

FRAMEWORK SCHEDULE 2: SERVICES AND KEY PERFORMANCE INDICATORS

PART A – SERVICES

1 INTRODUCTION

- 1.1** The purpose of Part A (Services) of Framework Schedule 2 is to provide a description of the Services that the Supplier shall be required to deliver to the Authority and individual Contracting Authorities under this Framework Agreement.
- 1.2** The Services have been divided into the following Lots:
- 1.2.1** Lot 1 - Multi-Disciplinary Services;
 - 1.2.2** Lot 2 - Project Management Services;
 - 1.2.3** Lot 3 - Architectural Services;
 - 1.2.4** Lot 4 - Cost Management Services;
 - 1.2.5** Lot 5 - Civil & Structural Engineering Services;
 - 1.2.6** Lot 6 - Building Services Engineering;
- 1.3** All Contracting Authorities, within the UK, should refer to the OJEU Notice for further information, in order to access the Framework Agreement to purchase the Services.

2 LOT DESCRIPTIONS

2.1 Lot 1 – Multi-Disciplinary Services

A Supplier in Lot 1 under the Framework Agreement shall provide Multi-Disciplinary Core Service Disciplines and Multi-Disciplinary Non-Core Service Disciplines to the Contracting Authorities at locations throughout the UK.

This Framework Agreement will be accessible to individual Contracting Authorities who may have a requirement for the following Service Disciplines, as detailed in Annex A (Schedule of Services):

- **Core Service Disciplines:**

Architect; BIM Co-ordinator; BIM Information Manager; Building Services Engineer, including Public Health Engineer; Civil & Structural Engineer; Cost Consultant; Lead Designer; Principal Designer; and, Project Management, including Project Lead, Client Adviser and Contract Administrator.

- **Non-Core Service Disciplines (including but not limited to):**

Access Surveyor (Disability Discrimination Act); Acoustic Engineer; Asbestos Surveyor; Building Surveyor; Clerk of Works (Supervisor role – NEC); Conservation Architect; Construction Lead; Counter Terrorism Advice / Design; Environmental Services Advisor (Including Buildings, Land, Water, Seascape, Ecology, Biodiversity, Air, Light, Noise, Vibration, Waste & Water Management, Energy & Energy Management); Fire & Sprinkler Engineer; General IT / Designer; Health & Safety Advisor; Interior Designer; Landscape Architect; Land Surveyor; Migration Planner and Manager; Risk Advisor; Security Advisor; Space Planning Services; Technical Author; Town Planning Consultant; and, Waste Management Advisor.

2.2 Lot 2 – Project Management Services

A Supplier in Lot 2 under the Framework Agreement shall provide Project Management Core Service Disciplines and Project Management Non-Core Service Disciplines to the Contracting Authorities at locations throughout the UK.

This Framework Agreement will be accessible to individual Contracting Authorities who may have a requirement for the following Service Disciplines, as detailed in Annex A (Schedule of Services):

- **Core Service Disciplines:**

Project Management including Project Lead, Client Adviser, and Contract Administrator.

- **Non-Core Service Discipline(s) (including but not limited to):**

Clerk of Works (Supervisor role – NEC); and, Construction Lead.

2.3 Lot 3 – Architectural Services

A Supplier in Lot 3 under this Framework Agreement shall provide Architectural Core Service Disciplines and Architectural Non-Core Service Disciplines to the Contracting Authorities at locations throughout the UK.

This Framework Agreement will be accessible to individual Contracting Authorities who may have a requirement for the following Service Disciplines, as detailed in Annex A (Schedule of Services):

- **Core Service Discipline(s):**

Architect; BIM Co-ordinator; BIM Information Manager Lead Designer; and, Principal Designer.

- **Non-Core Discipline(s) (including but not limited to):**

Asbestos Surveyor; Building Surveyor; Conservation Architect; Counter Terrorism Advice / Design; Environmental Services Advisor (Including Buildings, Land, Water, Seascape, Ecology, Biodiversity, Air, Light, Noise, Vibration, Waste & Water Management, Energy & Energy Management); Interior Designer; Landscape Architect; Land Surveyor; Migration

Planner and Manager; Risk Advisor; Space Planning Services Town Planning Consultant; and, Technical Author.

2.4 Lot 4 – Cost Management Services

A Supplier in Lot 4 under this Framework Agreement shall provide Cost Management Core Service Disciplines and Cost Management Non-Core Service Disciplines to the Contracting Authorities at locations throughout the UK.

This Framework Agreement will be accessible to individual Contracting Authorities who may have a requirement for the following Service Disciplines, as detailed in Annex A (Schedule of Services):

- **Core Service Discipline(s):**

Cost Consultant.

- **Non-Core Discipline(s) (including but not limited to):**

Risk Advisor.

2.5 Lot 5 – Civil and Structural Engineering Services

A Supplier in Lot 5 under this Framework Agreement shall provide Civil and Structural Engineering Core Service Disciplines and Civil and Structural Non-Core Service Disciplines to the Contracting Authorities at locations throughout the UK.

This Framework Agreement will be accessible to individual Contracting Authorities who may have a requirement for the following Service Disciplines, as detailed in Annex A (Schedule of Services):

- **Core Service Discipline(s):**

BIM Co-ordinator; BIM Information Manager; Civil Engineer; and, Structural Engineer.

- **Non-Core Service Disciplines (including but not limited to)**

Counter Terrorism Advice / Design; Environmental Services Advisor (Including Buildings, Land, Water, Seascape, Ecology, Biodiversity, Air, Light, Noise, Vibration, Waste & Water Management, Energy & Energy Management); Lead Designer; Principal Designer; Risk Advisor; and, Technical Author.

2.6 Lot 6 – Building Services Engineering

A Supplier in Lot 6 under this Framework Agreement shall provide Building Services Engineering Core Service Disciplines and Building Services Engineering Non-Core Service Disciplines to the Contracting Authorities at locations throughout the UK.

This Framework Agreement will be accessible to individual Contracting Authorities who may have a requirement for the following service disciplines, as detailed in Annex A (Schedule of Services):

- **Core Service Disciplines:**

BIM Co-ordinator; BIM Information Manager; Building Services Engineer; and, Public Health Engineer.

- **Non-Core Service Disciplines (including but not limited to)**

Counter Terrorism Advice / Design; Environmental Services Advisor (Including Buildings, Land, Water, Seascape, Ecology, Biodiversity, Air, Light, Noise, Vibration, Waste & Water Management, Energy & Energy Management); Fire & Sprinkler Engineer; General IT / Designer; Lead Designer; Principal Designer; Risk Advisor; Security Advisor; Technical Author; Waste Management Advisor.

