



Ministry of Defence

Secretariat
Defence Infrastructure Organisation
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www.gov.uk/DIO

28 September 2018

Ref. FOI 2018/11417

Dear [REDACTED],

Thank you for your email of 5 September 2018 requesting the following information:

"Would you be able to provide me with a copy of the assessment scores for the suppliers who competed for the framework contract please. We would like to see:

- 1. the criteria against which the tenderers are assessed*
- 2. the awarded scores*
- 3. the maximum scores*
- 4. the weightings for each of the criteria*

I have attached a copy of a response from another authority regarding a different competition and it would be helpful if you could provide information in the same structure please."

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence (MOD) and I can confirm that all the information in scope of your request is held.

The information you have requested can be found below and attached at annex A - C, but some of the information falls entirely within the scope of the qualified exemptions provided for at sections 43 (Commercial) of the FOIA and has been redacted and withheld.

Section 43(2) has been applied to some of the information requested; if released it would be likely to prejudice the commercial interests of any person (including the public authority holding it). This exemption is subject to a Public Interest Test (PIT) which means that the information requested can only be withheld if the public interest in doing so outweighs the public interest in disclosure. I have conducted a PIT and have concluded that the public interest in withholding the information requested does outweigh the public interest in disclosure due to the information being able to prejudice future commercial contracts.

- 1. The criteria against which the tenderers are assessed* - This information can be found at Annex A (the Capital Works Frameworks Scores), but some of the information has been redacted in line with Section 43 of the FOIA, Annex B (the Award Criteria) and at Annex C (National Capital Framework ITT Requirements of Response).

2. *The awarded scores* – This information has been withheld in line with Section 43 of the FOIA.
3. *The maximum scores* – There is a maximum score of 200.
4. *The weightings for each of the criteria* – This information can be found at Annex A (the Capital Works Frameworks Scores), but some of the information has been redacted in line with Section 43 of the FOIA and Annex B (the Award Criteria).

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made in writing within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

DIO Secretariat

Scotland Framework - DE11/7012

Criteria	Weighting	Henry Brothers (Magherafelt) Ltd	Interserve Construction Ltd	Kier Graham Defence (A Joint Venture between Kier Construction Ltd and John Graham Construction Ltd)	Land Lease Construction (EMEA) Ltd	Miller Construction (UK) Ltd (Changed name to Galliford Try Construction (UK) Ltd)	Robertson Construction Group Ltd	Balfour Beatty Group Ltd	Morgan Sindall PLC
1. Financial, Legal and commercial issues	15%	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2. Demonstrating the quality of proposals to fulfil the requirement of the Framework Agreement and Works Contracts placed under it with reference to the following:	54%	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
a) Organisational structure and management;									
b) Supply chain selection									
c) Management of performance, including that of the Supply Chain;									
d) Openness to change									
e) Commitment to continuous improvement; f) Commitment to delivering projects to time, cost and performance requirements.									

3. Demonstrating the quality and deliverability of proposals in response to the demonstration project.	31%	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL	100%	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

3. Demonstrating the quality and deliverability of proposals in response to the demonstration project.	34%	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL	100%	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

QUESTIONS
Section 1 - Guidance to Tenderers
Section 2 - Tenderers Identity
Section 3 - Commercial
Fraud
Please demonstrate your commitment and fraud prevention and detection measures by providing a response; to the Fraud Prevention Manual (Schedule 5 to the Framework Agreement); to the Employer's Policy Statement on Fraud, Theft, Bribery, Corruption, Irregularity and Waste (Annex L to the ITT); and to clause 17 of the Framework Agreement. If you are tendering as a joint venture ("JV")/consortium and have separate fraud policies then these policies must be mirrored. Alternatively if the fraud policy of one of the JV/consortium members is to be used on this Project a declaration from each company's managing director must be provided confirming that they agree to implement the
Project Bank Account
Please confirm your commitment to the Fair Payment principles outlined in the former OGC's Guide to Best "Fair Payment" Practices by signing the model "Fair Payment" Charter at Annex K to the ITT.
Confirm your agreement to the terms of the Trust Deed provided at Schedule 11.
State the level of the supply chain to which the PBA will be applied
With reference to the former OGC's Guide to Best "Fair Payment" Practices, explain how you will set up and operate the PBA, including timescales for implementation, respective roles, responsibilities and governance procedures.
Forms and Certificates
Please sign and return the Bona Fide Tender Certificate at Annex B to the ITT This should be an attachment.
Please sign and return the Confidentiality / Non-Disclosure Agreement at Annex C to the ITT
Please sign and return the confirmation of PQQ Information Form at Annex D to the ITT.
Please complete and return the Commercially Sensitive Information Form at Annex F, explaining which parts of your tend
For the purpose of payment using the "Purchase 2 Payment" process, please sign and return the Electronic Transactions A
Please complete and return a signed Parent Company Guarantee / or Performance Bond (as required) as detailed in Anne
Please complete and return a signed unqualified acceptance of the terms and conditions set out in the Invitation Docume
In relation to the methodologies you have stated in response to all Section 4 questions in this Annex G to the ITT, please confirm here that for all works contracts you would use these stated methodologies if successful in being appointed to
Please complete and return a copy of Annex I (Contract Data Part 2).
Section 4 - Framework
FRAMEWORK MANAGEMENT - Monitoring and Improvement:
For the duration of the framework : (a) Detail how will you monitor and demonstrate progressive improvement in your performance. (b) Set out how your supply chain will be included in this process (c) Detail how your reporting mechanism will work both to the Employer, to your employees and your supply chain and (d) How you address both good and poor
FRAMEWORK - Proposals for Management of Framework Roles and Responsibilities - Organisation:
Provide organisational charts and accompanying descriptive text (on no more than one (1) sheet of A3 per chart, per stage) showing: (a) the management structure you will put in place to manage the Framework Agreement through all stages; and (b) how you will organise the various responsibilities and roles of your Company including the main supply chain you appoint for any future construction project awarded under this Framework Agreement. Linked to Clause 6 of the Framework Agreement, this response must include a named Contractor's Representative who will be the primary

<p>Proposals for Management of Framework Roles and Responsibilities - Management Roles:</p> <p>Provide descriptions of roles and authority of key personnel identified in your response to ID104.1 and indicate as appropriate how these roles will change or transfer at each stage of a Project. Do not exceed two (2) pages of A4 for each person. Linked to Clause 6 of the Framework Agreement this response must include a named Contractor's Representative who will be the primary contact with MOD and who is a board member of your company</p>
<p>Proposals for Management of Framework Roles and Responsibilities - Key Roles and Selection Process:</p> <p>In relation to your response and all the key roles identified by you at ID104.1 and ID104.2, demonstrate how you will select the appropriate person to fulfil each role. Do not exceed one (1) page of A4 for each person or organisation.</p>
<p>Supply Chain Selection - Construction:</p> <p>In relation to selecting the appropriate construction suppliers for project work under this Framework. Processes should cover both unknown and known supply chain members in a way that will optimise cost and quality of the end product obtained by the client. Detail contractual arrangements you will put in place with your construction supply chain across all types of projects covered by the framework.</p>
<p>Supply Chain Selection - Designers:</p> <p>In relation to the mini-tender stage and post mini-tender award design, state how you will select the appropriate designers for projects under this framework. Processes should cover both known and unknown supply chain members in a way that will optimise cost and quality of the end product obtained by the client. Detail contractual arrangements you will put in place with your design supply chain across all types of projects covered by the framework</p>
<p>Compliance Service</p> <p>In relation to buildings and associated facilities completed under a works contract awarded through the Framework Agreement the contractor may be required to undertake Inspections, Tests, Servicing, planned "Preventative" maintenance, and any necessary unplanned "Reactive" maintenance throughout a "compliance" period of typically one year following Take Over. In all cases the Contractor will be responsible for correcting defects in accordance with the ECC terms and conditions. Set out the strategies you will implement for delivery and management of; a) defect correction; b) Inspections, Tests, Servicing; and c) maintenance during a compliance period in order to minimise the through life costs, yet still meet the requirements set out in Appendix 8 of the Works Information documents, demonstrating value for</p>
<p>Management of Works Contracts - Design and Development Control:</p> <p>Describe the design & development control and methods you will employ to ensure general co-ordination and control through the delivery process from preparation of mini-tender through to takeover and any compliance period to: Deliver the required output to quality, meeting and adhering to The Employer's mandatory, statutory and specific project requirements, in relation to both internal and external processes.</p>
<p>Section 5 - Demonstration Project</p>
<p>Programme</p> <p>Using the Works Information supplied, provide a master programme in Gantt chart form from CONTRACT AWARD through to completion of the total project. Show periods of compliance for each facility and/or asset. Show a typical compliance programme for a completed facility for a minimum period of 12 months. Demonstrate how all the facilities and assets will be completed within a period of 156 weeks from contract award. Provide a construction programme demonstrating compliance with the key dates included in the Works and Site Information. Include the critical path,</p>
<p>Management Proposal</p> <p>State your key roles that will form a core team to manage the demonstration project. Provide details of the people that will be fully engaged on this project. State whether they will be site based or head office based. State how often you expect head office staff to visit site and for what duration you anticipate. Provide an organisation chart for the management of this project. Show how you would maintain continuity of staff for the duration of the project.</p>
<p>Design Proposal - People</p> <p>Provide a list of design practices or in-house capabilities proposed. Outline your proposal for the proposed Design Team Leader in each discipline, and state how and why each individual has been selected and what they will contribute to the quality of the delivered project.</p>
<p>Compliance:</p>

