

**NEW BUILD AND REFURBISHMENT PROCUREMENT PROJECT PLAN**

**PROJECT INITIATION DOCUMENT**



Introduction

We’ll ask 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 offer you tailored support.

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# Access fees:

For access to our New Build framework the following fee structure applies:

SEC Member costs:

* One-off access at £2,000 plus vat
* Unlimited access (for the duration of the 4 year framework) at £5,000 plus vat

# Guest Member costs:

* One-off access at £4,000 plus vat
* Unlimited access (for the duration of the 4 year framework) at £10,000 plus vat

SEC can issue the tender documents on your behalf using Delta E-Sourcing.

SEC will;

* Issue the tender documents
* Manage any questions asked by the tenderers and issue clarifications
* Download submissions, once the deadline has passed, and send to the EA / Client for evaluating
* Issue award letters once the tender report has been approved.

# Procurement Guidance

Accessing a SEC framework ensures your organisation is complying with OJEU principles and regulations.

Public procurement rules require any purchase or contract over a certain threshold value to adhere to a strict process as per the Public Contracts Regulations 2015. The threshold values, stated net of VAT, are updated every two (2) years. Frameworks are often used to procure individual contracts above the threshold values. UK policy and EU treaty now requires that all contracts and tender processes – including those below the EU threshold- must adhere to the principles of openness, fairness and non-discrimination. The current OJEU thresholds are shown below:



**Services: £181,302**

**Supplies: £181,302**

**Works:** **£4,551,413**

There are 2 routes to calling off (individual contracts) a SEC framework- direct award or mini-competition. Foe New Build requirements we recommend mini-tender.

**Mini competition**

A mini competition is run between all the appointed suppliers appointed to the framework.

The mini competition process involves tender the members specific requirements and usually takes 6-8 weeks to implement.

**What we’ll ask for from you:**

* Completed project initiation document
* A signed authorising agreement. This will be sent with the project initiation document. The agreement shows you are signing up to use an OJEU compliant framework.
* The specification and cost model you would like to use. Also any KPI’s which will relate to this contract.
* Potential dates for the written evaluation. SEC will arrange this date with you as the tender documents are released. The evaluation panel should be a minimum of 2 representatives from your organisation. Residents can be involved too
* If you’d like us to draft a copy of the contract please complete the relevant contract form in the project initiation document. (Please note SEC charge £50 plus VAT per JCT contract drafted. TPC Contracts are £22.00 plus VAT per copy). A copy of the draft contract will be issued with the tender documents. This will ensure the tenderers are familiar with the Terms & Conditions of the contract and can raise any questions they have during the tender period.
* If the draft contract needs to be approved / reviewed by a legal team before issuing please let us know.

**What we’ll do for you:**

* We’ll send the framework contractors an expression of interest email. This will include an overview of the project summarising the budget or programme, area of work and proposed dates. We’ll then know who’s interested in tendering.
* We’ll work with you regarding the tender documents.
* We’ll draft the contract for you if you wish.
* We’ll send you a draft of the tender documents for approval by your legal / compliance team.
* Once you’re happy with the documents we’ll issue them via delta e-sourcing.

([www.delta-esourcing.com).](http://www.delta-esourcing.com/) This is the OJEU compliant web portal we use. Tenderers are given a deadline which is stated on the portal. Tenderers are to upload their submissions into a secure lock box. SEC isn’t unable to go into the lock box until the deadline has passed.

* Once the deadline has passed we’ll carry out the financial evaluation element.
* The quality elements are assessed by you as the customer. We can facilitate this process for you.
* We collate all scores and advise you of the results. We will write a tender report for your approval
* Once the results have been approved we’ll send out the award decision letters.
* We’ll arrange for the contract (if SEC draft it) to be finalised and issued for signing.
* SEC can attend pre-contract meetings if required.

# **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 – MINI COMPETITION** |
| **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 tender submissions do you require to meet your internal policies?**    **Please advise us how you would like to proceed should you not receive sufficient submissions to satisfy your internal policies** |
| **When would you like the contract to start?** |
| **Is the anticipated start on site date different from the contract 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. please advise the extension period(s) you would like added to your contract.** |
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| **3. COSTS** |
| **Please provide the estimated budget for this contract**  £       excluding VAT. |
| **Do you require pricing submitted by the tenderer to be inclusive of exclusive of VAT?**  Inclusive  Exclusive |
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| 1. **SELECTION PROCESS AND CRITERIA** |
| **What would like the cost / quality split to be?**        % for cost        % for quality  **Do you require the quality submissions to be anonymous?**  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 you are including interviews how much of the quality weighting will be apportioned to them ? I.e. 15% of the allocated quality weighting.**        % |

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| **Evaluation of quality responses and interviews (if applicable)** |
| **Who will evaluate the written responses** |
| **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** |
| **Question 2** |
| **Question 3** |
| **Question 4** |
| **Please state the word / page limit for each quality question** |
|  |
| 1. **CONTRACT PARTICULARS** |
| **Would you like us to draft the contract documents, or will you provide your own copy?**  **If we prepare and issue the contract, a 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 email us a copy of the draft contract so that we can issue this with the tender documents.*** |
| **What type of contract would you like to use?** |
| What form of contract would you like to use? |
| **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. |
| **Do you require KPI’s to be included in the contract?**  Please provide them in a separate appendix or in the space below. |
| **Please provide the name and address of the contract administrator** |
|  |
| **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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