Modular Building Solutions RM6014

# Specification

This Specification sets out the characteristics of the Deliverables that the Supplier Alliance Member shall be required to make available to all Additional Clients under this Crown Commercial Service (CCS) Modular Buildings Framework Alliance Contract.

The Supplier Alliance Member is only required to provide the Deliverables for the Lot to which it has been appointed.

The scope for this CCS Modular Buildings Framework Alliance Contract is for the supply, design, delivery, construction/installation and maintenance of both temporary and permanent Modular Buildings, purchased or hired as relevant to the Lot.

# DESCRIPTION OF LOTS

* 1. The CCS Modular Buildings Framework Alliance Contract consists of 7 Lots.
     1. Lot 1 - Purchase of education related Modular Buildings;
     2. Lot 2 - Purchase of healthcare related Modular Buildings;
     3. Lot 3 - Hire of education related Modular Buildings;
     4. Lot 4 - Hire of healthcare related Modular Buildings;
     5. Lot 5 - Hire or purchase of non-education and non-healthcare related Modular Buildings of capital cost up to £750k or hire cost of up to £150k;
     6. Lot 6 - Hire or purchase of non-education and non-healthcare related Modular Buildings of capital cost from £750k to £3.5m or hire cost from £150k to £700k;
     7. Lot 7 - Hire or purchase of non-education and non-healthcare related Modular Buildings of capital cost greater than £3.5m or hire cost greater than £700k.
  2. The Supplier Alliance Member shall provide as a minimum the following:

# Lot 1 – Purchase of education related Modular Buildings

The Supplier Alliance Member shall provide for purchase the supply, design, delivery and construction/installation of a range of Modular Buildings for education purposes including but not limited to:

* single classroom
* single classroom with sink
* single classroom with WC
* single classroom with sink and WC
* double classroom
* double classroom with sink
* double classroom with WC
* double classroom with sink and WC

# Lot 2 – Purchase of healthcare related Modular Buildings

The Supplier Alliance Member shall provide for purchase the supply, design, delivery and construction/installation of a range of Modular Buildings for healthcare purposes including but not limited to:

* Small Surgeries (GP and dental);
* Large Surgeries (GP and dental);
* 6 bed wards;
* 12 bed wards;
* 18 bed wards

# Lot 3 – Hire of education related Modular Buildings

The Supplier Alliance Member shall provide for hire the supply, design, delivery, construction/installation and maintenance of a range of Modular Buildings for educational purposes including but not limited to:

* single classroom
* single classroom with sink
* single classroom with WC
* single classroom with sink and WC
* double classroom
* double classroom with sink
* double classroom with WC
* double classroom with sink and WC

# Lot 4 – Hire of healthcare related Modular Buildings

The Supplier Alliance Member shall provide for hire the supply, design, delivery, construction/installation and maintenance of a range of Modular Buildings for healthcare purposes including but not limited to:

* Small Surgeries (GP and dental);
* Large Surgeries (GP and dental);
* 6 bed wards;
* 12 bed wards;
* 18 bed wards

# Lot 5 – Hire or purchase of non-education and non-healthcare related Modular Buildings of capital cost up to £750k or hire cost of up to £150k

The Supplier Alliance Member shall provide for purchase or hire the supply, design, delivery, construction/installation and maintenance of a range of non-educational and non-healthcare Modular Buildings including but not limited to:

* Police Custody
* MOD Accommodation
* Residential Accommodation
* Student Accommodation
* Fire Stations
* Storage space
* Community Centres
* Training Centres
* Offices

The total estimated value of Modular Buildings procured under this Lot shall be up to a capital cost of £750k or of a hire cost of up to £150k for each Project Contract.