The contractor will be required to undertake inspections, Tests, Servicing, planned "Preventative" maintenance, and any necessary unplanned "Reactive" maintenance on the demonstration project in accordance with Appendix 8 of the Works Information document throughout a 'compliance period' of one year from Take Over of the MT facility. Set out how you would select the provider and deliver and manage these tasks including the provision of planned "Preventative" maintenance and any necessary unplanned "Reactive" maintenance throughout the compliance period, including your strategy for complying with all manufacturers' warranty conditions and to assist in minimising the through life cost of the

Monthly Report:

On individual projects awarded through the framework, contractors will need to submit monthly progress (and other) reports (in prescribed Employer formats) during both the detailed design and construction stages. Based on the demonstration project weeks 80 to 84 and using the template provided complete the monthly report. Assume that the programme has been maintained (that is you are not ahead or behind programme). Outline the information you propose to submit to the Employer for project/contract management purposes and for wider management information

Management of the Works Contract - Deliver to Quality Standard:

Describe your proposed methodology for general co-ordination and control of the design, procurement and construction processes in order to:- Deliver all the quality, performance and fitness for purpose requirements detailed in the Works Information and Project Specification (Annex J); and to verify that you have complied with these documents

Management of the Works Contract - Deliver to Time and Cost

Describe your proposed methodology for general co-ordination and control of the design, procurement and construction processes in order to:- Deliver all the requirements detailed in the Works Information and Project Specification (Annex J)

Commissioning and Take Over:

Describe the key aspects you consider need to be addressed during commissioning, demonstration and Take Over. Include an illustrative commissioning and Take Over programme for the MT facility and describe any key 'deliverables'

Section 6 - Government Construction Strategy

Supply Chain Selection and Monitoring - Government Construction Strategy

In the context of your answers to ID104.4.1 and ID104.4.2 state how, through the Framework Agreement and projects awarded under it, you will deliver to Time, Cost, and Performance requirements bearing in mind the Government's policy on SME engagement, local employment, and apprenticeships.

Management of Works Contracts - Soft Landings

Government Construction Strategy calls for implementation of "soft landings"(outlined in the BSRIA framework document). How will you assist The Employer implement a "Soft Landings" approach on Works Contracts awarded through the framework, who from your team would lead, and what benefits would The Employer gain from your

Management of Works Contracts - Performance

Please explain how you will deliver each of the approaches listed below, both pre- and post-construction, to ensure that the capital costs of Works Contracts to the employer are minimised, whilst still ensuring that the quality and time requirements of those Works Contracts are met:1 -using preferred and effective/experienced suppliers; 2 - competing sub-packages of work; 3 - optimising the programme; 4 - minimising wastage; 5 - minimising profit, overhead, and preliminaries; 6 - value engineering post award; 7 - benchmarking; 8 - reviewing risks; 9 - appropriate advance ordering

Business Information Modelling (BIM):

How will you assist The Employer implement the Government's policy on Building Information Modelling on projects awarded through the framework, and what benefits would The Employer gain from your strategy

Section 7 - Quality Assurance

Quality Assurance

Confirm that you will deliver all Works Contracts procured through the Framework Agreement using ISO 9001 2008 Registered Quality Management Systems that are appropriate for each specific Works Contract

Section 8 - Sustainable Development

Sustainable Development (SD) - Identification

The Employer takes Sustainable Development (SD) and environmental performance issues seriously. Please describe the approach you will take to identifying SD and environmental risks / opportunities for new-build and refurbishment
Sustainable Development (SD) - Management
Please describe the approach you will take to managing SD and environmental risks and issues as the design and construction of new and refurbishment projects evolves.
DEMONSTRATION PROJECT - Sustainable Development (SD):
It is MOD Policy to incorporate sustainable development into all projects. This requires that new activities and developments are subjected to sustainability appraisals. Specifically, in the context of your proposal, you should complete the Sustainability Appraisal provided to show how you will strengthen the performance of the project against
Section 9 - Health & Safety
Health and Safety:
Using the information set out in the Works Information/Site Information and Project Specification for the demonstration project, provide a suitable and sufficient CDM Construction Phase Plan that would enable work under the demonstration
Provide a suitable and sufficient Health and Safety File for the demonstration project in accordance with the ACOP using s
Section 10 - Risk
Risk:
Provide a Risk Management Strategy that you will implement for each Works Contract awarded under this framework detailing; how Risk is identified, allocation of ownership between yourselves and your supply chain, quantification with respect to time impacts. Describe the level of stakeholder involvement, treatment of emerging risk & proposals to manage programme slippage caused by the occurrence of risk. Demonstrate the relationship between the Company's
Identify what you consider are the top ten Contractor's Risks to the project, setting them out in a risk register. Provide full mitigation strategies & fallback plans describing how you would manage the top three in concert with your Supply
Section 11 - Insurance
Please confirm compliance or areas of variance by fully populating, completing and returning the insurance requirements

WEIGHTING
10/200
Pass/Fail
Pass/Fail
5/200
5/200
Pass/Fail
Pass/Fail
Pass/Fail
Pass/Fail
Pass/Fail
Pass/Fail
Pass/Fail
11/200
16/200

16/200
16/200
8/200
8/200
6/200
4/200
10/200
7/200
8/200

3/200
4/200
5/200
5/200
5/200
3/200
2/200
4/200
4/200
Pass/Fail

3/200
3/200
4/200
3/200
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4/200
5/200
10/200



Defence
Infrastructure
Organisation

**Defence Infrastructure Organisation
Next Generation Estate Contracts**

**National Framework
for Capital Works Projects in the United Kingdom**

**Annex G to ITT –
Requirements of Response**

Tender Number: DE11/7011

ANNEX G – Requirements of Response

This document is provided details all of the ITT Requirement of Response questions, the question weightings and evaluation criteria. This document is an extract taken from Smartsource and is provided for Tenderers information. Tenderers must complete and submit their responses within Smartsource using the laptop provided by the *Employer*.

1. Section 1 - Guidance to Tenderers on completing the spreadsheet (further to the instructions in the covering ITT document)

1.1	<p>STATEMENT:</p> <p>PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY</p>
1.2	<p>STATEMENT:</p> <p>The Employer reserves the right to disqualify any Tenderer who fails to complete any of the Sections or Sub Sections.</p> <p>You may notice that some questions have an ID number, this ID is for MOD Internal use only.</p>

2. Section 2 - Tenderers Identity

2.1*	<p>QUESTION:</p> <p>Full name of Organisation (Organisation either tendering or acting as lead contact where a consortium bid is being submitted)</p>
	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <p>Optional Comments:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div>
2.2*	<p>QUESTION:</p> <p>Registered Office Address (Property Name, Street Name)</p>

An empty text input field with a light gray background and a thin border. On the right side, there are three small square buttons stacked vertically: a top arrow button, a middle button, and a bottom arrow button. On the bottom left, there are two small square buttons: a left arrow button and a right arrow button.

Optional Comments:

An empty text input field for optional comments, identical in style to the main input field above it, with navigation arrows on the right and bottom.

2.3*

QUESTION:

Registered Office Address (Town)

An empty text input field for the town address, with navigation arrows on the right and bottom.

Optional Comments:

An empty text input field for optional comments for the town address, with navigation arrows on the right and bottom.

2.4*

QUESTION:

Registered Office Address (County, Country)

An empty text input field for the county and country address, with navigation arrows on the right and bottom.

Optional Comments:

An empty text input field for optional comments for the county and country address, with navigation arrows on the right and bottom.

2.5*

QUESTION:

Registered Office Address (Postcode)

Optional Comments:

2.6*

QUESTION:

Company or Charity Registration Number

Optional Comments:

2.7*

QUESTION:

VAT Registration Number

Optional Comments:

2.8*

QUESTION:

Construction Industry Scheme - Unique Tax Payers Reference Number

An empty text input field with a light gray background and a thin border. It features a vertical stack of three arrows on the right side (up, down, and a middle arrow) and a horizontal stack of four arrows at the bottom (left, right, and two middle arrows).

Optional Comments:

An empty text input field for optional comments, identical in design to the main input field above it.

