

**PROCUREMENT PROJECT PLAN**

**PROJECT INITIATION DOCUMENT**



Introduction

We’ll need you to complete this document for us to begin working on your project.

Your responses provide us with an opportunity to find out more about the services you require. With this information we can provide you with tailored support.

Core Services

You can find out more about the core services we provide on pages 10-12.

Our core services set out the procurement activities SEC provide, including:

* Advice we give on the Public Contract Regulations
* How we manage the procurement
* Involvement we provide as part of this process.

You can request further support above our core services, please ask us for more information.

Access fees:

Some of our frameworks are free to access for Members. These include:

* Electronic payment services framework
* Heating systems consultancy
* Sewage treatment plants, cesspools & plumbing stations.

Guest Members will incur the following charges for accessing these frameworks:

* Direct award at £1,000
* Mini competition at £3,000.

Project Initiation Checklist

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| 1. **PROJECT NAME:** |
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| **SCOPE OF SERVICES (what will the contract cover) including geographical location (s). Please provide a copy of your asset list (if applicable)** |
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| 1. **PROCUREMENT** |
| **Would you like to run a mini competition or do a direct call off?**  Mini Competition – *documents will be issued to all tenderers on the framework who have expressed an interest.*  Direct call off – *Please provide an overview of your requirements below including start / end date and SEC will approach the number 1 ranked supplier. If they are interested we can then arrange a meeting to discuss your requirements further* ***if required***. |
| **Would you like SEC to be part of an initial scoping meeting to discuss your requirements further?**  Yes  *If yes, provide a suitable date / time. Please advise whether you require a face to face meeting or teleconference.*    No, not necessary |
| **Please provide details of the person who will be running this contract on behalf of your organisation, once live.**  Name & Role:  Email address: |
| **How many submissions do you require to meet your internal policies?**    **Please advise us what your options are should you not receive enough submissions to satisfy your internal policies** |
| **Does Section 20 apply to this contract?**  Yes  No  **If it does apply, have you started your consultation process? If not, when will it begin?**    **If the process has started when is it due to end?** |
| **When would you like the contract to start?** |
| **Is the anticipated start on site date different from the start date? If it is please provide the anticipated date below** |
| **How long is the contract period?** |
| **Would you like any provisional extensions to be added to the contract?**  Yes  No  **If you answered yes. What extension period(s) would you like added to your contract?** |
| **What is the expiry date of your current contract?** *if applicable* |
| **Will TUPE apply?**  Yes  No |
| **Who is your incumbent contractor?** *if applicable* |
| **If TUPE does apply, your incumbent contractor will need to complete a TUPE spreadsheet. This will be sent to you separately.**  **Please return the completed spreadsheet to SEC. We’ll issue with the tender documents.**  **It’s up to the tenderer to make contact with the incumbent contractor to discuss TUPE further.**  **PLEASE NOTE: TUPE is determined by the outgoing contractor. Negotiations regarding TUPE transfers will be between the incoming and outgoing contractor.** |
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| **3. COSTS – please provide as much information as you can regarding previous costs and future budgets. We need to validate the information provided for this tender exercise. Costs to exclude VAT.** |
| **Please provide the estimated annual budget for this contract**  £       excluding VAT. |
| **What has your actual spend been for the past 4 years? If applicable**  £       year 1  £       year 2  £       year 3  £       year 4 |
| **If there are any extensions to the contract, is the annual budget the same for the extension period?**  Yes  No  If no, what is the annual budget for the extension period?  £       excluding VAT. |
| **Do you require pricing submitted by the tenderer to be inclusive of exclusive of VAT?**  Inclusive  Exclusive |
| **PLEASE NOTE**  **On completion of the procurement process we’ll request confirmation of your planned annual spend for the contract, based on the procurement result, plus your forecast annual spend pattern for the works.**  **We will contact you once the contract is awarded to finalise this detail.** |

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| 1. **SELECTION PROCESS AND CRITERIA** |
| **If you require a mini competition what would like the cost / quality split to be?**        % for cost        % for quality  **Do you require the quality submissions to be anonymous?**  Yes  No |
| **Will residents be involved in the quality evaluation?**  Yes  No |
| **Do you require interviews as part of the quality assessment** (dates can be arranged once the documents have been issued)  Yes  No  **If yes how much of the quality weighting will be apportioned to the interviews? I.e. 15% of the 50% quality weighting.**        %  **Will residents be included in the interview panel?**  Yes  No |