# Lot 6 – Hire or purchase of non-education and non-healthcare related Modular Buildings of capital cost from £750k to £3.5m or hire cost from £150k to £700k

The Supplier Alliance Member shall provide for purchase or hire the supply, design, delivery, construction/installation and maintenance of a range of non-educational and non-healthcare Modular Buildings including but not limited to:

* Police Custody
* MOD Accommodation
* Residential Accommodation
* Student Accommodation
* Fire Stations
* Storage space
* Community Centres
* Training Centres
* Offices

The total estimated value of Modular Buildings procured under this Lot shall be of a capital cost from £750k to £3.5m or of a hire cost from £150k to £700k for each Project Contract.

# Lot 7 – Hire or purchase of non-education and non-healthcare related Modular Buildings of capital cost greater than £3.5m or hire cost greater than £700k

The Supplier Alliance Member shall provide for purchase or hire the supply, design, delivery, construction/installation and maintenance of a range of non-educational and non-healthcare Modular Buildings including but not limited to:

* Police Custody
* MOD Accommodation
* Residential Accommodation
* Student Accommodation
* Fire Stations
* Storage space
* Community Centres
* Training Centres
* Offices

The total estimated value of Modular Buildings procured under this Lot are of a capital cost of greater than £3.5m or of a hire cost of greater than £700k per Project Contract.

* 1. The Supplier Alliance Member shall have the ability to provide a complete design and build package, including but not limited to:
     1. early engagement and co-ordination with Additional Client management required to complete the works.
     2. all necessary feasibility studies, site investigations and site preparation to satisfy the requirements detailed within the Project Brief
     3. ensuring that the design maximises the potential use of the site, whilst dealing with any site-specific constraints
     4. producing designs for the foundations, infrastructure and necessary ICT and utilities connection details for a variety of ground conditions.
     5. the transportation to and from (including relocation) the site and off-loading and loading at the site
     6. construction/installation of the Modular Building

# SERVICE SPECIFICATION

* 1. Legislation and Policy
     1. The Supplier Alliance Member shall be aware of and ensure compliance to all relevant current and future legislation, policy and standards including but not limited to:

1. Legislation;
   * + - ISO 9001 - Quality Management
       - ISO 14001 - Environmental Management
       - ISO 18001 - Occupational Health and Safety Management
2. Regulations;

* The Construction (Design and Management) Regulations 2015
* Buildings Regulations (2010)
* The Gas Safety (Installations and Use) Regulations 1998
* Water Supply (Water Fittings) Regulations 1999
* IEE Wiring Regulations, 17th Edition

1. Standards;

* BS5950-2-2001 BS EN 1090-2:2008 Structural use of steelwork in building
* BS952-1:1995 Glass for glazing
* BS4800 External Paint Colours
* BSEN 12944-1:1998 Code of Practice for protective coating of iron and steel structures
* BS6262-1:2005 Code of Practice for Glazing for Buildings
* BS6375-1:2009 Performance of Windows (Weather tightness)
* BSEN12600:2002 Methods of Testing Windows
* BSEN12600:2002 Impact Performance Requirements for flat safety glass in buildings
* BSEN10326:2004 Specification – Hot dip zinc coated structural steel
* BSEN1991-1-7:2006 Code of Practice for dead and imposed loads and imposed roof loads
* BSEN1991-1-4:2005 Wind Loads
* BSEN 649:1997 Specification for unbacked flexible PVC flooring
* BSEN12897:2006 Specification for unvented hot water storage units
* BS 4278:1984 Specification for eye bolts for lifting purposes
* BSEN 806-4:2010 Specification for Design, Installation, Testing and Maintenance of Services supplying water for domestic use within buildings
* BSEN12056-2:2000 Code of Practice for Sanitary Pipe Work Installations
  + 1. The Supplier Alliance Member shall support the requirements for Deliverables by the adoption of measures to improve efficiency and value for money to assist in the achievement of the targets set out in the Government Construction Strategy at both Framework Alliance Contract and Project Contract level.
    2. The Supplier Alliance Member shall adhere to any other guidelines and codes of practice relevant to the offsite construction industry.
    3. The Supplier Alliance Member shall keep abreast of changes in the UK offsite construction industry and legislation and ensure that such changes are communicated in a timely manner to the Client and Additional Client and where necessary, appropriate changes made to processes and procedures and communicated to the Additional Client.
    4. The Supplier Alliance Members must support the Additional Clients where required in applying the requirements of PPN 09/16, Procuring Growth Balanced Scorecards.
  1. Orders and Pre Contract Activities
     1. The Supplier Alliance Member shall provide, implement, operate and maintain a clearly defined process for the management of orders, enquiries, complaints, and requests for advice.
     2. Upon receiving a request from an Additional Client the Supplier Alliance Member shall ensure that all information required within the Additional Client request form has been obtained - a template of the information required can be found in Appendix 3 Form of Order of the Framework Alliance Contract - 1.
  2. Customer Service Function
     1. The Supplier Alliance Member shall manage and maintain a customer service function to address and respond to any orders, enquiries, complaints and request for advice from the following parties, but not limited to:
        + 1. Client
          2. Additional Clients
     2. The Supplier Alliance Member shall ensure the customer service function supports the management of Additional Client orders, enquiries, complaints, and requests for advice through all means of communication, including but not limited to:

