

Insert buyer logo here.

**Supplier Brief**

[INSERT BUYER NAME]

Further Competition under Lot [X] of Facilities Management Marketplace RM3830

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# Deliverables Required

|  |  |
| --- | --- |
| **Work Package**  | **[Buyer Name]** |
| A:Contract Management  | [Y/N] |
| B: Contract Mobilisation  | [Y/N] |
| C. Maintenance Services  | [Y/N] |
| D: Horticultural Services  | [Y/N] |
| E: Statutory Obligations  | [Y/N] |
| F: Catering Services  | [Y/N] |
| G: Cleaning Services  | [Y/N] |
| H: Workplace FM Services  | [Y/N] |
| I: Reception Services  | [Y/N] |
| J: Security Services  | [Y/N] |
| K: Waste Services  | [Y/N] |
| L: Miscellaneous FM Services  | [Y/N] |
| M: CAFM  | [Y/N] |
| N: Helpdesk Services  | [Y/N] |
| O: Management of Billable Works  | [Y/N] |

# Deliverables Matrix

[Insert PDF here – worksheet to be extracted from Bid Pack, Attachment 3 – Annex A – Deliverables Matrix]

# Service Level Requirements

[Insert PDF here – worksheet to be extracted from Bid Pack, Attachment 3 – Annex A – Deliverables Matrix]

# Assessed Value

Please see definition of Assessed Value within Joint Schedule 1 – Definitions:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[Buyer Name]** | **[Contract Year]** | **[Contract Year]** | **[Contract Year]** | **[Contract Year]** | **Total**  |
| **Assessed Value** | £[ ]  | £[ ]  | £[ ]  | £[ ]  | **£**[ ]  |

# Contract Value Range

The overall contract value range of the opportunity based on the Call-Off Initial Period [x years] and [Call-Off Optional Extension Periods of x+x+x years] (see 7. Contract Period below) is: [£xxm to £xxm]

# Geographical Boundary(s) for the provision of the Deliverables

|  |  |
| --- | --- |
| **Buyer** | **Geographical Boundaries/Locations**  |
| [Insert Buyer Name] | [Insert Geographical Boundaries/Locations] |
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# Organisation Type:

|  |  |
| --- | --- |
| Lead Organisation (cluster details if applicable) |  |
| Organisation Type |  |

# Building Type:

| Building Type  | Number of Buildings | Description |
| --- | --- | --- |
| Standard Buildings  |  |
| General office - Customer Facing |  |  |
| General office - Non Customer Facing |  |  |
| Call Centre Operations |  |  |
| Warehouses |  |  |
| Restaurant and Catering Facilities |  |  |
| Pre-School |  |  |
| Primary School |  |  |
| Secondary School |  |  |
| Special Schools |  |  |
| Universities and Colleges |  |  |
| Doctors, Dentists and Health Clinics |  |  |
| Nursery and Care Homes |  |  |
|  |  |
| Data Centre Operations |  |  |
| External parks, grounds and car parks |  |  |
| Laboratory  |  |  |
| Heritage Buildings |  |  |
| Nuclear Facilities |  |  |
| Animal Facilities |  |  |
| Custodial Facilities |  |  |
| Fire and Police Stations |  |  |
| Production Facilities |  |  |
| Workshops |  |  |
| Garages |  |  |
| Shopping Centres |  |  |
| Museums /Galleries |  |  |
| Fitness / Training Establishments |  |  |
| Residential Buildings |  |  |
| Port and Airport buildings |  |  |
| List X Property |  |  |
| Hospitals |  |  |
| Mothballed / Vacant / Disposal |  |  |

# Special Requirements:

|  |  |
| --- | --- |
| **Organisation**  | **Outline of Special Requirements /** **Non-Standard Service Requirements**  |
| [Insert Buyer Name] |  |

# Procurement Timetable

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Tender Period |  |
| Site Visits |  |
| Evaluation Period |  |
| Contract Award |  |
| Contract Mobilisation |  |
| Service Commencement |  |

# Terms and Conditions

Remove any optional schedules that will not be used in the tender:

**Core Terms:**

CCS Core Terms FM

**Joint Schedules:**

Joint Schedule 1: Definitions

Joint Schedule 2: Variation Form

Joint Schedule 3: Insurance Requirements

Joint Schedule 4: Commercially Sensitive Information

Joint Schedule 5: Corporate Social Responsibility

Joint Schedule 6: Key Subcontractors

Joint Schedule 7: Financial Distress

Joint Schedule 8: Guarantee (Optional)

Joint Schedule 9: NOT USED

Joint Schedule 10: Rectification Plan

Joint Schedule 11: Processing Data

**Call Off Schedules:**

Call Off Schedule 1: Transparency Reports

Call Off Schedule 2: Staff Transfer

Call Off Schedule 3: Continuous Improvement

Call Off Schedule 4: Facilities Management

Call Off Schedule 4A: Billable Works and Projects

Call Off Schedule 5: Call-Off Pricing

Call Off Schedule 6: TUPE Surcharge

Call Off Schedule 7: Key Staff

Call Off Schedule 8: Business Continuity and Disaster Recovery

Call Off Schedule 9: Security

Call Off Schedule 10: Exit Management

Call Off Schedule 11: Processing Data

Call Off Schedule 12: ICT Terms Service Terms (Optional)

Call Off Schedule 13: Mobilisation Plan and Testing (Optional)

Call Off Schedule 14: KPIs (Optional)

Call Off Schedule 15: Contract Management (Optional)

Call Off Schedule 16: Benchmarking (Optional)

Call Off Schedule 17: MOD Terms (Optional)

Call Off Schedule 18: Concession Agreement (Optional)

Call Off Schedule 19: Collateral Warranty Agreement (Optional)

Call Off Schedule 20: Clustering (Optional)

Call Off Schedule 21: Performance Bond (Optional)

Call Off Schedule 22: Call Off Tender (Optional)

Call Off Schedule 23: Redundancy Surcharge (Optional)

**Special Terms and Schedules:**

# Award Criteria

Price/Quality Ratio:

Price = [%]

Quality = [%]

# Inclusive Repair Threshold Level

|  |  |
| --- | --- |
| **Organisation**  | **Inclusive Repair Threshold**  |
| [Insert Buyer Name] | Inclusive repair threshold = £[ ]  |

# TUPE Option

Please remove the options that were not used in the tender:

Option 1 – Direct Award – TUPE Risk Premium

Option 2 – Further Competition – TUPE Risk Premium

Option 3 – Further Competition – Fixed Fee TUPE Risk Premium

# KPI’s

| **Service Name** | **KPI Required** |
| --- | --- |
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