3 MANDATORY REQUIREMENTS - (ALL LOTS)

The Supplier shall meet the following requirements in their entirety in order to provide the Services under each Lot as defined in paragraph 2 above during the Framework Period and until any Call Off Agreements established under this Framework Agreement expire.

a. Service Delivery Mandatory Requirements

The Supplier shall fulfil all of the Services that the individual Contracting Authorities require from the respective Lot, as set out in Framework Schedule 2: Annex A (Schedule of Services). Please refer to paragraph 3.1

b. Contracting Authority Scope and Supplier Payment Proposal Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.2.

c. Estate And Asset Management Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.3.

d. Legislation And Policy Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.4.

e. Continuous Improvement Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.5.

f. Insurances And Warranty Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.6.

g. Sustainability Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.7.

h. Risk Management Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.8.

i. Communications and Co-Operation Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.9.

j. Key Performance Indicators Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.10.

k. Account Management Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.11.

l. Business Continuity Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.12.

m. Assurance Management Systems Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.13.

n. Complaints Procedure Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.14.

o. Management Information Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.15.

p. Data Security Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.16.

q. Personnel Security Vetting Mandatory Requirements

The Supplier shall fully comply with all requirements as detailed in paragraph 3.17.

r. Mobilisation Plan Mandatory Requirements

The supplier shall fully comply with the Requirements as detailed in paragraph 3.18.

3.1 SERVICE DELIVERY – MANDATORY REQUIREMENTS (ALL LOTS)

3.1.1 The Services that shall be provided by the Supplier under this Framework Agreement will support the Authority and individual Contracting Authorities in the delivery of the types of construction projects and/or programmes indicated below. Properties within the Contracting Authorities’ estates may vary widely, ranging from historic buildings and structures through to modern ‘state of the art’ structures. Projects may include traditional to modular forms of construction and may include, but not be limited to:

- New build
- Refurbishment
- Regeneration
- Alteration/extension

- Conservation and preservation of buildings and/or structures
- Maintenance works/programmes
- Replacement of plant
- Security/counter terrorism defence
- Demolitions

3.1.2 The Supplier shall provide personnel who have the relevant professional qualifications, technical skills and experience in the respective Core Service Discipline(s) as set out in Annex B (Qualifications and Experience). The Supplier shall also ensure that the personnel have appropriate knowledge of the relevant safety and environmental standards, relevant to the respective Core Service Discipline(s) and Services.

3.1.3 The Supplier shall provide personnel whose standard of security clearance is compliant with the Authority and individual Contracting Authorities' security requirements, which will be confirmed at Call Off Agreement stage.

3.1.4 In the event of the absence of personnel previously allocated, the Supplier shall ensure that subsequent replacement personnel shall be of the same level of relevant experience, and have the required level of security clearance. The Supplier shall ensure that any replacements are agreed with individual Contracting Authorities, and that suitable arrangements are made for handover to enable a smooth transition, minimise any detrimental effect and avoid any additional costs to the individual Contracting Authorities.

3.1.5 Where additional costs may arise as a result of change of personnel requested by the Supplier, the Supplier shall obtain prior consent from individual Contracting Authorities, unless otherwise agreed by the Parties; the Supplier shall meet all additional costs in this instance.

3.1.6 Where additional costs may arise as a result of change of personnel requested by individual Contracting Authorities, the Supplier shall obtain prior consent from the individual Contracting Authorities, unless otherwise agreed by the Parties; any additional costs will be agreed between the Supplier and individual Contracting Authorities prior to the change.

3.1.7 The Supplier shall undertake all reasonable measures to ensure continuity of personnel.

3.1.8 The Supplier shall ensure that all work which is undertaken in respect of this Framework Agreement fully complies with all of the individual Contracting Authorities' policies and procedures, which will be set out by the Contracting Authority under their individual Call Off Agreements.

3.1.9 Where Contracting Authorities have specialist requirements relating to individual projects and/or Service provisions, these will be specified by the Contracting Authority Scope at the Call Off Agreement stage. For example, such specialist requirements may include, but are not limited to:

- specific security clearances,
- sector specific requirements and/or experience and other provisions; and

- standards connected to delivery of the Services to the individual Contracting Authorities
- 3.1.10** The Supplier shall ensure the co-ordination of all outputs provided by its supply chain in the delivery of the Services, and shall effectively manage all interface risks to provide a seamless service to the Authority and/or Contracting Authorities.
- 3.1.11** The Supplier shall establish and develop relationships and contractual arrangements with its Sub-Contractors that are complementary to the relationships and contractual arrangements under the Framework Agreement and Call Off Agreements.
- 3.1.12** The Supplier shall improve Sub-Contractor arrangements to achieve continuous improvement in the delivery of the Services as set out in the Framework Agreement and Call Off Agreements.
- 3.1.13** The Supplier shall have robust performance management and benchmarking processes in place to ensure the objective measurement and assessment of the performance of its Sub-Contractors. Such processes shall include measurement of the Sub-Contractor's performance in relation to cost, programme and quality of the Services delivered. The Supplier shall also measure any 'added value' provided by the Sub-Contractor in the delivery of the Services, including but not limited to, research and development contributions, improved sustainability and improved employment and skills.
- 3.1.14** The Supplier shall select its Sub-Contractors through fair, open and transparent competition.
- 3.1.15** The Supplier shall manage its Sub-Contractors and supply chain to ensure that the required standards for the delivery of the Services are consistently achieved.
- 3.1.16** The Supplier is referred to Framework Agreement Clause 25 (Supply Chain Rights and Protection).

<p>3.2 CONTRACTING AUTHORITY SCOPE AND SUPPLIER PAYMENT PROPOSAL – MANDATORY REQUIREMENTS (ALL LOTS)</p>

- 3.2.1** Individual Contracting Authorities will set out their requirements in a Contracting Authority Scope in accordance with Part A of Framework Schedule 6: Direct Award Criteria, or as part of a Further Competition Process in accordance with Part B of Framework Schedule 6: Further Competition Award Criteria, between eligible Suppliers appointed to the relevant Lot(s).
- 3.2.2** In response to the Contracting Authority Scope, the Supplier shall provide a written report which sets out their detailed understanding of the Contracting Authority Scope, proposed approach to the task, resource plan and fee proposal (collectively referred to as the Supplier Payment Proposal or SPP). The Contracting Authority Scope may require the Supplier to address each of the relevant Royal Institute of British Architects (RIBA) Stage(s) for which the SPP is sought.

- 3.2.3 The timescale for the Supplier to respond to the Contracting Authority Scope shall be defined within individual Call Off Agreements established by the Contracting Authorities under this Framework Agreement, as will the format and content of the written report.
- 3.2.4 The proposed resource plan shall include copies of detailed CVs which outline the level of expertise and experience of the personnel to be assigned, including the provision of key persons where requested or appropriate.
- 3.2.5 The Supplier shall agree its fee, key persons and timetable with the individual Contracting Authorities, prior to the commencement of the Services.
- 3.2.6 The Supplier shall ensure that the Services to be provided are progressed and delivered within the required timescales as set out in the Contracting Authority Scope, or as otherwise subsequently agreed in writing between the Supplier and the individual Contracting Authorities.
- 3.2.7 The Supplier shall ensure that all Services are delivered in accordance with the Contracting Authority Scope, and comply fully with the required professional, technical, quality, safety and environmental standards.
- 3.2.8 The Supplier shall notify the Contracting Authority in writing within two (2) working days of any instances where the Contracting Authority Scope or the Contracting Authority's instructions are at variance with the Supplier's or Discipline's professional judgement, or if discrepancies exist between requirements and/or instructions.
- 3.2.9 The fees submitted by the Supplier within the SPP shall include all necessary outputs and deliverables appropriate to the Contracting Authority Scope and in accordance with Annex A (Schedule of Services).
- 3.2.10 The fees in the Call Off Agreement shall not exceed the maximum prices detailed within Framework Schedule 3: Framework Prices and Charging Structure. The Supplier shall ensure that all fees are appropriate to the Service delivery, and are properly chargeable.
- 3.2.11 The Supplier shall prepare applications for payment and submit them to the Contracting Authority in accordance with the SPP and the Call Off Agreement.
- 3.2.12 The Supplier shall, at all times, maintain accurate records of all payments and other matters relating to its duties and retain copies of all invoices and supporting documentation. If requested, the Supplier shall make such records available to the Authority and individual Contracting Authorities, in accordance with Clause 18 (Records, Audit Access and Open Book Data) of the Framework Agreement.