online systems

email

letter

telephone

fax

* + 1. The Supplier Alliance Member shall ensure all telephone calls are charged at no more than a standard call rate (no premium rate telephone numbers are permitted). Standard rate in the UK means calls to local and national numbers beginning 01, 02 and 03. Excluded numbers include non-geographic numbers (e.g. 0871) and all premium rate services.
    2. The Supplier Alliance Member shall ensure that the employees within its customer service function have the relevant skills and knowledge of the Deliverables, Additional Clients relations and relevant technology, to address and resolve all enquiries, complaints and advice and support requests to the satisfaction of the Additional Client.
    3. The Supplier Alliance Member shall provide and maintain an appropriate level of customer service to comply with the Framework Brief and Project Brief.
    4. The customer service function shall be staffed and operational from Monday to Friday (excluding Bank Holidays) inclusive, between the hours of 09:00 hrs to 17:00 hrs as a minimum. Additional Clients who may require extended operational hours will specify their requirement within the Project Brief.
    5. The Supplier Alliance Member shall provide an automated system out of these hours through a dedicated phone number and/or email address.
    6. The Supplier shall ensure all queries received are acknowledged within 2 working days.
  1. Complaints Handling
     1. The Supplier Alliance Member shall have an established and auditable complaints handling procedure. This procedure shall include but not limited to
* logging,
* investigating,
* managing,
* escalating and
* resolving complaints.
  + 1. The Supplier Alliance Member shall review and monitor the quality of the complaints handling procedure and shall introduce improvements to the procedure based on such reviews as part of continuous improvement and as part of the Joint Governance Structure.
    2. If requested by the Client and/or the Additional Client, the Supplier Alliance Member shall provide visibility of its complaints handling systems and shall provide a summary report on complaints received in line with the timescales agreed as part of the Joint Governance Structure.
    3. The Supplier Alliance Member shall log and respond to acknowledge each complaint within 2 working days of receipt.
    4. The Supplier Alliance Member shall resolve each complaint within the agreed number of working days, as per the Joint Governance Structure, of the complaint being raised and shall notify the Additional Clients if the complaint has not been resolved within this timescale.
    5. The Supplier Alliance Member shall ensure that increases in demand are managed effectively to safeguard capacity in order to protect the Additional Clients requirements throughout the procurement cycle, this includes but is not limited to ensuring the quality of the product and/or service is not compromised.
    6. The Supplier Alliance Member shall provide a consistent high level of service to each Additional Client, irrespective of size and scope of the Project Contract.
  1. Additional Client Account Management
     1. The Supplier Alliance Member shall identify and appoint a suitable qualified Additional Client account manager, as well as a suitably qualified deputy to act in their absence, within five (5) working days of the commencement of a Project Contract.
     2. The Supplier Alliance Member shall send the Additional Client the contact details (name, email and telephone) of the designated Additional Client account manager for each Project Contract.
     3. The deputy Additional Client account manager shall have the same powers, authority and discretion as the Additional Client account manager to avoid any interruptions to the compliance with the Deliverables required.
     4. The customer service function shall liaise with the Additional Client account manager to ensure a comprehensive handover, including the Form of Order in appendix 3 of Framework Alliance Contract-1 is complete.
     5. The Additional Client account manager shall be responsible for overseeing all aspects of the supply, design, delivery, construction/installation and maintenance (for hire only) of the Modular Buildings.
     6. The Additional Client account manager shall be responsible for ensuring Additional Client satisfaction is maintained for the duration of the Project Contract and work collaboratively with the Additional Client to resolve issues which may affect satisfaction.
     7. The Supplier Alliance Member shall monitor and record the performance of the Additional Client account manager for the duration of each Project Contract, and shall identify areas for performance improvement including any training needs.