2.9*

QUESTION:

Name of Immediate Parent Company

An empty text input field for question 2.9, identical in design to the main input field above it.

Optional Comments:

An empty text input field for optional comments for question 2.9, identical in design to the main input field above it.

2.10*

QUESTION:

Name of Ultimate Parent Company

An empty text input field for question 2.10, identical in design to the main input field above it.

Optional Comments:

An empty text input field for optional comments for question 2.10, identical in design to the main input field above it.

2.11*

QUESTION:

Contact Name

Optional Comments:

2.12*

QUESTION:

Title

Optional Comments:

2.13*

QUESTION:

Email

Optional Comments:

2.14*

QUESTION:

Telephone Number

Optional Comments:

3. Section 3 - Commercial

3.1*	<p>QUESTION:</p> <p>FRAUD:</p> <p>COMMERCIAL ID 103.1 Please demonstrate your commitment and fraud prevention and detection measures by providing a response; to the Fraud Prevention Manual (Schedule 5 to the Framework Agreement); to the Employer’s Policy Statement on Fraud, Theft, Bribery, Corruption, Irregularity and Waste (Annex L to the ITT); and to clause 17 of the Framework Agreement. If you are tendering as a joint venture ("JV")/consortium and have separate fraud policies then these policies must be mirrored. Alternatively if the fraud policy of one of the JV/consortium members is to be used on this Project a declaration from each company’s managing director must be provided confirming that they agree to implement the selected company’s fraud policy.</p> <p>GUIDANCE Your proposals shall include the following:</p> <ul style="list-style-type: none"> a) A Fraud Statement signed by your Managing Director(s); b) A fully populated Fraud Prevention Risk Register covering all aspects of the Framework Agreement; c) A fully populated Fraud Response Plan including reporting process, whistle blowing process and what committees will be established; d) Description of how Fraud Prevention and Detection is promoted throughout your organisation and Supply Chain including training and awareness; and e) Cross referencing the Office of Fair Trading investigation into anti-competitive behaviour in the construction industry, provide details of what action you have taken to avoid such practice and how you will ensure this Framework Agreement is free from anti-competitive practices. <p>WEIGHTING 10/200</p> <p>MARK & EVALUATORS NOTES</p> <p>10 All sections of this question have been addressed and the Tenderer’s response demonstrates a proactive approach to Fraud prevention. Tenderer shows a commitment and understanding of the Employer’s policy and has systems in place that are comprehensive and likely to deter Fraud and Theft</p> <p>8 All sections of this question have been addressed, and the information provided to show their procedures includes supporting detail and evidence of new procedures they are considering</p> <p>6 All sections of this question have been addressed, demonstrating the Tenderer has fully understood the requirements of this question</p> <p>2 The Tenderer has not considered all sections of the question and/or information provided to show their procedures is provided in headline form and lacks substance</p> <p>0 Insufficient response provided to enable a valid assessment of the question. Tenderer has not addressed or understood the question adequately</p>
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Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.2*

QUESTION:

PROJECT BANK ACCOUNT (PBA):

COMMERCIAL ID 103.2.1 Please confirm your commitment to the Fair Payment principles outlined in the former OGC's Guide to Best "Fair Payment" Practices by signing the model "Fair Payment" Charter at Annex K to the ITT.

GUIDANCE

Please answer 'yes' or 'no'. This should also be an attachment.

WEIGHTING

Pass/Fail

(please select) ▼

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.3*

QUESTION:

PROJECT BANK ACCOUNT (PBA):

COMMERCIAL ID 103.2.2 Confirm your agreement to the terms of the Trust Deed provided at Schedule 11.

GUIDANCE

Please answer 'yes' or 'no'.

WEIGHTING

Pass/Fail

(please select) ▼

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.4*

QUESTION:

PROJECT BANK ACCOUNT (PBA):

COMMERCIAL ID 103.2.3 State the level of the supply chain to which the PBA will be applied.

GUIDANCE

To which level of your supply chain (i.e. 1st , 2nd, 3rd tier) will your Project Bank Accounts apply, and are there any obligations, relating to payment, in the terms and conditions of your Sub-Contracts that will be passed to your supply chain members.

WEIGHTING

5/200

MARK & EVALUATORS NOTES

10 Applied to all 1st tier and back to back obligation on them to apply to 2nd tier or 3rd tier and for SC not on PBA, demonstrate commitment to fair payment principles – e.g. clear and reasonable timeframes for certification

8 Applied to all 1st tier and either; a) back to back obligation on them to apply to 2nd or 3rd tier; or b) for Sub-Contractors not on PBA, demonstrate commitment to fair payment principles – e.g. clear and reasonable timeframes for certification

6 Expect at least all 1st tier suppliers, and for Sub-Contractors not on PBA, demonstrate commitment to fair payment principles – e.g. clear and reasonable timeframes for certification

2 1st tier suppliers only

0 No response or completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.5*	<p>QUESTION:</p> <p>PROJECT BANK ACCOUNT (PBA):</p> <p>COMMERCIAL ID 103.2.4 With reference to the former OGC’s Guide to Best “Fair Payment” Practices, explain how you will set up and operate the PBA, including timescales for implementation, respective roles, responsibilities and governance procedures.</p> <p>GUIDANCE Please consider roles, responsibilities, processes, timescales, and treatment of interest. Please also include details as to the access privileges your supply chain will have, and how the supply chain will be notified of transactions and/or payments.</p> <p>WEIGHTING 5/200</p> <p>MARK & EVALUATORS NOTES Evidence required from tenderer’s responses to achieve a score;</p> <ol style="list-style-type: none"> 1. Governance procedures; 2. Who responsible for preparing breakdown analysis; 3. Treatment of interest; 4. When transaction authorised, 5. SC will be notified of date will receive payment; 6. Internet banking facility so SC can check progress of payments; 7. Timescales should be about ten (10) working days for opening account and further ten (10) working days for internet banking arrangements. Max. one (1) month is realistic. <p>10 Response is fully compliant demonstrating the highest level of quality reasonably demonstrable 8 Response is significantly better than minimum acceptable, but less than ideal 6 Response is at minimum acceptable standard 2 Response below minimum acceptable standard in at least one significant area 0 Completely inadequate response</p>
	<div style="border: 1px solid #ccc; height: 80px; margin-bottom: 5px;"></div> <p>Optional Comments:</p> <div style="border: 1px solid #ccc; height: 80px; margin-bottom: 5px;"></div> <p>Optional Attachments:</p> <p>Attach a file to this answer</p>

3.6	<p>STATEMENT:</p> <p>FORMS AND CERTIFICATES</p>
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3.6.1*	<p>QUESTION:</p> <p>Please sign and return the Bona Fide Tender Certificate at Annex B to the ITT This should be an attachment.</p>
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	<p>GUIDANCE Please confirm 'yes' or 'no' in the answer column that the attachment has been completed.</p> <p>WEIGHTING Pass/Fail</p>
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(please select) ▼

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

<h3>3.6.2*</h3>	<p>QUESTION: Please sign and return the Confidentiality / Non-Disclosure Agreement at Annex C to the ITT.</p> <p>GUIDANCE Please confirm 'yes' or 'no' in the answer column that the attachment has been completed.</p> <p>WEIGHTING Pass/Fail</p>
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(please select) ▼

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

<h3>3.6.3*</h3>	<p>QUESTION: Please sign and return the confirmation of PQQ Information Form at Annex D to the ITT.</p> <p>GUIDANCE Please confirm 'yes' or 'no' in the answer column that the attachment has been completed.</p> <p>WEIGHTING Pass/Fail</p>
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(please select) ▼

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.6.4*

QUESTION:

Please complete and return the Commercially Sensitive Information Form at Annex F, explaining which parts of your tender are commercially sensitive.

GUIDANCE

Please confirm 'yes' or 'no' in the answer column that the attachment has been completed.

WEIGHTING

Pass/Fail

(please select) ▼

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.6.5*

QUESTION:

For the purpose of payment using the "Purchase 2 Payment" process, please sign and return the Electronic Transactions Agreement at Annex H to the ITT.

GUIDANCE

Please confirm 'yes' or 'no' in the answer column that the attachment has been completed.

WEIGHTING

Pass/Fail

(please select) ▼

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.6.6*

QUESTION:

Please complete and return a signed Parent Company Guarantee / or Performance Bond (as required) as detailed in Annex E

GUIDANCE

Tenderers may be required to provide a confirmation of the acceptance of the provisions of the Performance Bond in lieu of a signed Parent Company Guarantee. Both forms are included in Annex E to the ITT, and may be included here as an attachment. Please also confirm 'yes' or 'no' in the answer column.

WEIGHTING

Pass/Fail

(please select) ▼

Optional Comments:



Optional Attachments:

[Attach a file to this answer](#)

3.6.7*

QUESTION:

Please complete and return a signed unqualified acceptance of the terms and conditions set out in the Invitation Documents as detailed in Annex O

GUIDANCE

Please answer 'yes' or 'no'.