3.3	ESTATE AND ASSET MANAGEMENT – MANDATORY REQUIREMENTS (ALL LOTS)
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- 3.3.1 The Supplier shall ensure full compliance with any estate and asset management strategy held by the Authority and individual Contracting Authorities and any Cabinet Office, Government Property Unit or Government wide Civil Estate Coordination strategy and/or policy in the delivery of the Services.

- 3.3.2** The Supplier shall ensure full compliance with the requirement to use Electronic Property Information Mapping Service (“EPIMS”), which is a mandatory requirement for all Contracting Authorities.
- 3.3.3** The Supplier shall provide information to update the Authority and individual Contracting Authorities’ property and asset records, where any changes to the Contracting Authority’s estate result from the details contained within the Project Contract established under a Call Off Agreement.

3.4 LEGISLATION AND POLICY – MANDATORY REQUIREMENTS (ALL LOTS)

- 3.4.1** The Supplier shall ensure that the expertise of the Service Disciplines provided under this Framework Agreement is fully compliant at all times with the Law.
- 3.4.2** The Supplier shall ensure that it complies with the Government Guidance and Best Practice as set out in the Government Construction Strategy 2016 - 2020.
- 3.4.3** An overview of the procurement routes and the Government Construction Strategy 2016 - 2020 can be found by accessing the link below:
<https://www.gov.uk/government/publications/government-construction-strategy-2016-2020>
- The Supplier shall facilitate the utilisation of different RIBA construction procurement types as outlined in Annex A (Schedule of Services), and aligned to the principles of the following approaches, as required:
- Design and Build: Single Stage
 - Design and Build: Two Stage
 - Traditional
 - Two Stage Open Book Costing
 - Cost Led Procurement
 - Integrated Project Insurance
- 3.4.4** The Supplier shall support the individual Contracting Authorities in identification and facilitation of construction projects suitable to be trialled, using the three newer construction procurement models i.e. Two Stage Open Book Costing, Cost Led Procurement, and Integrated Project Insurance. Adoption of such an approach will support the Government Construction Strategy drive to deliver better value from design and construction, maintenance and operation, and encourage appropriate early Supplier involvement and collaborative working.
- 3.4.5** The Supplier shall comply with the Common Minimum Standards for procurement of the built environment in the public sector. This sets out the relevant mandatory standards which construction project team members in Government should implement to reflect existing government policy, and can be found by accessing the link below:
<https://www.gov.uk/government/publications/common-minimum-standards>
- 3.4.6** The Supplier shall assist Contracting Authorities in ensuring compliance with EU regulations arising from Project Contracts, including publication of notices, and shall comply with all relevant procedures.

- 3.4.7** When required by the Contracting Authority, the Supplier shall provide support to ensure that the full benefits of Project Bank Accounts (PBAs), as a means of enabling faster payments through the supply chain, are realised.
- 3.4.8** The Supplier shall support the Authority and individual Contracting Authorities' requirements for delivery by the adoption of measures to improve the efficiency of and value for money including the Government Construction Strategy, Government Soft Landings (GSL) and achieving Building Information Modelling (BIM) Level 2 for all Project Contracts.
- 3.4.9** The Government Construction Strategy has a number of key priorities (in addition to those noted above in paragraph 3.4.8). The Supplier shall provide support for improving efficiency and value for money through measures such as:
- a) strengthening client capability;
 - b) advancing digital and data capability;
 - c) using and developing fully collaborative digital construction, with appropriate early contractor involvement;
 - d) improving skills and attracting skilled employee;
 - e) better utilisation of supply chains;
 - f) use of fair payment mechanisms; and
 - g) leadership in whole-life approaches.
- 3.4.10** The Supplier shall have regard to the explanation of BIM and GSL requirements across the industry, which can be viewed on the BIM Task Group web links below:
- <http://www.bimtaskgroup.org/gsl-policy-2/>
- <http://www.bimtaskgroup.org/government-soft-landings-videos/>
- <http://www.bimtaskgroup.org/wp-content/uploads/2013/02/The-Government-Soft-Landings-Policy-18022013.pdf>
- The Authority anticipates that during the Framework Period the level of Supplier compliance with BIM standards shall increase in Government. The Authority and/or Contracting Authorities will confirm the minimum BIM level required in the Contracting Authority Scope, which may be amended from time to time in accordance with the Framework Agreement.

3.5	CONTINUOUS IMPROVEMENT – MANDATORY REQUIREMENTS (ALL LOTS)
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- 3.5.1** The Supplier shall ensure that it effectively reviews the delivery of its Services in order to continually improve performance, for example, through post project reviews, and in accordance with Clause 15 (Continuous Improvement) of the Framework Agreement and Framework Schedule 12: Continuous Improvement and Benchmarking.
- 3.5.2** The Supplier shall ensure that it raises its standards of Service delivery throughout the Framework Period, and shall promote best practice to become working practice.
- 3.5.3** The Supplier shall encourage creativity, innovation and continuous improvement during the course of a Project Contract or series of Project Contracts/programme(s).

3.5.4 The Supplier shall use a number of information sources to maintain and develop its knowledge of the public sector and public sector construction market.

3.5.5 The Supplier shall ensure that all Services delivered are fully compliant with the relevant policy and guidance, including governmental policies on construction and the legislative requirements detailed within paragraph 3.4 above.

3.6 INSURANCES AND WARRANTY – MANDATORY REQUIREMENTS (ALL LOTS)

3.6.1 The Supplier shall ensure that it will have in place and maintain the insurances detailed in Framework Schedule 14: Insurance Requirements. Individual Contracting Authorities may require additional levels of Insurances, which will be detailed in the Contracting Authority Scope, and the Supplier shall comply with the same.

3.6.2 Where required by the Authority and individual Contracting Authorities, the Supplier shall provide collateral warranties, in accordance with the requirements of each Project Contract, which will be detailed in the Contracting Authority Scope.

3.7 SUSTAINABILITY – MANDATORY REQUIREMENTS (ALL LOTS)

3.7.1 The Supplier shall ensure that it adheres to Government guidance and best practice as set out in the Greening Government Commitments, and also in associated and supporting documentation and publications such as the Common Minimum Standards, the Government Construction Strategy 2016 - 2020 and the Construction Strategy 2025. The UK Government is committed to sustainability and places great importance on working with Suppliers to deliver contracts with sustainability incorporated.