# Supply

* 1. Supply Chain
     1. The Supplier Alliance Member shall select its supply chain through fair, open and transparent competition. The Supplier Alliance Member shall establish and develop relationships and contractual arrangements with its supply chain that are complementary to the relationships and contractual arrangements under the Framework Alliance Contract and Project Contract.
     2. When applicable Supplier Alliance Member shall appoint its supply chain in line with the requirements set out in PPN 07/16.
     3. The Supplier Alliance Member shall manage its supply chain to ensure the required quality of the Deliverables are consistently achieved.
     4. The Supplier Alliance Member shall ensure the co-ordination of all outputs provided by its supply chain in achieving the Deliverables, and shall effectively manage all interface risks to provide a seamless service for all Project Contracts for Additional Clients.
     5. The Supplier Alliance Member shall manage its Subcontractors and supply chain to ensure that the required provision of the Deliverables are consistently achieved.
  2. Delivery
     1. The Supplier Alliance Member shall provide the Additional Client with a due delivery date for each Modular Building within five (5) working days of receipt of the Additional Clients order.
     2. The Supplier Alliance Member shall deliver the Modular Building to the agreed delivery site directed by the Additional Client.
     3. The Supplier Alliance Member shall only deliver the Modular Building before the due delivery date if the Additional Client agrees.
  3. Maintenance (Applicable to hire only)
     1. The Supplier Alliance Member shall conduct normal routine maintenance and repairs of all Modular Buildings at its own cost.
     2. The Supplier Alliance Member shall provide the Additional Client with a guarantee for maintenance and repairs on Modular Buildings that have been hired from the Supplier Alliance Member through the CCS Modular Buildings Framework Alliance Contract and Project Contract.
     3. The Supplier Alliance Member shall have an established process as part of the Project Contract to enable the Additional Client to report and request maintenance and repairs for their Modular Building.
     4. When an Additional Client reports a fault or raises a maintenance request, the Supplier Alliance Member shall investigate the fault in full and provide written confirmation of the findings to the Additional Client. This shall include but is not limited to;
        1. where repair works are required (including setting out the scope and expected costs of such work);
        2. where the Modular Building or component part is required to be replaced (including the scope and expected costs of such work).
     5. The Supplier Alliance Member shall provide the Additional Client with a full maintenance schedule for a Project Contract in order to proactively reduce the maintenance and repairs and ensure consistent and accurate operation following commissioning of the Modular Building.
     6. The repair of any defects to the Modular Building shall be carried out at the Supplier Alliance Member’s cost within a reasonable agreed period.
     7. Repair of damage to the Modular Building arising as a consequence of the Additional Client’s acts or omissions shall be at the Additional Client’s cost.
  4. Working Adjacent to Existing Assets
     1. The Supplier Alliance Member shall make all reasonable efforts to ensure that it does not have any detrimental impact on the work of any other contractors working on site for the Additional Client.
     2. The Supplier Alliance Member shall be responsible for managing the relationship with any other contractors undertaking any ancillary or complimentary works on site for the Additional Client and fulfil the role of Principal Contractor (as defined under Construction Design and Management Regulations) as may be required under the Project Contract.
     3. When working on a site the Supplier Alliance Member shall take all reasonable measures to prevent damage or deterioration of any existing infrastructure.
     4. The Supplier Alliance Member shall maintain the safety of the site throughout the Project Contract whilst minimising any interruptions to day to day operation of the Additional Client’s occupiers.