WEIGHTING

Pass/Fail

(please select) ▼

Optional Comments:



Optional Attachments:

[Attach a file to this answer](#)

3.6.8*	QUESTION: In relation to the methodologies you have stated in response to all Section 4 questions in this Annex G to the ITT, please confirm here that for all works contracts you would use these stated methodologies if successful in being appointed to the Framework Agreement.
	GUIDANCE Please answer 'yes' or 'no'.
	WEIGHTING Pass/Fail

(please select)

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

3.6.9*	QUESTION: Please complete and return a copy of Annex I (Contract Data Part 2).
	GUIDANCE Please answer 'yes' or 'no'.
	WEIGHTING Pass/Fail

(please select)

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

4. Section 4 - Framework

4.1*	QUESTION: FRAMEWORK MANAGEMENT - Monitoring and Improvement:

FRAMEWORK - ID 104.0 For the duration of the framework : (a) Detail how will you monitor and demonstrate progressive improvement in your performance. (b) Set out how your supply chain will be included in this process (c) Detail how your reporting mechanism will work both to the Employer, to your employees and your supply chain and (d) How you address both good and poor performance.

GUIDANCE

You should clearly indicate the systems you have or will put in place to measure, monitor, report and improve your performance in the course of the framework arrangement and provide your reasoning for choosing these methods.

WEIGHTING

11/200

MARK & EVALUATORS NOTES

- 10** Clear indication of how they would measure and demonstrate continuous improvement of their own performance, how the supply chain is included, reporting mechanisms and how they address performance issues. Examples of monitoring documentation and outputs provided
- 8** Clear indication as above (10) but no examples of either monitoring documentation or outputs provided
- 6** Demonstrates a basic understanding of question criteria whether examples provide or not
- 2** Have omitted one or of the criteria whether examples provided or not
- 0** Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

4.2*

QUESTION:

FRAMEWORK - Proposals for Management of Framework Roles and Responsibilities - Organisation:

FRAMEWORK - ID 104.1 Provide organisational charts and accompanying descriptive text (on no more than one (1) sheet of A3 per chart, per stage) showing: (a) the management structure you will put in place to manage the Framework Agreement through all stages; and (b) how you will organise the various responsibilities and roles of your Company including the main supply chain you appoint for any future construction project awarded under this Framework Agreement. Linked to Clause 6 of the Framework Agreement, this response must include a named Contractor's Representative who will be the primary contact with MOD at Framework level, and who is a Board Member.

GUIDANCE

Clear charts and detail is required to explain the structures, organisation and responsibilities for the main functions, transitional arrangements for the relevant work stages. Should include but not be limited to; management of the framework itself and include; tendering for mini competitions, design development post mini-tender award, construction, commissioning and Compliance. It is considered that in the context of this Framework, a key management role is defined as a person having responsibility for management of his or her function for the whole of the framework or for multiple projects, not individual projects. Clearly identify on your charts, roles which you consider to be key management functions for the delivery

of the Framework Agreement through each stage.

WEIGHTING

16/200

MARK & EVALUATORS NOTES

10 Organisational charts & descriptive text clearly articulate project structures for the Framework Management generally and through each stage from mini competitions to compliance. Main elements of Supply chain are included in organograms & illustrate how they are integrated & describe responsibilities/output at appropriate stages. Transitional arrangements between stages are explained which demonstrate continuity of management arrangements & delivery outputs

8 Organisational charts & descriptive text clearly articulate project structures for the Framework Management generally and through each stage from mini competitions to compliance. Main elements of Supply chain are included in organograms & illustrate how they are integrated & describe responsibilities/output at appropriate stages. Transitional arrangements between stages are not clearly explained

6 Information provided generally covers each of the stages, key personnel and supply chain but lacks detail on role, responsibility or transition and/or text and charts do not clearly correspond

2 One stage, key person or supply chain member have been omitted or charts do not correspond

0 Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

QUESTION:

FRAMEWORK - Proposals for Management of Framework Roles and Responsibilities - Management Roles:

FRAMEWORK - ID 104.2 Provide descriptions of roles and authority of key personnel identified in your response to ID104.1 and indicate as appropriate how these roles will change or transfer at each stage of a Project. Do not exceed two (2) pages of A4 for each person. Linked to Clause 6 of the Framework Agreement this response must include a named Contractor's Representative who will be the primary contact with MOD and who is a board member of your company

GUIDANCE

It is considered that in the context of this Framework, a key management role is defined as a person having responsibility for management of his or her function for the whole of the framework or for multiple projects, not individual projects. Evaluators will bear in mind that contractors are likely to use a variety of different job or functional titles, but the descriptions submitted must however be clear and unambiguous and cover areas such as but not limited to; Framework Management and/or Contractors Representative; Finance; Commercial; Design; Construction Delivery; Compliance; Health and Safety. Descriptors should be compatible with structure indicated in answer to previous question.

WEIGHTING

4.3*

16/200

MARK & EVALUATORS NOTES

10 All the bidders key roles through all stages are clearly defined, indicating limits/extent of authority and responsibilities. Demonstrates good continuity and transition through stages with appropriate handover arrangements.

8 All the bidders key roles through all stages are clearly defined, indicating limits/extent of authority and responsibilities but not demonstrating good continuity and transition through stages with appropriate handover arrangements.

6 All Key roles provided but not clearly defined, or inadequate explanation of arrangements & relationships in transition stages.

2 One Key role not addressed, or inadequate explanation of the criteria or roles, authority etc are not compatible with structures supplied in response to ID104.1.

0 Completely inadequate response and/or Framework Contractor's Representative is not in accordance with Clause 6.

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

4.4*

QUESTION:

FRAMEWORK - Proposals for Management of Framework Roles and Responsibilities - Key Roles and Selection Process:

FRAMEWORK ID 104.3 In relation to your response and all the key roles identified by you at ID104.1 and ID104.2, demonstrate how you will select the appropriate person to fulfil each role. Do not exceed one (1) page of A4 for each person or organisation.

GUIDANCE

In relation to all the key roles/functions identified by you in answer to ID104.1 and ID104.2, whether for an individual or for an organisation, you should indicate the selection criteria you intend using in order to fill these roles through the duration of the Framework Agreement. Naming of individuals is not critical at this time but where you have identified specific individuals they may be included. Your answer should focus on how you will select the appropriate person for each role and NOT include CVs.

WEIGHTING

16/200

MARK & EVALUATORS NOTES

10 Clearly demonstrates that the selection is based on a combination of professional qualifications and experience in the appropriate discipline, with experience at team leader level. Demonstrates that experience in similar projects, highlighted at PQQ, has been considered. Contains a detailed statement on how the individual will contribute to the quality of delivered projects. Includes support information for the proposed individuals or organisation. All key roles identified by the bidder have been covered

- 8** Clearly demonstrates that the selection is based on a combination of professional qualifications and experience in the appropriate discipline and experience at team leader level. Demonstrates that experience in similar projects has been considered in selection. Does not contain a detailed statement on how the individual will contribute to the quality of the delivered project. All key roles have been covered
- 6** Does not clearly demonstrate the criteria listed above (10 mark). All key role have been covered
- 2** One key role not covered
- 0** Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

QUESTION:

FRAMEWORK - Supply Chain Selection - Construction:

FRAMEWORK ID 104.4.2 In relation to selecting the appropriate construction suppliers for project work under this Framework. Processes should cover both unknown and known supply chain members in a way that will optimise cost and quality of the end product obtained by the client. Detail contractual arrangements you will put in place with your construction supply chain across all types of projects covered by the framework.

GUIDANCE

You should explain the processes you will utilise to ensure that your suppliers have the relevant levels of experience, understanding and expertise in order to deliver the levels of service required. You should also explain what arrangements will be in place with your supply chain and the extent to which nec3 provisions will be cascaded.

WEIGHTING

8/200

MARK & EVALUATORS NOTES

- 10** Submission provides detailed information on all aspects of selection process and criteria and demonstrates how this will optimise cost & quality in project delivery. Sample documentation (e.g. PQQ type document) provided. Explains contractual arrangements, how and why they were chosen and that they will use nec3 back to back arrangements
- 8** Submission provides detailed information on all aspects of selection process and criteria and demonstrates how this will optimise cost & quality in project delivery but no sample documentation provided. Explains contractual arrangements, how and why they were chosen and that they will use nec3 back to back arrangements
- 6** Demonstrates that a selection process is in place but lacks detail information. Explains contractual arrangements, how and why they were chosen and that they will use nec3 back to back arrangements
- 2** Demonstrates that a selection process is in place but does not identify contractual arrangements
- 0** Completely inadequate response and/or inappropriate contractual arrangements

4.5*

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

4.6*

QUESTION:

FRAMEWORK - Supply Chain Selection - Designers:

FRAMEWORK ID 104.4.1 In relation to the mini-tender stage and post mini-tender award design, state how you will select the appropriate designers for projects under this framework. Processes should cover both known and unknown supply chain members in a way that will optimise cost and quality of the end product obtained by the client. Detail contractual arrangements you will put in place with your design supply chain across all types of projects covered by the framework.