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| **Evaluation of quality responses and interviews (if applicable)** |
| **Would you like SEC to facilitate the quality evaluation session** (date to be agreed)  Yes  No |
| **Do you have an internal project team who will evaluate the quality submissions?**  Yes  No  If no, please let us know if you’d like to discuss how SEC can support you with this. |
| **Would you like SEC to facilitate / be present at the interview** (if applicable)  Yes  No |
| **QUALITY QUESTIONS**  **Please include the tender quality questions you’d like to ask the tenderers. We suggest no more than 4 questions.**  **SEC can provide some example questions if required. If examples are required, please contact us and provide details of the areas you’d like us to focus on** |
| **Question 1**    **Percentage weighting for question 1**  **%** |
| **Question 2**    **Percentage weighting for question 2**  **%** |
| **Question 3**    **Percentage weighting for question 3**  **%** |
| **Question 4**    **Percentage weighting for question 4**  **%** |
| **If this is a service contract, do you require any form of Social Value?** (as per the Social Value Act 2013)  Yes  No  **If yes, please provide specific details** |
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| 1. **CONTRACT PARTICULARS** |
| **Would you like us to draft the contract documents or will you provide your own copy?**  **If we prepare and issues the contract, there will be an additional charge of £50.00 (+VAT) per copy.**  **An invoice will be raised once a quarter for all contracts sent.** |
| SEC to draft  Client own draft contract – ***please send over a copy of the draft contract as we will need to issue this with the tender documents.*** |
| **What type of contract would you like to use?** |
| TPC Term Partnering 2005  TAC-1 Term Alliance Contract  JCT Minor Works 2016  JCT Measured Term 2016  JCT Consultancy Agreement 2016  JCT Intermediate Building Contract 2016  Other form of JCT 2016 Contract        other form of JCT Contract  Client’s own / bespoke contract  Do you want the contract signed as a deed or under hand?  As a Deed  Under Hand  If attested as a Deed how do you sign / seal the contracts?  2 x Directors and Company Secretary  Single Director Signature plus witness  Company Seal plus signatures |
| **If SEC are drafting the contract, are there any specific amendments / clauses required?**  Please provide them in a separate appendix or in the space below. |
| **If you require KPI’s to be included in the contract?**  Please provide them in a separate appendix or in the space below. |
| **What are you payment terms?** (i.e. 14 / 28 days in arrears) |
| **Do you require the successful tenderer to have a Bond or Company Guarantee?**  Yes  No |
| **Will CDM apply to this contract?**  Yes  No  If yes, please provide the full name and address of the Principal Designer |
| **Please provide the name and address of the contract administrator** |
| **Will Liquidated Ascertained Damages (LAD’s) apply to this contract?**  Yes  No  If yes, what is the rate and what period will it apply to? |
| **Are retentions to be held on this contract?**  Yes  No  If yes, what is the percentage rate? |
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| **Dispute Resolution – please provide the names and job titles for the 3 lines of escalation relating to this contract** |
| Level 1 – Contract Manager       *name and job title*  Level 2 – Director Level       *name and job title*  Level 3 – Chief Executive / Director       *name and job title* |
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**Terms of Engagement – our core services**

These Terms of Engagement confirm the basis on which we provide our core procurement services to avoid any misunderstandings of our respective responsibilities.

**Inclusions**

The above scope of works is based upon the following assumptions.