3.7.2 The Supplier shall provide support to a number of strategic priorities related to the environment within wider government policy, which include, but are not limited to:

- a) Reducing greenhouse gas emissions across the government estate by 50% by 2025 and by 80% by 2050, as per the Green Construction Board policy;
- b) Reducing the amount of waste (including construction waste) generated and diverting waste from landfill;
- c) Reducing water consumption, particularly in areas subject to water stress, while increasing water recycling;
- d) Adopting a whole life cost approach to design cost and carbon and water reduction in the built environment, and assisting individual Contracting Authorities in meeting departmental targets arising from the Climate Change Act 2008;
- e) Increasing liquidity in the supply chain through initiatives such as Supply Chain Finance, Project Bank Accounts (PBAs), and the Enterprise Finance Guarantee;
- f) Ensuring that government (through its Suppliers) purchases more sustainable and efficient products;

- g) Ensuring that redundant ICT (Information and Communications Technology) equipment is re-used (within government, the public sector or wider society) or responsibly recycled;
- h) Using sustainable urban drainage systems where appropriate;
- i) Promoting, conserving and enhancing biodiversity, including use of Biodiversity Action Plans or equivalent and the management of Sites of Special Scientific Interest;
- j) Avoiding flooding and helping recovery in the event of flooding and other weather-related hazards;
- k) Adopting the application of BRE's Environmental Assessment Methodology (BREEAM) (see also paragraph 3.7.5 below);
- l) Promoting well-being;
- m) Encouraging volunteering;
- n) Delivering apprenticeships;
- o) Supporting sustainable skills development through major construction and infrastructure projects, in accordance with Procurement Policy Note (PPN) 06/15;
- p) Compliance with the Public Equality Duty to promote diversity, to assist sector capacity and increase the employment of protected groups;
- q) Following the principles of the Green Public Procurement (GPP) voluntary instrument;
- r) Compliance with Procurement Policy Note (PPN) 16/15 for procuring steel in major projects;
- s) Compliance with the Timber Procurement Policy dated 20th October 2014;
- t) Compliance with Digital Built Britain, including Building Information Modelling (BIM);
- u) Embedding Government Buying Standards in departmental and centralised procurement contracts, where appropriate;
- v) Improving and publishing data on government supply chain impacts;
- w) Leadership in whole-life approaches and climate change adaptation;
- x) Supporting "green" economic growth by encouraging "green" technologies, promoting innovation, working with small businesses and protecting the environment, whilst also delivering value for money; and
- y) The Armed Forces Covenant enacted under the Armed Forces Act 2011.

3.7.3 The Supplier shall highlight the relative environmental merits of each option in the feasibility studies presented to the individual Contracting Authorities, in accordance with the requirements of the Contracting Authority Scope.

3.7.4 The Supplier shall work proactively with its supply chain to help quantify and reduce the environmental impacts of the Services. When requested by the Authority and individual Contracting Authorities, the Supplier shall communicate annually on progress and reductions made on the environmental impact of the Services.

3.7.5 Where specified within the Contracting Authority Scope, the Supplier shall ensure that the delivery of the Service Disciplines is fully compliant with the relevant BREEAM standard.

3.7.6 Where specified within the Contracting Authority Scope, the Supplier shall ensure that Contracting Authority targets for carbon reduction, waste reduction and water consumption are achieved.

- 3.7.7** The Supplier shall comply with the legislative requirements as prescribed in Article 6 of the Energy Efficiency Directive 2012/27/EU (EED), and shall ensure that any goods required by the Supplier to fulfil the Service delivery requirements are compliant with the Directive.
- 3.7.8** All office equipment including network and desktop printers and multi-functional devices, which are wholly or partially used by the Supplier for the delivery of the Service, shall meet the requirements of the EED. It should be noted that this requirement does not necessitate that a Supplier is required to upgrade their existing equipment. However, any new equipment purchased for the purposes of delivering the Service shall be required to meet the levels set out in the EED.
- 3.7.9** The Supplier shall make a declaration of compliance to the Authority on an annual basis regarding the purchase of any new equipment purchased either wholly or partially to the delivery of the Service, as covered in the EED.
- 3.7.10** The Supplier shall deliver the obligations in respect of CO₂ reporting requirements, on travel undertaken as part of the delivery of the Services; CO₂ emissions shall be calculated in accordance with the DEFRA Guidelines for measuring environmental impacts. The Supplier shall ensure that the version used for calculation is current at the time the figures are produced. The current version may be accessed using the link below:
<https://www.gov.uk/measuring-and-reporting-environmental-impacts-guidance-for-businesses>

3.8 RISK MANAGEMENT – MANDATORY REQUIREMENTS (ALL LOTS)

- 3.8.1** The Supplier shall work with its supply chain and the Project Team to proactively manage project risks, and undertake value engineering and value management, to deliver mutual benefits and the most successful outcome for the Authority and individual Contracting Authorities.
- 3.8.2** The Supplier shall work with the Project Team to identify and rank the risks identified, agree a risk management strategy and prepare a risk register for each Project Contract, which reflects the risk allocation to be utilised within the Project Contract and the roles and responsibilities of each Project Team member.
- 3.8.3** The Supplier shall review and update the risk register in conjunction with the Project Team, on not less than a monthly basis or as otherwise agreed within the Call Off Agreement.

3.9 COMMUNICATIONS AND CO-OPERATION – MANDATORY REQUIREMENTS (ALL LOTS)

- 3.9.1** The Supplier shall establish and comply with specified communication procedures to enable the Project Team to work effectively to achieve the successful delivery of the Project Contract, as detailed in the Contracting Authority Scope.
- 3.9.2** The Supplier shall ensure that sufficient notice is provided to the individual Contracting Authorities, to enable the provision of all necessary decisions by the Contracting Authorities are made in a timely manner, and does not adversely impact upon delivery of the Services and/or Project Contract.

- 3.9.3** If required, the Supplier shall meet with the individual Contracting Authorities in order to discuss the content of each RIBA End Of Stage Report and undertake any subsequent instruction from the Contracting Authorities, within an agreed timescale.
- 3.9.4** The Supplier shall cooperate at all times with the Project Team, the Authority and individual Contracting Authorities, in accordance with the spirit and terms of the Project Contract.
- 3.9.5** The Supplier shall ensure attendance at meetings, by all relevant Disciplines, with the Authority and individual Contracting Authorities and the other Project Team members necessary to deal with all matters appertaining to the delivery of the Project, in accordance with the Contracting Authority Scope and the Project Contract.

3.10	KEY PERFORMANCE INDICATORS – MANDATORY REQUIREMENTS (ALL LOTS)
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- 3.10.1** The Supplier shall fully comply with the Key Performance Indicators (KPIs) as set out in Part B of Framework Schedule 2: Key Performance Indicators, and the metrics in relation to its own performance, and the performance of the Project Team overall.
- 3.10.2** The Supplier shall record its performance against the KPIs for agreement and review with the Authority and individual Contracting Authorities, at a frequency determined in the Contracting Authority Scope.