GUIDANCE

You should explain the processes you will utilise to ensure that your designers have the relevant levels of appropriate experience, understanding and expertise in order to deliver the levels of service required. You should also explain what contractual arrangements will be in place with your supply chain and the extent to which nec3 provisions will be cascaded.

WEIGHTING

8/200

MARK & EVALUATORS NOTES

- 10** Submission provides detailed information on all aspects of selection process and criteria and demonstrates how this will optimise cost & quality in project delivery. Sample documentation (e.g. PQQ type document) provided. Explains contractual arrangements, how and why they were chosen and that they will use nec3 back to back arrangements
- 8** Submission provides detailed information on all aspects of selection process and criteria and demonstrates how this will optimise cost & quality in project delivery but no sample documentation provided. Explains contractual arrangements, how and why they were chosen and that they will use nec3 back to back arrangements
- 6** Demonstrates that a selection process is in place but lacks detail information. Explains contractual arrangements, how and why they were chosen and that they will use nec3 back to back arrangements
- 2** Demonstrates that a selection process is in place but does not identify contractual arrangements
- 0** Completely inadequate response and/or inappropriate contractual arrangements

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

4.7*

QUESTION:

FRAMEWORK - Compliance Service:

FRAMEWORK ID 104.6 In relation to buildings and associated facilities completed under a works contract awarded through the Framework Agreement the contractor may be required to undertake Inspections, Tests, Servicing, planned "Preventative" maintenance, and any necessary unplanned "Reactive" maintenance throughout a "compliance" period of typically one year following Take Over. In all cases the Contractor will be responsible for correcting defects in accordance with the ECC terms and conditions. Set out the strategies you will implement for delivery and management of; a) defect correction; b) Inspections, Tests, Servicing; and c) maintenance during a compliance period in order to minimise the through life costs, yet still meet the requirements set out in Appendix 8 of the Works Information documents, demonstrating value for money in provision of the service.

GUIDANCE

Your compliance management strategy should detail your preferred option for providing the required service, the levels of service to be provided and the relationship between these and the benefits these will bring in minimising the through life costs of the facility, whilst at all times maintaining the availability of the facility to the end user.

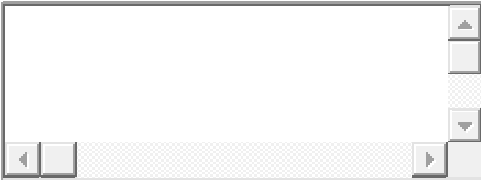
WEIGHTING

6/200

MARK & EVALUATORS NOTES

- 10** Response details preferred option demonstrating value for money in provision of the service with appropriate cost control: specifically addresses warranties, proactive advice to user on settings and operation, reaction times and the out of hours service. Sets out a structured method of minimising and monitoring reactive maintenance cost
- 8** Response details preferred option but does not clearly demonstrate how value for money is provided or lacks appropriate cost control: specifically addresses warranties, proactive advice to user on settings and operation, reaction times and the out of hours service. Sets out a structured method of minimising and monitoring reactive maintenance cost
- 6** Response gives basic information covering all of the criteria but lacks detail or clarity on main points
- 2** Response omits one of the main points required
- 0** Completely inadequate response

Optional Comments:



Optional Attachments:

[Attach a file to this answer](#)

4.8*

QUESTION:

FRAMEWORK - Management of Works Contracts - Design and Development Control:

FRAMEWORK ID 104.8.1 Describe the design & development control and methods you will employ to ensure general co-ordination and control through the delivery process from preparation of mini-tender through to takeover and any compliance period to: Deliver the required output to quality, meeting and adhering to The Employer's mandatory, statutory and specific project requirements, in relation to both internal and external processes.

GUIDANCE

Detail the control measures you will implement for the whole of the framework including assessments and processes detailed in the Works and Site Information to: Deliver a quality output and that meets the Employers mandatory and statutory obligations and requirements. Your submission must include processes to deal with, Design & Construction Compliance Certification, Town and Country Planning and Technical Standards. The employer has identified a 10 elements, 1 of which has 3 mandatory requirements that should be addressed in the response.

WEIGHTING

4/200

MARK & EVALUATORS NOTES

In relation to Annex I to Schedule 8 (Works Information & Site Information) all elements eluded to in the guidance must be covered.

- 10** Describes in detail an end to end process & clearly integrates all of the elements from the Works Information and Site Information. All the mandated elements
- 8** Describes in detail an end to end process but does not clearly integrate all of the key elements from the Works Information and Site Information
- 6** End to end process provided but not clearly detailed. All elements provided but not clearly integrated into the strategy
- 2** Describes end to end process but does not covers the majority (7) of the key elements
- 0** Completely inadequate response

5. Section 5 - Demonstration Project

5.1*

QUESTION:

DEMONSTRATION PROJECT - Programme:

DEMONSTRATION PROJECT ID 105.1 Using the Works Information supplied, provide a master programme in Gantt chart form from CONTRACT AWARD through to completion of the total project. Show periods of compliance for each facility and/or asset. Show a typical compliance programme for a completed facility for a minimum period of 12 months. Demonstrate how all the facilities and assets will be completed within a period of 156 weeks from contract award. Provide a construction programme demonstrating compliance with the key dates included in the Works and Site Information. Include the

critical path, demolition dates and notices to vacate.

GUIDANCE

Adequate provision must be made to show all relevant phases, activities and events that will influence the critical path. Include Employer's activities post contract award.

WEIGHTING

10/200

MARK & EVALUATORS NOTES

10 All the aspects have been addressed and key dates have been achieved. There are no omissions. The contractor may also improve the programme

8 The contractor can achieve the key dates and has deconflicted programming issues. He has allowed adequate time for reviews, approvals and training and commissioning. Decant periods are shown. The programme is workable but it may be confused and or deficient in some areas

6 Some aspects have not been addressed. The critical path is there as is Statutory and/or mandated approvals. The contractor can demonstrate his understanding of the requirements contained in the nec3 Works Information document. Not all facilities and assets have been addressed. The programme does not show smoothed pattern of working

2 Key dates are not met. The programme is deficient in a number of areas or the activities and events are not detailed enough to show the contractors clear understanding of the requirement. There is no critical path shown. Events are not linked

0 Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

5.2*

QUESTION:

DEMONSTRATION PROJECT - Management Proposal:

DEMONSTRATION PROJECT ID 105.2 State your key roles that will form a core team to manage the demonstration project. Provide details of the people that will be fully engaged on this project. State whether they will be site based or head office based. State how often you expect head office staff to visit site and for what duration you anticipate. Provide an organisation chart for the management of this project. Show how you would maintain continuity of staff for the duration of the project.

GUIDANCE

Indicate the selection criteria used for filling these roles.

WEIGHTING

7/200

MARK & EVALUATORS NOTES

Note: different bidders will have different structures and titles, and will name different numbers of posts.
10 Clearly demonstrates that the selection was based on a combination of professional qualifications and experience. Indicates that sufficient consideration has been given to qualification in the appropriate discipline and experience at team leader level. Demonstrates that experience in similar projects has been considered in selection. Contains a detailed statement on how the individual will contribute to the quality of the delivered project. Includes CVs as support information for the proposed individuals

8 Clearly demonstrates that the selection was based on a combination of professional qualifications and experience. Indicates that sufficient consideration has been given to qualification in the appropriate discipline and experience at team leader level. Demonstrates that experience in similar projects has been considered in selection. Contains a detailed statement on how the individual will contribute to the quality of the delivered project

6 Demonstrates that the selection was based on a combination of professional qualifications and experience. Indicates that sufficient consideration has been given to qualification in the appropriate discipline and experience at team leader level. Contains some reference to how the individual will contribute to the quality of the delivered project

2 Method of selection not clearly and convincingly demonstrated or, method demonstrated but either professional qualifications or experience not given due consideration or, method demonstrated and due consideration given to professional qualifications and experience but no reference made as to how the individual will contribute to the quality of the delivered project

0 Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

QUESTION:

DEMONSTRATION PROJECT - Design Proposal - People:

DEMONSTRATION PROJECT ID 105.3.2 Provide a list of design practices or in-house capabilities proposed. Outline your proposal for the proposed Design Team Leader in each discipline, and state how and why each individual has been selected and what they will contribute to the quality of the delivered project.

GUIDANCE

Indicate the selection criteria used for filling these roles. You should propose a suitable level of resource for this project.