  5. Business Continuity
     1. The Supplier Alliance Member shall have both a business continuity plan and a crisis management plan in place that are sufficiently robust to enable the Supplier Alliance Member to continue to achieve the Deliverables in all circumstances.
     2. The business continuity plan and crisis management plan shall be reviewed annually as a minimum and after any incident experienced by the Supplier Alliance Member and / or the Additional Client that has had an adverse impact on its ability to achieve the Deliverables.
  6. Fair Payment
     1. The Supplier Alliance Member shall pay any undisputed invoices to its supply chain within 30 days in line with the Public Contract Regulations 2015.
     2. The Supplier Alliance Member shall, when required by the Client and/or Additional Clients, provide support in implementing Project Bank Accounts (PBAs) in order to support the Government’s fair payment guidelines under the Government Construction Strategy. Requirements relating to PBAs will be identified during Project Contract.
  7. Health and Safety
     1. The Supplier Alliance Member shall have a process for providing employees with health and safety training and any other information appropriate to the activities likely to take place, and ensuring the on-site welfare of all employees in compliance with all health and safety and welfare regulations.
     2. The Supplier Alliance Member shall regularly check, review and where necessary improve health and safety performance.
     3. The Supplier Alliance Member shall fully understand their duties under Construction (Design and Management) Regulations 2015 must be able to and must discharge these duties accordingly.
     4. Application of Construction (Design and Management) Regulations 2015 will be identified for each Project Contract, the requirements of which the Supplier Alliance Member shall implement accordingly.
     5. Where specified, the Supplier Alliance Member shall act as the Principal Contractor and Principal Designer.
     6. The Supplier Alliance Member shall manage health and safety in line with the requirements for Project Contracts that may include but is not limited to:
     7. undertaking, managing and monitoring risk assessments;
     8. the provision of safe systems of work, including method statements and permits to work;
     9. applying for permits to work;
     10. monitoring site works to ensure compliance with legal requirements at all times;
     11. ensuring that all relevant documentation is available on site at all times;
     12. conducting regular site inspections;
     13. reporting of hazards and risks;
     14. monitoring, following up and reporting on corrective actions and non-conformances as they are identified;
     15. monitoring and reviewing incident reports, third-party reports (i.e. HSE) and complaints;
     16. holding regular health and safety meetings with all relevant Alliance Members as required.
     17. ensuring that adequate resources are available to undertake works in compliance with all Law and the Client and Additional Clients health and safety policies;
     18. ensuring that all of their employees have the correct training, knowledge and equipment to carry out the works safely (including relevant induction);
     19. ensuring that its supply chain has the correct training, knowledge and equipment to carry out the Deliverables safely (including relevant induction);
     20. conducting and reporting on regular safety inspections as required;
  8. Continuous Improvement
     1. The Supplier Alliance Member shall have an effective process for identifying potential issues and faults to Deliverables.
     2. The Supplier Alliance Member shall continuously monitor the performance of its own Account Management function and shall have an appropriate system in place to identify any issues in the supply of Deliverables enabling prompt mitigation measures to be carried out.
     3. The Supplier Alliance Member shall make all reasonable efforts to identify changes to enhance efficiency, accelerate the delivery schedule, reduce the cost or achieve alternative benefits through continuous improvement plans. The Supplier Alliance Member shall propose such changes to the Additional Client and implement any agreed changes to the works schedule.