3.11	ACCOUNT MANAGEMENT – MANDATORY REQUIREMENTS (ALL LOTS)
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- 3.11.1** The Supplier Framework Manager shall have a minimum of two years' relevant industry experience.
- 3.11.2** The Supplier shall also provide a deputy Supplier Framework Manager with a minimum of two years' relevant industry experience, and shall ensure that continuity is maintained during any periods of absence.
- 3.11.3** The Supplier Framework Manager shall promote, deliver and communicate transparency of pricing and savings, and shall provide the Authority with the following, as a minimum:
 - a) an agreed summarised Continuous Improvement Plan, to be submitted three (3) months after the Framework Commencement Date, with quarterly communication of progress on actions. The entire Continuous Improvement Plan shall be updated annually for the duration of this Framework Agreement;
 - b) a quarterly written communication, which includes details of changes, improvements, risks, issues, complaints, concerns and identified future opportunities in relation to delivery of the Services; and
 - c) a bi-annual report, to an agreed format, on the innovative proposals for use by Contracting Authorities, alongside expected benefits focussing on carbon reduction and whole life cost improvements. The innovations do not need to have been accepted by the Contracting Authority.

- 3.11.4 The Supplier Framework Manager shall attend Supplier Review Meetings with the Authority, in accordance with the requirements of Framework Schedule 8: Framework Management. The frequency of these meeting shall be agreed with the Authority.
- 3.11.5 The Supplier shall provide each individual Contracting Authority with a named Customer Relationship Manager, with a minimum of two years' relevant industry experience. The amount of account management provided by the Supplier shall be proportionate to the size and requirements of each individual Contracting Authority.
- 3.11.6 The Customer Relationship Manager shall hold quarterly or bi-annual operational service review meetings with the Contracting Authorities, as agreed within the Contracting Authority Scope.
- 3.11.7 The Supplier shall keep records, provide audit access and provide open book data as detailed in Clause 18 (Records, Audit Access and Open Book Data) of the Framework Agreement, and shall provide transparency reports in accordance with the requirements of Framework Schedule 22: Transparency Reports.
- 3.11.8 The Supplier shall provide Continuous Improvement Plans, in accordance with Framework Schedule 12: Continuous Improvement and Benchmarking.

3.12 BUSINESS CONTINUITY – MANDATORY REQUIREMENTS (ALL LOTS)

- 3.12.1 The Supplier shall have a robust Business Continuity Plan in place to maintain the delivery of Services and shall share this plan (including any updates) with the Authority and individual Contracting Authorities upon request.
- 3.12.2 The Supplier shall maintain its readiness with a Business Continuity Plan, in accordance with the principles and operation of ISO22301 and ISO22313 and any new or emergent or updated relevant standards.
- 3.12.3 The Crisis Management Plan shall be comprehensive and detail the processes by which significant disruptions will be managed to support Contracting Authority's and/or the Authority in the event of disruptions of significant scale and impact.
- 3.12.4 If in the event of an emergency or crisis management situation, the Supplier shall notify the Authority and Contracting Authorities immediately, and within an hour of being aware of the emergency or crisis, providing a full list of Contracting Authorities potentially impacted. The details of the Supplier process for the management of the potential emergency shall be clearly defined in the Business Continuity and Crisis Management Plan.
- 3.12.5 The Business Continuity Plans and Crisis Management Plans shall be reviewed annually and after any major incident by the Supplier.

3.13 ASSURANCE MANAGEMENT SYSTEMS – MANDATORY REQUIREMENTS (ALL LOTS)

- 3.13.1** The Supplier shall at all times for the duration of this Framework Agreement, and the term of any individual Contracting Authorities' Call-Off Agreement, comply with the relevant standards, for the scope of the Services offered, including but not limited to the following:
- a) a Quality Management System supported by the International Organisation for Standardisation ISO 9001 Quality Management System, or the current European Foundation for Quality Management (EFQM) Excellence Model criteria or equivalent;
 - b) an Environmental Management System supported by the International Organisation for Standardisation ISO 14001 Environmental Management System or equivalent;
 - c) an Information Security Management System supported by the International Organisation for Standardisation ISO 27001 Security Management standard, or equivalent;
 - d) Cyber Essential Scheme requirements which can be located at <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>
 - e) Business Continuity Plan and Crisis Management Plan as described in paragraph 3.12 above.

3.14 COMPLAINTS PROCEDURE – MANDATORY REQUIREMENTS (ALL LOTS)

- 3.14.1** The Supplier shall have a robust and auditable complaints procedure for logging, investigating, managing, escalating and resolving complaints initiated by the Authority and individual Contracting Authorities.
- 3.14.2** The complaints procedure shall comply with the following:
- a) All complaints shall be logged and acknowledged within twenty-four (24) hours of receipt;
 - b) All complaints shall be resolved within ten (10) Working Days of the original complaint being made, unless otherwise agreed with the Contracting Authorities;
 - c) All complaints shall be recorded, together with the actions and timescales taken to resolve the complaint; and
 - d) The Supplier shall analyse and identify any pattern of complaints and bring these to the attention of the Authority during Supplier Review Meetings, in accordance with Framework Schedule 8: Framework Management.
- 3.14.3** The Supplier shall have in place an escalation route for any complaints that have not been resolved within the specified timescales, as detailed in Clause 47 (Complaints Handling) of the Framework Agreement.
- 3.14.4** The Supplier shall provide the Authority with one consolidated report per quarter, for the duration of this Framework Agreement, capturing all complaints detailed by the Authority and individual Contracting Authorities. These reports shall include the date the complaint was received and resolved, complainant contact details, the nature of the complaint and actions agreed and taken to resolve the complaint and any changes to the programme and learning from experience. The Authority and individual Contracting Authorities will define any additional complaints

process, including escalation and reporting requirements, within the Contracting Authority Scope.

3.15	MANAGEMENT INFORMATION – MANDATORY REQUIREMENTS (ALL LOTS)
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- 3.15.1** Management Information and Data Reporting shall be provided to the Authority Free of Charge (FOC), in accordance with Framework Schedule 9: Management Information.
- 3.15.2** The Supplier shall complete a template to report actual savings and calculations each quarter, against the Authority's savings targets (including year on year savings,) by the 7th of each relevant month for the duration of this Framework Agreement. The template shall be provided by the Authority.
- 3.15.3** The Supplier shall provide their final fee proposal to the Authority in respect of each and every Direct Award and Further Competition in which they participate (regardless of whether the Supplier is appointed). This requirement shall be in addition to submission of the Authority's MI template.
- 3.15.4** The information required at 3.15.3 above shall be recorded within the MI template attached as Annex B, in Framework Schedule 9: Management Information.
- 3.15.5** The Supplier shall note that there may be a requirement by the Authority and individual Contracting Authorities for bespoke Management Information. Any such requirements shall be confirmed in the Contracting Authority Scope at the Call Off Agreement stage.

3.16	DATA SECURITY – MANDATORY REQUIREMENTS (ALL LOTS)
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- 3.16.1** This section, and Annex C: Data and Personnel Security Mandatory Requirements, describes the mandatory security requirements that the Supplier shall fulfil in its entirety as part of the delivery of the Services. The Supplier shall also have regard to the Government Security Classification 2014, which may be accessed using the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/251480/Government-Security-Classifications-April-2014.pdf
- 3.16.2** The data security classification for this Framework Agreement shall be OFFICIAL TIER.
- 3.16.3** If the Contracting Authority requires a security classification in excess of OFFICIAL TIER, this will be specified within the Contracting Authority Scope at the Call Off Agreement stage.