WEIGHTING

8/200

MARK & EVALUATORS NOTES

5.3*

- 10** Clearly demonstrates that the selection was based on a combination of professional qualifications and experience. Indicates that sufficient consideration has been given to qualification in the appropriate discipline and experience at team leader level. Demonstrates that experience in similar projects has been considered in selection. Contains a detailed statement on how the individual will contribute to the quality of the delivered project. Includes CVs as support information for the proposed individuals
- 8** Clearly demonstrates that the selection was based on a combination of professional qualifications and experience. Indicates that sufficient consideration has been given to qualification in the appropriate discipline and experience at team leader level. Demonstrates that experience in similar projects has been considered in selection. Contains a detailed statement on how the individual will contribute to the quality of the delivered project
- 6** Demonstrates that the selection was based on a combination of professional qualifications and experience. Indicates that sufficient consideration has been given to qualification in the appropriate discipline and experience at team leader level. Contains some reference to how the individual will contribute to the quality of the delivered project
- 2** Method of selection not clearly and convincingly demonstrated or, method demonstrated but either professional qualifications or experience not given due consideration or, method demonstrated and due consideration given to professional qualifications and experience but no reference made as to how the individual will contribute to the quality of the delivered project
- 0** Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

5.4*

QUESTION:

DEMONSTRATION PROJECT - Compliance:

DEMONSTRATION PROJECT ID 105.4 The contractor will be required to undertake Inspections, Tests, Servicing, planned "Preventative" maintenance, and any necessary unplanned "Reactive" maintenance on the demonstration project in accordance with Appendix 8 of the Works Information document throughout a 'compliance period' of one year from Take Over of the MT facility. Set out how you would select the provider and deliver and manage these tasks including the provision of planned "Preventative" maintenance and any necessary unplanned "Reactive" maintenance throughout the compliance period, including your strategy for complying with all manufacturers' warranty conditions and to assist in minimising the through life cost of the facility.

GUIDANCE

In the context of the wider compliance management strategy you will implement for the whole of the framework, you should detail the levels of service to be provided and the relationship between these and the benefits these will bring in minimising the through life costs of the facility, whilst at all times maintaining the availability of the facility to the end user.

WEIGHTING

3/200

MARK & EVALUATORS NOTES

- 10** Excellent response would involve use of a suitable FM provider, with competition on price, and/or construction contractor/sub-contractor with appropriate cost control: would specifically address warranties, proactive advice to user on settings and operation, reaction times and out of hours service, and a method of minimising and monitoring reactive maintenance cost
- 8** Significantly more than minimum acceptable, but not all of identified items for excellent or some lacking in clarity
- 6** Expected minimum acceptable response would involve use of a suitable FM provider, with competition on price, or possibly construction contractor/sub-contractor, and a commitment to response to reactive maintenance Adequate response outlining selection of provider and how preventative and reactive service would be delivered and managed
- 2** Response omitting any of the key aspects for acceptability
- 0** Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

QUESTION:

DEMONSTRATION PROJECT - Monthly Report:

DEMONSTRATION PROJECT ID 105.5 On individual projects awarded through the framework, contractors will need to submit monthly progress (and other) reports (in prescribed Employer formats) during both the detailed design and construction stages. Based on the demonstration project weeks 80 to 84 and using the template provided complete the monthly report. Assume that the programme has been maintained (that is you are not ahead or behind programme). Outline the information you propose to submit to the Employer for project/contract management purposes and for wider management information purposes.

GUIDANCE

Evaluators will seek an indication of the type and extent of information the contractor proposes to submit as a monthly report. Please use the following main headings:

- EXECUTIVE SUMMARY
- PERFORMANCE
- CONTRACT KEY DATA
- KEY DATES
- PROGRESS
- STATUS
- CRITICAL ACTIONS
- PROJECT FINANCE
- MEETINGS
- QUALITY
- HEALTH & SAFETY
- RISKS AND ISSUES
- DESIGN AND CONSTRUCTION COMPLIANCE CERTIFICATION
- TESTING INSPECTIONS AND COMMISSIONING
- ENVIRONMENTAL
- SUSTAINABILITY

5.5*

SECURITY

WEIGHTING

4/200

MARK & EVALUATORS NOTES

- 10** A comprehensive response for all the headings provided
- 8** A mixed response in terms of detail in each of the required headings it meets the minimum acceptable but is less than ideal
- 6** Information is provided for each heading but and is complete and provides a minimum acceptable response to each of the required headings (bullet points or lists only)
- 2** Response below minimum acceptable standard in at least one category
- 0** Not set within context of demonstration project or no information provided

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

QUESTION:

DEMONSTRATION PROJECT - Management of the Works Contract - Deliver to Quality Standard:

DEMONSTRATION PROJECT ID 105.6.1 Describe your proposed methodology for general co-ordination and control of the design, procurement and construction processes in order to:- Deliver all the quality, performance and fitness for purpose requirements detailed in the Works Information and Project Specification (Annex J); and to verify that you have complied with these documents.

GUIDANCE

Evaluators will be looking for an understanding of the Works Information and Project Specification for the Demonstration Project; and the Statutory and Mandatory requirements to be met.

WEIGHTING

5/200

MARK & EVALUATORS NOTES

- 10** Comprehensively describes end to end process & provides extensive detail on all key criteria from Works Information and Project Specification documents & demonstrates full compliance with the requirements
- 8** Satisfactorily describes end to end process & provides outline detail on all key criteria from Works Information and Project Specification documents & demonstrates compliance with the requirements
- 6** Describes some aspects of the end to end process & mentions all key criteria from Works Information and Project Specification documents & demonstrates compliance with the requirements
- 2** Inadequately describes end to end process and/or covers most, but not all, of the key criteria from

5.6*

Works Information and Project Specification documents. Does not comply fully with the requirements
0 Does not describe end to end process and covers few of the key criteria & does fails to comply with the requirements

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

5.7*

QUESTION:

DEMONSTRATION PROJECT - Management of the Works Contract - Deliver to Time and Cost:

DEMONSTRATION PROJECT ID 105.6.2 Describe your proposed methodology for general co-ordination and control of the design, procurement and construction processes in order to:- Deliver all the requirements detailed in the Works Information and Project Specification (Annex J) within cost and on time.

GUIDANCE

Awareness of key project management and reporting processes, regimes etc is required in the information sought.

WEIGHTING

5/200

MARK & EVALUATORS NOTES

- 10** Extensive detail on financial and programme management processes
- 8** Some detail provided on financial and programme management processes
- 6** Basic outline given for financial and programme management processes
- 2** Processes not clearly articulated
- 0** Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

5.8*

QUESTION:

DEMONSTRATION PROJECT - Commissioning and Take Over:

DEMONSTRATION PROJECT ID 105.8 Describe the key aspects you consider need to be addressed during commissioning, demonstration and Take Over. Include an illustrative commissioning and Take Over programme for the MT facility and describe any key 'deliverables' you would produce.

GUIDANCE

Explain the methodology to be adopted and please ensure you show how you will interface with the Employer's process at Schedule 7 of the Framework Agreement.

WEIGHTING

5/200

MARK & EVALUATORS NOTES

Answer likely to include at least: O&M manuals; commissioning programme, handover programme; suitable time frame; Health and Safety files; training for maintenance staff and end users.

10 Submission demonstrates excellent capability & full understanding of the process & the benefit it adds. All information provided.

8 Comprehensive submission, fully meets requirement

6 Basic response given in all areas. Minimum level of information submitted to satisfy criteria

2 Submission is below standard, i.e. one (1) or more items have failed to provide information completed to sufficient level

0 Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

6. Section 6 - Government Construction Strategy

6.1*

QUESTION:

FRAMEWORK - Supply Chain Selection and Monitoring - Government Construction Strategy:

FRAMEWORK ID 104.4.4 In the context of your answers to ID104.4.1 and ID104.4.2 state how, through the Framework Agreement and projects awarded under it, you will deliver to Time, Cost, and Performance requirements bearing in mind the Government’s policy on SME engagement, local employment, and apprenticeships.

GUIDANCE

Indicate your understanding of and proposed approach to the Government Construction Strategy and the wider Government agenda in the context of this Framework. Say how you will address the issue of engaging SMEs and apprentices.

WEIGHTING

3/200

MARK & EVALUATORS NOTES

- 10** Full understanding of the GCS in the context of the Framework. Consideration of SMEs and apprenticeships
- 8** Understanding of the GCS in the context of the Framework. Consideration of SMEs and apprenticeships
- 6** Understanding of the GCS in the context of the Framework but limited reasoning. Consideration of SMEs and apprenticeships
- 2** Basic understanding of the GCS but not in context
- 0** Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

6.2*

QUESTION:

FRAMEWORK - Management of Works Contracts - Soft Landings:

FRAMEWORK ID 104.8.2 Government Construction Strategy calls for implementation of "soft landings"(outlined in the BSRIA framework document). How will you assist The Employer implement a "Soft Landings" approach on Works Contracts awarded through the framework, who from your team would lead, and what benefits would The Employer gain from your strategy.