     4. The Supplier Alliance Member shall establish suitable benchmarks to monitor and measure its performance when providing the Deliverables under this Framework Alliance Contract to identify areas for improvement and development.
     5. When implementing continuous improvement plans, initiatives or innovation, the Supplier Alliance Member shall have an established change management procedure, including project management, communications plans, training requirements, contingency planning and subsequent lessons learnt activities, to ensure the effective delivery of customer requirements with minimal disruption.
  9. Social Value
     1. In line with the Public Services (Social Value) Act 2012 the Client is committed to embedding social value within this Framework Alliance Contract as a means of enabling community engagement, economic value and sustainable development. The specific Social Value requirements of the Additional Client will be set out under the Project Contract.
     2. The Supplier Alliance Member shall record and report ongoing Social Value benefits as part of the regular performance and contract management meetings (Joint Governance Structure) in accordance with the Project Contract. This information shall be made available to the Client and/or Additional Clients upon request.
     3. In addition to its obligations under the Project Contract the Supplier Alliance Member shall provide the Client and/or Additional Clients with social outcomes information at its request.
     4. The Supplier Alliance Member shall ensure that Client and/or Additional Client obtains the optimal social, environmental and economic benefits from Framework Alliance Contracts in line with Social Value legislation. The Supplier Alliance Member shall work with the Client and/or Additional Clients to deliver the continuous improvement plan measurable benefits as set out in its Project Contract at least, the following:
        + 1. Addressing the risk of modern slavery and exploitation in construction supply chains associated with the service, in line with the principles set out in the Chartered Institute of Building: Building a Fairer System - Tackling modern slavery in Construction Supply Chains. All employers involved in the construction industry should make proper background checks on the agencies who supply them with labour, including where the agency is operating in a supervisory role.
          2. The Public Services (Social Value) Act requires public authorities to have regard to economic, social and environmental wellbeing in connection with public services contracts and for connected purposes as well as allowing for national and local strategies around this area.
  10. Sustainability
      1. The UK Government is committed to sustainability and places great importance on working with suppliers to deliver works and services with sustainability embedded. The Client is committed to optimising the positive impact of construction activities and minimising any adverse impacts that construction has on the environment. The Supplier Alliance Member shall support the Client, and specific Additional Client requirements, in achieving these goals across the life-cycle of the project through the design process, materials selection, construction techniques and construction methods implemented.
      2. The Supplier Alliance Member shall ensure that it adheres to Government guidance and best practice and provide support to a number of strategic priorities related to the environment within wider government policy (such as the Greening Government Commitments),
      3. The Supplier Alliance Member shall work proactively with its supply chain to help quantify and reduce the environmental impacts of the Deliverables. When requested by the Client or Additional Client, the Supplier Alliance Member shall communicate annually on progress and reductions made on the environmental impact of the Deliverables the Supplier Alliance Member has undertaken under the Framework Alliance Contract. The Supplier Alliance Member may also be required to report on other specific achievements the detail of which will be noted in the Project Contract.

