Notice	05/03/2030	Not Started		



OPEN

The following templates are available to support open procedures. Variations with and without lots will also be provided.

OPEN

This template outlines an open procedure. The minimum tender period for each stage of this procurement is 25 days.

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK3: Planned Procurement Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	10/05/2030	Not Started		
Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
Automatic Task - Close Response Window	04/06/2030	Not Started	Responses Close	
Start Evaluation	04/06/2030	Not Started		Start Evaluation
Start Moderation	16/07/2030	Not Started		
Issue Assessment Summaries	16/07/2030	Not Started		
Publish UK6: Contract Award Notice	19/07/2030	Not Started		
Automatic Task - Standstill Period Starts	19/07/2030	Not Started	WAIT (Standstill Period Starts)	



Subject	Date	Status	eSourcing Milestone	Action Type
Automatic Task - Standstill Period Ends	13/08/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	13/08/2030	Not Started		Award
Publish UK7: Contract Details Notice	14/08/2030	Not Started		

OPEN (REDUCED TIME)

This template outlines a reduced time open procedure. The minimum tender period for each stage of this procurement is 10 days.

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK3: Planned Procurement Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	10/05/2030	Not Started		
Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
Automatic Task - Close Response Window	20/05/2030	Not Started	Responses Close	
Start Evaluation	20/05/2030	Not Started		Start Evaluation
Start Moderation	01/07/2030	Not Started		



Subject	Date	Status	eSourcing Milestone	Action Type
Issue Assessment Summaries	01/07/2030	Not Started		
Publish UK6: Contract Award Notice	05/07/2030	Not Started		
Automatic Task - Standstill Period Starts	05/07/2030	Not Started	WAIT (Standstill Period Starts)	
Automatic Task - Standstill Period Ends	15/07/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	15/07/2030	Not Started		Award
Publish UK7: Contract Details Notice	16/07/2030	Not Started		



FRAMEWORKS

The following template will be available to support framework creations:

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK3: Planned Procurement Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	10/05/2030	Not Started		
Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
Automatic Task - Close Response Window	04/06/2030	Not Started	Responses Close	
Start Evaluation	04/06/2030	Not Started		Start Evaluation
Start Moderation	16/07/2030	Not Started		
Issue Assessment Summaries	16/07/2030	Not Started		
Publish UK6: Contract Award Notice	19/07/2030	Not Started		
Automatic Task - Standstill Period Starts	19/07/2030	Not Started	WAIT (Standstill Period Starts)	
Automatic Task - Standstill Period Ends	13/08/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	13/08/2030	Not Started		Award
Publish UK7: Contract Details Notice	14/08/2030	Not Started		



PRELIMINARY MARKET ENGAGEMENT

The following template will be available to support pre-market engagement:

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK2: Preliminary Market Engagement Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
Automatic Task - Close Response Window	04/06/2030	Not Started	Responses Close	
Start Evaluation	04/06/2030	Not Started		Start Evaluation



DIRECT AWARD

The following template will be available to support direct award procedures:

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK3: Planned Procurement Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish UK4: Tender Notice	10/05/2030	Not Started		
Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
Automatic Task - Clarification Questions Deadline	14/05/2030	Not Started	Deadline for Clarification Questions	
Automatic Task - Close Response Window	04/06/2030	Not Started	Responses Close	
Start Evaluation	04/06/2030	Not Started		Start Evaluation
Start Moderation	16/07/2030	Not Started		
Issue Assessment Summaries	16/07/2030	Not Started		
Publish UK6: Contract Award Notice	19/07/2030	Not Started		
Automatic Task - Standstill Period Starts	19/07/2030	Not Started	WAIT (Standstill Period Starts)	
Automatic Task - Standstill Period Ends	13/08/2030	Not Started	GO (Standstill Period Ends)	
Create Contract	13/08/2030	Not Started		Award
Publish UK7: Contract Details Notice	14/08/2030	Not Started		



DYNAMIC MARKET

The following template will be available to support Dynamic Market procedures:

Subject	Date	Status	eSourcing Milestone	Action Type
Setup Team and Prepare Conflicts Assessment	29/04/2030	Not Started		
Publish UK13: Dynamic Market Intention Notice	29/04/2030	Not Started		
Create, Review and Approve Requirements	07/05/2030	Not Started		Approve Requirement Sections
Publish Opportunity - Registration Starts	10/05/2030	Not Started	Registration Starts	Publish Opportunity
Automatic Task - Response Window Opens	10/05/2030	Not Started	Responses Open	
Assign Evaluators	13/05/2030	Not Started		
Start Moderation	16/07/2030	Not Started		
Calculate Scores	19/02/2030	Not Started	Evaluate Scores	
Issue Assessment Summaries	16/07/2030	Not Started		
Add Suppliers to Dynamic Market	16/07/2030	Not Started		
Publish UK14: Dynamic Market Establishment Notice	10/05/2030	Not Started		
Publish UK16: Dynamic Market Cessation Notice	14/08/2030	Not Started		
Automatic Task - Close Response Window	04/06/2050	Not Started	Responses Close	