CYBER ESSENTIALS SCHEME

- 3.16.4** The Supplier shall demonstrate that they meet the technical requirements prescribed by the Cyber Essentials Scheme. The Cyber Essentials Scheme and the related Assurance Framework both indicate that there are two levels of

protection in dealing with cyber security risks. These include a more basic level of assurance which is known as Cyber Essentials and a more advanced level of assurance known as "Cyber Essentials Plus". With regard to the Services, Suppliers shall demonstrate that they have achieved the level of assurance known as "Cyber Essentials Plus".

3.16.5 Details about the Cyber Essentials Scheme and the Assurance Framework can be accessed via the following link:

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

3.16.6 The Supplier shall demonstrate that it meets the technical requirements prescribed by Cyber Essentials Plus by the date of the commencement of the Framework Agreement. The Supplier shall demonstrate this in one of the ways listed below:

- i. The Supplier has a current and valid Cyber Essentials Plus Certificate, which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months; or
- ii. The Supplier does not have a current and valid Cyber Essentials Plus Certificate, which has been awarded by one of the Government approved Cyber Essentials accreditation bodies, but is working towards gaining it, and will confirm that it has been awarded a current and valid Cyber Essentials Plus certificate by one of the Government approved accreditation bodies by the Framework Commencement Date; or
- iii. The Supplier does not have a current and valid Cyber Essentials Plus Certificate, which has been awarded by one of the Government approved Cyber Essentials accreditation bodies, but can demonstrate (or will be able to demonstrate by the Framework Commencement Date) that its organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:
<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

and that the Supplier can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that its organisation demonstrates compliance with Cyber Essentials Plus technical requirements.

3.16.7 The Supplier will be exempt from complying with the requirements at paragraphs 3.16.6 where the Supplier conforms to the ISO27001:2013 or equivalent standard. Exemptions will also encompass the Cyber Essentials Plus requirements when included in the scope of that standard, and verified as such, and the certification body carrying out this verification is approved to issue a Cyber Essentials Certificate by one of the Government approved Cyber Essentials accreditation bodies referred to in paragraph 3.16.6 above.

3.16.8 The Supplier shall, throughout the Framework Period and any Call Off Agreement established, renew its Cyber Essentials Plus Certificate immediately after the expiration of a period of twelve (12) consecutive months from the date that the same was first issued or last renewed; or, where the Supplier does not have a Cyber Essentials Plus Certificate but has provided evidence from a technically competent and independent third party that its organisation demonstrates

compliance with Cyber Essentials Plus requirements, it shall immediately after the expiration of a period of twelve (12) months from any date that such evidence was provided, provide the Authority or Contracting Authorities as the case may be, with evidence of the same kind by way of a renewal of the demonstration that it is able to comply with Cyber Essentials Plus requirements.

- 3.16.9** The Supplier shall ensure that its Key Sub-Contractor(s) and / or Sub-Contractors comply with the provisions of paragraphs 3.16.6 to 3.16.7 (inclusive) where such Key Sub-Contractors and / or Sub-Contractors are responsible for receiving Cyber Essentials Data.

3.17 PERSONNEL SECURITY - MANDATORY REQUIREMENTS (ALL LOTS)

- 3.17.1** If required by the Contracting Authority, the Supplier shall ensure that its personnel undertake and comply with all personal security clearance vetting prior to the receipt of 'Official – Sensitive' or higher documentation from such Contracting Authorities.
- 3.17.2** The Supplier shall remove any personnel who fail the security vetting from the provision of the Services to Contracting Authorities who require the same or higher security clearance vetting, until such time as the conditions no longer exist that resulted in the failure. Such personnel will then be eligible for a re-application for security clearance vetting.
- 3.17.3** The availability of the requisite number of personnel with the relevant qualifications, technical skills and/or experience may impact the Supplier's participation in a Direct Award Call Off and / or a Call Off via competition.
- 3.17.4** Basic Personnel Security Standard (BPSS) clearance will be required as a minimum for all Call Off Agreements. Security Clearance (SC) and/or Detailed Vetting (DV) may be required by some Contracting Authorities.

3.18 MOBILISATION PLAN - MANDATORY REQUIREMENTS (ALL LOTS)

- 3.18.1** The Supplier shall appoint a mobilisation team, with a named mobilisation manager (with a minimum of two years' relevant experience in a relevant environment), to ensure that all Services required by Contracting Authorities will be available, at the required standards, from the Framework Commencement Date.
- 3.18.2** The Supplier shall prepare a mobilisation plan that is scalable and flexible to reflect any degree of urgency, complexity and/or sensitivity associated with particular requirements and any change needed in the Supplier's organisation and/or its supply chain('s) organisation and/or any required training that will be provided to its or its supply chain personnel.

4 LOT 1 MANDATORY REQUIREMENTS - MULTI-DISCIPLINARY SERVICES

- 4.1** Lot 1 relates to the provision of Multi-Disciplinary Services as detailed in the Lot Description, at paragraph 2 above.

- 4.2** The individual Contracting Authorities shall confirm the scope of Services required within the Contracting Authority Scope submitted, in accordance with the Further Competition Procedure detailed in Framework Schedule 5: Call Off Procedure. The Contracting Authority Scope will advise of any existing, in-house, future in-house or other incumbent capability.
- 4.3** The Supplier shall prepare a Project Execution Plan (PEP) for each Project, in consultation with the individual Contracting Authorities and the other Project Team members. The PEP shall provide the procedures by which the Project shall be delivered and handed over, the protocol for communication during the Project Contract and the nature and timing of meetings and key reviews throughout the Project Contract.
- 4.4** The Supplier shall prepare the Delivery Timetable, in accordance with the relevant RIBA Work Stage(s), which shall illustrate the timetable for the outputs to be produced by each Project Team member.
- 4.5** The Supplier shall prepare agendas, and prepare and circulate minutes of all meetings to the Project Team within five (5) Working Days of the meeting. The minutes shall record time-bound, measurable actions to be taken, and will clearly define ownership of ongoing actions.
- 4.6** The Supplier shall organise and attend workshops as required within the Call Off Agreement, the Delivery Timetable or as otherwise required.
- 4.7** The Supplier shall give the individual Contracting Authorities sufficient notice of all meetings arranged by the Supplier, in order to facilitate the opportunity for attendance by the individual Contracting Authorities, the other members of the Project Team and any other attendees, as may be necessary.
- 4.8** Where Annex A (Schedule of Services) requires the Supplier to advise or assist the individual Contracting Authorities in any way, such advice or assistance shall include the coordinated advice or assistance obtained from the other members of the Project Team as may be necessary.
- 4.9** The Supplier shall ensure that the Project Team members provide all necessary information to enable compliance with the Construction Design and Management Regulations 2015, and ensure that, as far as practicable, all those undertaking design and construction comply with their statutory duties and obligations.
- 4.10** For each Project Contract the Supplier shall provide regular reports, at not less than monthly intervals or at such intervals as the individual Contracting Authorities may instruct. Each report shall:
- illustrate progress against the Delivery Timetable;
 - demonstrate whether the approved budget and cash-flow is being maintained; and
 - identify those matters which require a decision from the individual Contracting Authorities and, where necessary, provide assistance to the individual Contracting Authorities to make an informed decision on all such matters.

