Candidate reply mandate — 12 forms of question, capped and dated

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Distribution to all candidates, review at three months · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **As long as the mandate is not signed, the agent hands over drafted answers; the buyer publishes them. The mandate is written, capped, dated and withdrawable with a word: that is what lets the service say yes.**

The 214 questions of the year, sorted

Nature	Number	Handling
Questions of form — 12 types	**163**	**Answer published to all candidates — within the mandate**
Technical questions	**39**	**To the technical department, with the relevant passage already located**
Questions touching price or the assessment of a tender	**12**	**To the buyer, draft answer written**

The mandate, clause by clause

Clause	Content
Scope	The 12 forms of question, listed by name — documents to provide, format and closing time, site visit, signature arrangements, division into lots, board date — and nothing else
Distribution	Every answer goes to ALL the candidates of the procurement at the same time, published on the buyer profile — a fast answer thus stays a regular one
Cap	No question touching price, the assessment of a tender or technical content — those arrive drafted within four hours, sent by the buyer
Mentions carried	The document of the file founding the answer, with its date, and the mention that it was prepared by a digital assistant of the authority
Control	A one-page daily record to the head of procurement
Term	Review at three months. Without an explicit decision at the review, the mandate stops — renewal is what requires a signature
Withdrawal	One word from the head of service, and direct sending ceases within the minute; answers return to drafts for validation

What answering within the deadline changes

Measure	Last year	With the mandate
Questions unanswered within the deadline of the rules	41	0
Single-tender procurements with a question left unanswered	7 of 9	0
Handling questions	3 h 12 per consultation week — 8 %	2 h 24 — 6 %, that is 94 hours over the year

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Date of the mandate review, entered in the head of procurement's diary: _____

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