

Step 3(a): Advanced Information

Some Advance Information will be requested by the assessor ahead of the agreed PCIP Assessment Day. Further information is listed below:

What?	<p>There are a selection of questions that will be assessed prior to the Assessment Day.</p> <p>The Centre of Expertise (CoE) for your respective sector will be able to offer specific guidance on what information is required for your assessment.</p>
Why?	<p>The purpose of requesting Advance Information is to streamline the "on the day" assessment process.</p> <p>Having information in advance of the assessment day will allow assessors to:</p> <ul style="list-style-type: none">• score some of the assessment questions prior to the assessment day itself and• ask any final clarifications on the assessment day, if necessary
When?	<p>The Advance Information will be requested by the assessor at least 6 weeks prior to the assessment day.</p>
Where?	<p>The assessment of the provided Advance Information will take place off-site.</p> <p>Any final clarifications should be made on the assessment day.</p>

Types of Advance Information

There will be 2 types of Advance Information requested:

1. Information Selected by the Assessor	This is a request for specific tender or contract information selected by the assessor e.g. the exit strategy from contract SLC06-2014 awarded to John Smith & Son.
2. Information Selected by the Organisation	This is a request for specific information/evidence which is less prescriptive and can be selected by the organisation e.g. provide evidence of a supplier improvement plan.

Public Procurement Rules in Scotland

The question set and evidence requested includes a number of legal requirements. These inclusions do not reflect all legislative requirements but offer a sample for assessment purposes.

If an organisation fails to meet any of the legal requirements, they will receive a "fail" for the assessment.