5	LOT 2 MANDATORY REQUIREMENTS - PROJECT MANAGEMENT SERVICES
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- 5.1** Lot 2 relates to the provision of Project Management Services as detailed in the Lot Description, at paragraph 2 above.
- 5.2** The individual Contracting Authorities shall confirm the Services required within the Contracting Authority Scope submitted, in accordance with the Further Competition Procedure, detailed in Framework Schedule 5: Call Off Procedure. The Contracting Authority Scope shall confirm if any other Suppliers from the Framework Agreements for Architectural Services, Cost Management, Civil and Structural Engineer and/or Building Services Engineer will be appointed. The Contracting Authority Scope will advise of any existing, in-house, future in-house or other incumbent capability.
- 5.3** The Supplier shall prepare a Project Execution Plan (PEP) for each Project in consultation with the individual Contracting Authorities and the other Project Team members. The PEP shall provide the procedures by which the Project shall be delivered and handed over, the protocol for communication during the Project Contract and the nature and timing of meetings and key reviews throughout the Project Contract.
- 5.4** The Supplier shall prepare the Delivery Timetable, in accordance with the relevant RIBA Work Stage(s), which shall illustrate the timetable for the outputs to be produced by each Project Team member.
- 5.5** The Supplier shall prepare agendas, and prepare and circulate minutes of all meetings to the Project Team within five (5) Working Days of the meeting. The minutes shall record time-bound, measurable actions to be taken, and will clearly define ownership of ongoing actions.
- 5.6** The Supplier shall organise and attend workshops as required within the Call Off Agreement the Delivery Timetable or as otherwise required.
- 5.7** The Supplier shall give the individual Contracting Authorities sufficient notice of all meetings arranged by the Supplier, in order to facilitate the opportunity for attendance by the individual Contracting Authorities, the other members of the Project Team and any other attendees as may be necessary.
- 5.8** Where Annex A (Schedule of Services) requires the Supplier to advise or assist the individual Contracting Authorities in any way, such advice or assistance shall include the coordinated advice or assistance obtained from the other members of the Project Team as may be necessary.
- 5.9** The Supplier shall ensure that the Project Team members provide all necessary information to enable compliance with the Construction (Design and Management) Regulations 2015, and ensure that, as far as practicable, all those undertaking design and construction comply with their statutory duties and obligations.
- 5.10** For each Project Contract the Supplier shall provide regular reports, at not less than monthly intervals or at such intervals as the individual Contracting Authorities may instruct. Each report shall:
- illustrate progress against the Delivery Timetable;
 - demonstrate whether the approved budget and cash-flow is being maintained; and
 - identify those matters that require a decision from the individual Contracting Authorities and, where necessary, provide assistance to the individual

Contracting Authorities to make an informed decision on all such matters.

6 LOT 3 MANDATORY REQUIREMENTS - ARCHITECTURAL SERVICES

- 6.1** Lot 3 relates to the provision of Architectural Services as detailed in the Lot Description, at paragraph 2 above.
- 6.2** The individual Contracting Authorities shall confirm the scope of Services required within the Contracting Authority Scope submitted, in accordance with the Further Competition Procedure detailed in Framework Schedule 5: Call Off Procedure. The Contracting Authority Scope shall confirm if any other Suppliers from the Framework Agreements for Cost Management, Civil and Structural Engineer and/or Building Services Engineer will be appointed. The Contracting Authority Scope will also advise if the Supplier is required to act as Contract Administrator under the relevant form of contract. The Contracting Authority Scope will further advise of any existing, in-house, future in-house or other incumbent capability.
- 6.3** The Supplier shall prepare a Project Execution Plan (PEP) for each Project in consultation with the individual Contracting Authorities and the other Project Team members. The PEP shall provide the procedures by which the Project shall be delivered and handed over, the protocol for communication during the Project Contract and the nature and timing of meetings and key reviews throughout the Project Contract.
- 6.4** The Supplier shall prepare the Delivery Timetable, in accordance with the relevant RIBA Work Stage(s), which shall illustrate the timetable for the outputs to be produced by each Project Team member.
- 6.5** The Supplier shall prepare agendas, and prepare and circulate minutes of all meetings to the Project Team within five (5) Working Days of the meeting. The minutes shall record time-bound, measurable actions to be taken, and will clearly define ownership of ongoing actions.
- 6.6** The Supplier shall organise and attend workshops as required within the Call Off Agreement, the Delivery Timetable or as otherwise required.
- 6.7** The Supplier shall give the individual Contracting Authorities sufficient notice of all meetings arranged by the Supplier, in order to facilitate the opportunity for attendance by the individual Contracting Authorities, the other members of the Project Team and any other attendees as may be necessary.
- 6.8** Where Annex A (Schedule of Services) requires the Supplier to advise or assist the individual Contracting Authorities in any way, such advice or assistance shall include the coordinated advice or assistance obtained from the other members of the Project Team as may be necessary.
- 6.9** The Supplier shall ensure that the Project Team members provide all necessary information to enable compliance with the Construction Design and Management Regulations 2015, and ensure that, as far as practicable, all those undertaking design and construction comply with their statutory duties and obligations.
- 6.10** For each Project Contract the Supplier shall provide regular reports, at not less than monthly intervals or at such intervals as the individual Contracting Authorities may instruct. Each report shall:
- illustrate progress against the Delivery Timetable;

- demonstrate whether the approved budget and cash-flow is being maintained; and
- identify those matters that require a decision from the individual Contracting Authorities and, where necessary, provide assistance to the individual Contracting Authorities to make an informed decision on all such matters.

7 LOT 4 MANDATORY REQUIREMENTS - COST MANAGEMENT SERVICES

- 7.1** Lot 4 relates to the provision of Cost Management Services as detailed in the Lot Description, at paragraph 2 above.
- 7.2** The individual Contracting Authorities shall confirm the scope of Services required within the Contracting Authority Scope submitted, in accordance with the Further Competition Procedure detailed in Framework Schedule 5: Call Off Procedure. The Contracting Authority Scope shall confirm if any other Suppliers from the Framework Agreement for Architectural, Civil and Structural Engineer and/or Building Services Engineer will be appointed. The Contracting Authority Scope will also advise if the Supplier is required to act as Contract Administrator under the relevant form of contract. The Contracting Authority Scope will further advise of any existing, in-house, future in-house or other incumbent capability.
- 7.3** The Supplier shall prepare a Project Execution Plan (PEP) for each Project in consultation with the individual Contracting Authorities and the other Project Team members. The PEP shall provide the procedures by which the Project shall be delivered and handed over, the protocol for communication during the Project Contract and the nature and timing of meetings and key reviews throughout the Project Contract.
- 7.4** The Supplier shall prepare the Delivery Timetable, in accordance with the relevant RIBA Work Stage(s), which shall illustrate the timetable for the outputs to be produced by each Project Team member.
- 7.5** The Supplier shall prepare agendas, and prepare and circulate minutes of all meetings to the Project Team within five (5) Working Days of the meeting. The minutes shall record time-bound, measurable actions to be taken, and will clearly define ownership of ongoing actions.
- 7.6** The Supplier shall organise and attend workshops as required within the Call Off Agreement, the Delivery Timetable or as otherwise required.
- 7.7** The Supplier shall give the individual Contracting Authorities sufficient notice of all meetings arranged by the Supplier, in order to facilitate the opportunity for attendance by the individual Contracting Authorities, the other members of the Project Team and any other attendees as may be necessary.
- 7.8** Where Annex A (Schedule of Services) requires the Supplier to advise or assist the individual Contracting Authorities in any way, such advice or assistance shall include the coordinated advice or assistance obtained from the other members of the Project Team as may be necessary.
- 7.9** The Supplier shall ensure that the Project Team members provide all necessary information to enable compliance with the Construction Design and Management Regulations 2015, and ensure that as far as practicable, all those undertaking design and construction comply with their statutory duties and obligations.