GUIDANCE

You may refer to your previous implementation of the concept.

WEIGHTING
2/200

MARK & EVALUATORS NOTES

10 Demonstrates added value to published process; probably based on actual experience; which part of team (design rather than construction) should be involved. Clear, detailed, robust understanding of SL, what it entails and how The Employer and Contractor would benefit from process and that process should have only a token cost

8 Demonstrates clear understanding and benefits of process, that designers rather than constructors should lead, willingness to participate and learn from process

6 Demonstrates basic understanding of the process and the benefits

2 Minimal understanding of process; fails to see benefits, suggests it would be expensive or that it should be constructor lead

0 Completely inadequate response

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

QUESTION:

FRAMEWORK - Management of Works Contracts - Performance:

FRAMEWORK ID 104.8.3 Please explain how you will deliver each of the approaches listed below, both pre- and post-construction, to ensure that the capital costs of Works Contracts to the employer are minimised, whilst still ensuring that the quality and time requirements of those Works Contracts are met: 1 - using preferred and effective/experienced suppliers; 2 - competing sub-packages of work; 3 - optimising the programme; 4 - minimising wastage; 5 - minimising profit, overhead, and preliminaries; 6 - value engineering post award; 7 - benchmarking; 8 - reviewing risks; 9 - appropriate advance ordering.

6.3*

GUIDANCE
In addition to the listed principles, techniques and processes that you will apply to identify and achieve a balance of factors, you may include others that you consider to be key.

WEIGHTING
4/200

MARK & EVALUATORS NOTES

10 Excellent response includes a wide range of principles, techniques and processes and why they were chosen

8 Response covers a wide range of principles techniques and processes

6 Adequate response covering a range of techniques and processes

2 Basic response with few techniques and processes

0 Details are completely insufficient

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

6.4*

QUESTION:

FRAMEWORK - Business Information Modelling (BIM):

FRAMEWORK ID 104.11 How will you assist The Employer implement the Government's policy on Building Information Modelling on projects awarded through the framework, and what benefits would The Employer gain from your strategy

GUIDANCE

Explain your own policy on BIM and relate it to the Government's policy, giving examples of your experience of BIM.

WEIGHTING

4/200

MARK & EVALUATORS NOTES

- 10** Excellent answer detailing benefits and drawing on their experience and lessons learned. Linkage to supply chain.
- 8** Good answer but with limited experience or lessons learned
- 6** Limited answer focussing on Government policy but not demonstrating experience
- 2** Failure to demonstrate a clear understanding of Government BIM policy
- 0** Completely inadequate answer

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

7. Section 7 - Quality Assurance

7.1*

QUESTION:

FRAMEWORK - Quality Assurance

FRAMEWORK ID 104.5.1 Confirm that you will deliver all Works Contracts procured through the Framework Agreement using ISO 9001 2008 Registered Quality Management Systems that are appropriate for each specific Works Contract

GUIDANCE

Your registration body must be accredited by the United Kingdom Accreditation Service (UKAS) or foreign national equivalent. The ISO 9001 Quality Management System shall incorporate the systems of your supply chain companies, where appropriate scope is not held by your company. Where you use supply chain companies that are not registered to ISO 9001 your own Registered Management System has the capability to be extended so as to capture the supply chain activities, just as if they were registered in their own right.

Please answer 'yes' or 'no'.

WEIGHTING

Pass/Fail

(please select) ▼

Optional Comments:



Optional Attachments:

[Attach a file to this answer](#)

8. Section 8 - Sustainable Development

8.1*

QUESTION:

FRAMEWORK - Sustainable Development (SD) - Identification:

FRAMEWORK ID 104.7.1 The Employer takes Sustainable Development (SD) and environmental performance issues seriously. Please describe the approach you will take to identifying SD and environmental risks / opportunities for new-build and refurbishment projects.

GUIDANCE

Please describe the tools and approaches you will use for identifying or maturing SD and environmental risks and objectives through design and construction processes, to ensure delivery of a sustainable new-

build solution and provide assurance that it meets statutory and the Employer's policy requirements.

WEIGHTING

3/200

MARK & EVALUATORS NOTES

10 Demonstrates how Sustainability Appraisals are used to inform and manage SD & Environmental risks and provides evidence of how they will be integrated into other management systems, eg, EMS. Recognises that the SA process is an evolving, iterative process. Knowledge & experience of statutory assessments and licencing/consents eg LQA, EIA, HRA, Archeological). Experience of using other SD & Environmental Assessment Tools eg, CfSH, CIRAM etc and provides examples of best practice and innovation. Acknowledges that competent persons are required/provided. Provides evidence of DREAM /BREEAM excellent for design, construction and operational phases, with examples of where this has been achieved

8 Recognises the importance of the Sustainability Appraisal methodology and demonstrates an understanding that it is an evolving, iterative process. Demonstrates how SAs are used to manage SD & Environmental Risks. eg relationship with EMS/SMS/IMS. Knowledge and experience of statutory assessments and licencing / consents. (e.g. LQA, EIA, HRA, Archaeological), Acknowledges that competent persons are required/provided. Provides evidence of Achieving DREAM/BREEAM excellent for design, construction and operational phases

6 Demonstrates experience of conducting Sustainability Appraisals. Recognises that statutory assessments may be required (e.g. EIA, Habitats Regs Assessments), but does not go into greater detail. Knowledge of DREAM / BREEAM or equivalent, and achieving excellent levels

2 Mention of SA or other appraisal or sustainable construction tools but no reference to iterative nature, stages it would be applied to, or how actions would be captured and taken forward

Acknowledges that sometimes statutory assessments are required, but no further information

0 No acknowledgement of appraisal tools was provided, and no mention of how it would be expanded or built upon

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

8.2*

QUESTION:

FRAMEWORK - Sustainable Development (SD) - Management:

FRAMEWORK ID 104.7.2 Please describe the approach you will take to managing SD and environmental risks and issues as the design and construction of new and refurbishment projects evolves.

GUIDANCE

Describe the tools and systems you will use for managing SD/Env issues, including the procurement of materials, appropriate skills and expertise.

WEIGHTING

3/200

MARK & EVALUATORS NOTES

10 Mentions other more detailed management plans e.g. noise, dust, wildlife, traffic management plans – with an indication of how they tie into the broader EMS or other design/construction management processes.
 Mentions that site waste management plans will be used for projects over £300k, and that they will be used to identify opportunities to design out waste, identify and segregate waste and minimise waste to landfill.
 Commitments to complying with requirements to source sustainable materials and environmentally compliant products, with some examples (particularly sustainable timber, GBS) and recycled materials. Also has a regime for auditing compliance. Gives evidence that through life costs/benefits will inform choice of items.
 Mentions setting SD/Env performance targets for a project, with some examples of targets (e.g. construction waste totals and diverted from landfill) and performance data involved.
 Commitment to active supply chain management to ensure that SD/Env commitments, and examples given, e.g. setting specifications / requirements for sub-contractors, SD questions in tendering exercises, incentivisation mechanisms, audit regimes etc.
 Mentions the need to obtain permits and licenses if required (e.g. Scheduled Monument licenses, Listed Building consents, SSSI consents/assents, protected species licenses), lists some of those examples, and illustrates how they will ensure competent personnel do that work.
 Acknowledges the importance of engaging with local communities during the design / construction stages, and gives examples of how impacts could be mitigated e.g. Considerate Constructors Scheme

8 Mentions EMS as the main framework for managing environmental risks, and gives examples of how specific projects will slot into the overall EMS framework.
 Some mention of how management systems are integrated with other SD and project management processes.
 Acknowledgement of some more detailed management plans that may be needed e.g. noise, dust, wildlife, traffic management plans, but not necessarily how they tie into EMS or wider management processes
 Mentions that site waste management plans will be used for projects over £300k, to reduce waste from the project.
 Acknowledges the need to comply with requirement to source sustainable materials and environmentally compliant products, with some examples (particularly sustainable timber, GBS) and recycled materials. Some consideration of addressing through life costs/benefits of different items.
 Mentions setting SD/Env performance targets for a project, but no details given
 Acknowledges that their supply chain have a role in delivering SD/Env requirements and that they will apply suitable supply chain management processes, but no details given.
 Mentions the need to obtain permits and licenses if required, (e.g. Scheduled Monument licenses, Listed Building consents, SSSI consents/assents, protected species licenses) and lists some of those examples.
 Mentions the importance of engaging with local communities during the design / construction stages, but no examples given

6 Mentions EMS as a tool for managing environmental risks, but no detail on how specific projects slot into their overall EMS framework
 Some mention of how management systems are integrated with other SD processes.
 Mentions that site waste management plans will be used for projects over £300k
 Acknowledges the need to comply with requirement to source sustainable materials and environmentally compliant products, with some examples (particularly sustainable timber, GBS).
 Acknowledges that their supply chain have a role in delivering SD/Env requirements and that they will apply suitable supply chain management processes, but no details given.
 Mentions the need to obtain permits and licenses if required (e.g. Scheduled Monument licenses, Listed Building consents, SSSI consents/assents, protected species licenses) but no examples given

2 Mentions EMS as their tool for managing environmental risks
 Mentions the need to source sustainable/ compliant materials/products but no examples given
 Mentions that supply chain have a role in delivering SD/env requirements but no details given

0 No mention of management systems that environmental/SD risks would be captured in.
 No mention of sourcing sustainable / compliant materials.
 No mention of engaging suppliers in SD/Env delivery

Optional Comments:



Optional Attachments:

[Attach a file to this answer](#)

QUESTION:

DEMONSTRATION PROJECT - Sustainable Development (SD):

DEMONSTRATION PROJECT ID 105.7 It is MOD Policy to incorporate sustainable development into all projects. This requires that new activities and developments are subjected to sustainability appraisals. Specifically, in the context of your proposal, you should complete the Sustainability Appraisal provided to show how you will strengthen the performance of the project against MOD sustainability objectives.