* You have a clear concept of what they wish to achieve from the procurement (outcomes).
* SEC will attend up to two scoping meetings to assist you to determine the aims for your procurement.
* You’ll need to be able to approve the documentation provided by SEC to ensure that it meets your aims, objectives and operational needs.
* You’re responsible for developing the specification and pricing models to be used in the procurement. If you wish to have assistance in developing these documents SEC can provide this service. Please ask us for more details and we’ll share our Additional Services document with you.
* SEC will draft the contract using the JCT suite of contracts or the TPC / TAC-1 from the ACA. You’re responsible for determining what form of contract should be used and for providing SEC with any amendments the client requires together with the insertions required. You’ll take independent legal advice if required (not included in the SEC fee) to assist in writing amendments to the standard form of contracts. SEC will incorporate the insertions / amendments required, produce draft documents for your approval and produce the final contract documents for signing by the contractor / consultant and client.
* For mini-tenders SEC will send out expressions of interest and collate responses and pass on to you prior to any procurement taking place.
* You’ll determine/agree the quality questions / weightings to be used. Once you approve the questions they’ll be incorporated into the tender documents.
* SEC will manage the procurement aspects to enable you to access SEC frameworks in a timely and cost effective way. SEC will draft the mini-competition document setting out the key facts around how the tender shall operate, quality questions and weightings, the price matrix along with the Form of Tender etc. for your approval.
* When all the contract documentation has been approved, SEC will set up the tender using Delta and manage the process until the tender closing date. This includes acting as a gatekeeper on clarification questions (passing tenderer questions on to you to enable us to reply back to tenderers).
* When the tenders have been submitted SEC will collate their prices and quality statements and summarise the responses, which will be passed on as submitted without any review by SEC (any review is to be carried out by the client). If required by the client SEC will facilitate evaluation meetings with the evaluation panel (this includes attending the client’s office for one day, training the panel and summarising the evaluations of the panel. If other days are required then the client will carry out this themselves). SEC will prepare a tender report for the client to use in their own reports to Board / Committee / Cabinet if required.
* SEC will provide information to assist you with all aspects of the procurement. If SEC provide specification and / or price models from the frameworks and the client then terminates the agreement or stops the procurement, SEC shall, at its discretion, charge for the provision of these documents, based on the costs SEC has incurred or the time spent by SEC using the day rates noted in this document. Similarly, if the procurement is abandoned by the client for no fault of SEC then SEC reserves the right to charge for the costs SEC has incurred or the time spent by SEC using the day rates noted in this document. It should be noted, however, you must adapt the framework specification and price model to suit your own purposes as these are generic documents.
* Where you wish to call-off a contractor from the framework this shall be done by SEC in compliance with the procurement regulations. SEC will complete the services noted above except those that relate to the tender exercise as this is not required for a call-off.

**Exclusions**

Below areas are excluded from the current scope of works.

* You’re responsible for providing relevant information to the project, your aims and details on how you wish to achieve your aims.
* SEC will provide advice on how to move forward in the various areas covered by this brief but the final decision on any course of action will be for you to make.
* SEC is not responsible for the preparation of the technical documents (contract, preliminaries, specification, price models and health and safety related items). If you wish for SEC to evaluate documents and advise on improvements “SEC Terms of Engagement – Additional Services” document refers. We will share this with you for agreement on additional services if applicable.
* You’re responsible for preparing the project timetable and ensuring all parties complete their tasks on time. SEC will ensure that any tasks within their direct responsibility will be completed to your timetable when they have been jointly agreed by the client and SEC.
* If the client wishes to have SEC attend more than one day to facilitate quality evaluations then this is chargeable at the rates noted below.
* SEC will complete the contract documents as instructed by you but each JCT copy of the contract will be charged at £50 per copy plus VAT (this is required under the terms of the license agreement between SEC and JCT – there is no mark-up from SEC). Copies of the TPC / TAC-1 will be charged at £25 per copy plus VAT to cover the cost of purchasing the contracts.
* Independent legal advice that may be required at various stages is not included in the quoted costs.

Additional disbursements (for additional days not in the inclusions) for travel, printing costs and other miscellaneous expenses shall be added to the project fee as they occur but only after prior approval of these costs by the client.

Additional daily rates are currently as follows:

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| Job Title / Role | Daily Rates |
| Procurement Team Member | £350.00 |
| Manager | £450.00 |
| Technical / asset related advice | £450.00 |
| Managing Director | £600.00 |

NOTE - on contract commencement the client shall support SEC by providing the details of the monthly certified payments under the contract. These details shall be provided within 5 days of the certificate, or any other notice for payment, being written.

Once agreed, these terms will remain effective from the date of signature until they are replaced. Either party may vary or terminate SEC’s authority to act on the client’s behalf at any time without penalty. Notice of termination must be given in writing. Any work completed from the date of instruction to termination shall be charged for, at SEC’s discretion, using the daily rates noted above, for days expended on this service.

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| **Signatory:**  **Please sign below to show that you have read the information contained in this project plan**  **An Expression of Interest will be issued to the tenderers once this document has been signed and returned** |
| Name:  Title / Position:  Organisation:  Registered Address:  Company Registration number:  Signature:    Date: |