- 7.10** For each Project Contract the Supplier shall provide regular reports, at not less than monthly intervals or at such intervals as the individual Contracting Authorities may instruct. Each report shall:
- illustrate progress against the Delivery Timetable;
 - demonstrate whether the approved budget and cash-flow is being maintained; and
 - identify those matters that require a decision from the individual Contracting Authorities and, where necessary, provide assistance to the individual Contracting Authorities to make an informed decision on all such matters.

8	LOT 5 MANDATORY REQUIREMENTS - CIVIL & STRUCTURAL ENGINEERING SERVICES
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- 8.1** Lot 5 relates to the provision of Civil and Structural Engineering Services as detailed in the Lot Description, at paragraph 2 above.
- 8.2** The individual Contracting Authorities shall confirm the scope of Services required within the Contracting Authority Scope submitted, in accordance with the Further Competition Procedure detailed in Framework Schedule 5: Call Off Procedure. The Contracting Authority Scope shall confirm if any other Suppliers from the Framework Agreements for Architectural Services, Cost Management and/or Building Services Engineer will be appointed. The Contracting Authority Scope will also advise if the Supplier is required to act as Contract Administrator under the relevant form of contract. The Contracting Authority Scope will further advise of any existing, in-house, future in-house or other incumbent capability.
- 8.3** The Supplier shall prepare a Project Execution Plan (PEP) for each Project in consultation with the individual Contracting Authorities and the other Project Team members. The PEP shall provide the procedures by which the Project shall be delivered and handed over, the protocol for communication during the Project Contract and the nature and timing of meetings and key reviews throughout the Project Contract.
- 8.4** The Supplier shall prepare the Delivery Timetable, in accordance with the relevant RIBA Work Stage(s), which shall illustrate the timetable for the outputs to be produced by each Project Team member.
- 8.5** The Supplier shall prepare agendas, and prepare and circulate minutes of all meetings to the Project Team within five (5) Working Days of the meeting. The minutes shall record time-bound, measurable actions to be taken, and will clearly define ownership of ongoing actions.
- 8.6** The Supplier shall organise and attend workshops as required within the Call Off Agreement, the Delivery Timetable or as otherwise required.
- 8.7** The Supplier shall give the individual Contracting Authorities sufficient notice of all meetings arranged by the Supplier, in order to facilitate the opportunity for attendance by the individual Contracting Authorities, the other members of the Project Team and any other attendees as may be necessary.

- 8.8** Where Annex A (Schedule of Services) requires the Supplier to advise or assist the individual Contracting Authorities in any way, such advice or assistance shall include the coordinated advice or assistance obtained from the other members of the Project Team as may be necessary.
- 8.9** The Supplier shall ensure that the Project Team members provide all necessary information to enable compliance with the Construction Design and Management Regulations 2015, and ensure that, as far as practicable, all those undertaking design and construction comply with their statutory duties and obligations.
- 8.10** For each Project Contract the Supplier shall provide regular reports, at not less than monthly intervals or at such intervals as the individual Contracting Authorities may instruct. Each report shall:
- illustrate progress against the Delivery Timetable;
 - demonstrate whether the approved budget and cash-flow is being maintained; and
 - identify those matters that require a decision from the individual Contracting Authorities and, where necessary, provide assistance to the individual Contracting Authorities to make an informed decision on all such matters.

9	LOT 6 MANDATORY REQUIREMENTS – BUILDING SERVICES ENGINEERING
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- 9.1** Lot 6 relates to the provision of Building Services Engineering as detailed in the Lot Description, at paragraph 2 above.
- 9.2** The individual Contracting Authorities shall confirm the scope of Services required within the Contracting Authority Scope submitted, in accordance with the Further Competition Procedure detailed in Framework Schedule 5: Call Off Procedure. The Contracting Authority Scope shall confirm if any other Suppliers from the Framework Agreements for Architectural Services, Cost Management and/or Civil and Structural Engineer will be appointed. The Contracting Authority Scope will also advise if the Supplier is required to act as Contract Administrator under the relevant form of contract. The Contracting Authority Scope will further advise of any existing, in-house, future in-house or other incumbent capability.
- 9.3** The Supplier shall prepare a Project Execution Plan (PEP) for each Project in consultation with the individual Contracting Authorities and the other Project Team members. The PEP shall provide the procedures by which the Project shall be delivered and handed over, the protocol for communication during the Project Contract and the nature and timing of meetings and key reviews throughout the Project Contract.
- 9.4** The Supplier shall prepare the Delivery Timetable, in accordance with the relevant RIBA Work Stage(s), which shall illustrate the timetable for the outputs to be produced by each Project Team member.
- 9.5** The Supplier shall prepare agendas, and prepare and circulate minutes of all meetings to the Project Team within five (5) Working Days of the meeting. The

minutes shall record time-bound, measurable actions to be taken, and will clearly define ownership of ongoing actions.

- 9.6** The Supplier shall organise and attend workshops as required within the Call Off Agreement, the Delivery Timetable or as otherwise required.
- 9.7** The Supplier shall give the individual Contracting Authorities sufficient notice of all meetings arranged by the Supplier, in order to facilitate the opportunity for attendance by the individual Contracting Authorities, the other members of the Project Team and any other attendees as may be necessary.
- 9.8** Where Annex A (Schedule of Services) requires the Supplier to advise or assist the individual Contracting Authorities in any way, such advice or assistance shall include the coordinated advice or assistance obtained from the other members of the Project Team as may be necessary
- 9.9** The Supplier shall ensure that the Project Team members provide all necessary information to enable compliance with the Construction Design and Management Regulations 2015, and ensure that as far as practicable, all those undertaking design and construction comply with their statutory duties and obligations.
- 9.10** For each Project Contract the Supplier shall provide regular reports, at not less than monthly intervals or at such intervals as the individual Contracting Authorities may instruct. Each report shall:
- illustrate progress against the Delivery Timetable;
 - demonstrate whether the approved budget and cash-flow is being maintained; and
 - identify those matters that require a decision from the individual Contracting Authorities and where necessary, provide assistance to the individual Contracting Authorities to make an informed decision on all such matters.