GUIDANCE

Refer to MOD Sustainability and Environmental Appraisal Tools Handbook.

WEIGHTING

4/200

MARK & EVALUATORS NOTES

- 10** Provides a Sustainability Appraisal with comprehensive consideration of the 16 themes. Direct and indirect cumulative impacts of project considered. Requirements for statutory assessments provided (specifically Appendix 3B in SEAT Handbook). Appropriate use of scoring matrix and understanding of long term / short term impacts. Environmental, social and economic impacts given equal consideration. Commitment to innovation and best practice. Demonstrates that the sustainability appraisal is an iterative process and used in conjunction with other management systems. "
- 8** Provides a Sustainability Appraisal with full consideration of the 16 themes. Direct and indirect cumulative impacts of project considered. Requirements for statutory assessments provided (specifically Appendix 3B in SEAT Handbook). Appropriate use of scoring matrix and understanding of long term / short term impacts. Environmental, social and economic impacts given equal consideration. Good understanding of MOD Policy requirements and how other tools (i.e. SWMP, DREAM, EMS etc...) will be utilized."
- 6** Provides a Sustainability Appraisal with full consideration of the 16 themes. Direct and indirect cumulative impacts of project considered. Requirements for statutory assessments provided (specifically Appendix 3B in SEAT Handbook). Appropriate use of scoring matrix and understanding of long term / short term impacts. Environmental, social and economic impacts given equal consideration."
- 2** Provides a Sustainability Appraisal, but only superficial consideration of the 16 themes. Generic in nature. No evidence or consideration of requirements for statutory assessments (specifically Appendix 3B in SEAT Handbook). Inappropriate use of scoring matrix and limited assessment of both long term and short term impacts. Environmental, social and economic impacts not given equal consideration."
- 0** Sustainability Appraisal not provided.

8.3*



Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

9. Section 9 - Health & Safety

9.1*

QUESTION:

DEMONSTRATION PROJECT - Health and Safety:

DEMONSTRATION PROJECT ID 105.10.1 Using the information set out in the Works Information/Site Information and Project Specification for the demonstration project, provide a suitable and sufficient CDM Construction Phase Plan that would enable work under the demonstration project to start on site.

GUIDANCE

Answers that comply with the appropriate Approved Code Of Practice (ACOP) are likely to be assessed favourably.

WEIGHTING

3/200

MARK & EVALUATORS NOTES

Evaluate in accordance with CDM Regulation 23, ACOP L144 paragraphs 160-163 and Appendix 3.

10 Response is fully compliant demonstrating the highest level of quality reasonably demonstrable

8 6 rating achieved plus evidence demonstrates a good understanding of how it will be applied to the scope of works with some minor short falls

6 Evidence provided demonstrates compliance with HSE ACOP recommendations but further work needed to demonstrate how this will be applied specifically to the scope of works

2 Response not suitable and sufficient

0 Completely inadequate answer

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

9.2*

QUESTION:

DEMONSTRATION PROJECT - Health and Safety:

DEMONSTRATION PROJECT ID 105.10.2 Provide a suitable and sufficient Health and Safety File for the demonstration project in accordance with the ACOP using sample data where none is provided

GUIDANCE
The file must give sufficient information and not just be a contents list.

WEIGHTING
3/200

MARK & EVALUATORS NOTES
Evaluate in accordance with CDM Regulations 17 and 20, ACOP L144 paragraphs 106-107 and 256-264.
10 Response is fully compliant demonstrating the highest level of quality reasonably demonstrable
8 6 rating achieved plus evidence demonstrates a good understanding of how it will be applied to the scope of works with some minor short falls
6 Evidence provided demonstrates compliance with HSE ACOP recommendations but further work needed to demonstrate how this will be applied specifically to the scope of works
2 Response not suitable and sufficient
0 Completely inadequate answer

Optional Comments:

Optional Attachments:
[Attach a file to this answer](#)

10. Section 10 - Risk

10.1*

QUESTION:

FRAMEWORK - Risk:

FRAMEWORK ID 104.10 Provide a Risk Management Strategy that you will implement for each Works Contract awarded under this framework detailing; how Risk is identified, allocation of ownership between yourselves and your supply chain, quantification with respect to time impacts. Describe the level of stakeholder involvement, treatment of emerging risk & proposals to manage programme slippage caused by the occurrence of risk. Demonstrate the relationship between the Company's Risk Management approach & the management of risk at a project level.

GUIDANCE
Your submission should indicate the value that your risk management plan is likely to bring to a project

and describes the processes and engagement that will be followed to implement it.

WEIGHTING

4/200

MARK & EVALUATORS NOTES

Looking for: Provision of a comprehensive Risk Management Plan giving details of the value the Company's Risk Management Process provide in the successful delivery of a construction project. Indication of how the risk management process is implemented throughout the supply chain, and how their engagement adds to the effective risk management of the project

- 10** Submission demonstrates excellent capability & full understanding of the process & the benefit it adds. All information provided.
- 8** Comprehensive submission, fully meets requirement
- 6** Basic response given in all areas. Minimum level of information submitted to satisfy criteria
- 2** Submission is below standard, i.e. one (1) or more parts of the answer is inadequate
- 0** If a bidder fails to provide a response to one (1) or more of the requirements, submission is deemed non-compliant in the Risk Management area

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

10.2*

QUESTION:

DEMONSTRATION PROJECT - Risk:

DEMONSTRATION PROJECT ID 105.9 Identify what you consider are the top ten Contractor's Risks to the project, setting them out in a risk register. Provide full mitigation strategies & fallback plans describing how you would manage the top three in concert with your Supply Chain.

GUIDANCE

Evaluators will be looking for assurance that bidders have understood the risks presented by the project that they will have to manage.

WEIGHTING

5/200

MARK & EVALUATORS NOTES

10 Answer likely to include provision of a risk register or log illustrating qualitative impacts in respect to cost & qualitative & quantitative with respect to time detailing mitigation strategies & fallback plans. Indication of how the risk management process is implemented throughout the supply chain, and how their engagement adds to the effective risk management of the project must also be stated. Submission demonstrates excellent capability & full understanding of the process & the benefit it adds. All information provided

- 8** Comprehensive submission, fully meets requirement
- 6** Basic response given in all areas. Minimum level of information submitted to satisfy criteria
- 2** Submission is below standard, i.e. one (1) or more parts of the answer is inadequate
- 0** Bidder has failed to provide a response to one (1) or more parts of the question

Optional Comments:

Optional Attachments:

[Attach a file to this answer](#)

11. Section 11 - Insurance

QUESTION:

INSURANCE:

COMMERCIAL ID 103.3 Please confirm compliance or areas of variance by fully populating, completing and returning the insurance requirements of response table at Annex N to the ITT

GUIDANCE

This should be an attachment. Please confirm 'yes' or 'no' in the answer column that the attachment has been completed.

WEIGHTING

10/200

MARK & EVALUATORS NOTES

10 No amendment to the Employers ITT minimum insurance requirement other than 'acceptable required inserts' into the Annex N to the ITT and subsequently Clause 84.17 Insurance Table (Required Insurances) of the Engineering and Construction Contract

8 Amendment to the Employers ITT minimum insurance requirement that is not considered to confer any adverse risk to the Employer or any material diminution in the required insurance cover of the Employer

6 Amendment to the Employers ITT minimum insurance requirement that is considered to confer some appreciable risk to the Employer or diminution in the required insurance cover of the Employer

0 Insufficient detail or is considered to leave gaps in the level or extent of insurance cover which exposes the Employer to significant adverse risk or significantly material diminution in the required insurance cover of the Employer

11.1*

(please select)

Optional Comments:

Optional Attachments:
[Attach a file to this answer](#)



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