# Small and Medium Enterprises ("SMES")

* 1. The Supplier Alliance Members shall take all reasonable steps to engage SMEs as Subcontractors and use best endeavours to ensure that no less than 33% of the Subcontractors are SMEs.
  2. The Supplier Alliance Member shall report to the Client and/or Additional Client on the number of SMEs which it appoints as Subcontractors and the value of the cost undertaken by those SMEs within its normal reporting procedures.

# Data and Personnel Security

* 1. The Supplier Alliance Member shall comply with Government Data Protection Regulations 2016 (GDPR) and the Government Security Classification 2014, which may be accessed using the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/25 1480/Government-Security-Classifications-April-2014.pdf

* 1. The Supplier Alliance Member shall recognise that some data provided under the Framework Alliance Contract and in Project Contracts will be protectively marked and/or may contain potentially sensitive information. The Supplier Alliance Member shall protect such data in accordance with the security classification and shall also ensure that GDPR compliant data management systems are in place. Further information and/or requirements in respect of sensitive data will be provided in Project Contracts.
  2. The data security classification for this Framework Alliance Contract shall be OFFICIAL TIER.
  3. If Project Contracts require a security classification in excess of OFFICIAL TIER, this will be specified within the Project Contract.

# Cyber Essentials

* 1. The Supplier Alliance Member 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" (see Non-Standard requirements). With regard to the Deliverables, Suppliers Alliance Members shall demonstrate that they have achieved the level of assurance known as “Cyber Essentials”.
  2. Details about the Cyber Essentials Scheme and the Assurance Framework can be accessed via the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

* 1. For some Projects Contracts, Cyber Essential Plus certification may be required and this will be noted in the Project Brief. In such cases a Cyber Essentials Plus Certificate, or equivalent, will need to be obtained and maintained all as set out above in respect of Cyber Essentials.
  2. The Supplier Alliance Member shall ensure that its supply chain has Cyber Essentials or Cyber Essentials Plus certification or equivalent, as required in the Project Brief.

# Personnel Security

* 1. The Supplier Alliance Member shall ensure all personnel for all Project Contracts will have Basic Personnel Security Standard (BPSS) clearance. Security Clearance (SC) and/or detailed vetting (DV) may be required for some Project Contracts.
  2. If required by the Additional Client, the Supplier Alliance Member shall ensure that its personnel undertake and comply with all personal security clearance vetting prior to the receipt of ‘Official – Sensitive’ or higher security classified documentation.
  3. The Supplier Alliance Member shall remove any personnel who fail the security vetting from the provision of the Project Contracts 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.

# Risk Management

* 1. The Supplier Alliance Member shall work with its supply chain to proactively manage Project Contract risks, and undertake value engineering and value management, to deliver mutual benefits and the most successful outcome for the Project Contract.
  2. The Supplier Alliance Member shall work with its supply chain 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 set out therein.
  3. The Supplier Alliance Member shall review and update the risk register with its supply chain on not less than a monthly basis or as otherwise set out in the Project Contract.

# Employment policies and practices

* 1. The government is committed to the delivery of high quality public services, and recognises that this is critically dependent on a workforce that is diverse, well rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development and engaged in decision making. These factors are also important for workforce recruitment and retention, and thus continuity of service.
  2. The Supplier Alliance Member shall take a similar approach through measures including but not limited to:
     1. A fair and equal 'pay policy' that includes a commitment to supporting the Living Wage, including, for example being a 'Living Wage Accredited Employer';
     2. Clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to 'Modern Apprenticeships' and the development of the UK’s young workforce;
     3. Promoting equality of opportunity and developing a workforce which reflects the population of the UK in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability;
     4. Support for learning and development; stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero hours contracts;
     5. Flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working conditions and wider work life balance; and
     6. Support for progressive workforce engagement, for example Trade Union recognition and representation or other alternative arrangements to give staff an effective voice.

# TECHNICAL SPECIFICATION

* 1. Design & Supply
     1. The Supplier Alliance Member shall ensure that all Modular Buildings shall be designed, installed and commissioned in accordance with statutory regulations including but not limited to:

1. Building Regulations;
2. Local Authority Planning Controls;
3. British Standards; and
4. Industry manufacturing quality guides and standards.
   * 1. Any Project Contract specific requirements including derogations from these requirements will be included in the appropriate Project Contract requirements.
     2. The Supplier Alliance Member shall have the capability to design Modular Buildings to satisfy the Additional Clients requirements.
     3. The Supplier Alliance Member shall ensure that all component materials are fit for purpose in their particular application and meet all appropriate standards and regulations.
     4. The Supplier Alliance Member shall ensure that all Modular Buildings shall be designed to have lifting points to facilitate its re-location without damaging the structural integrity or life expectancy of the Modular Building.
     5. The Supplier Alliance Member shall ensure that where Modular Buildings are located in areas subject to vehicle movement they shall include any appropriate measures to protect the façade from damage.
     6. The Supplier Alliance Member shall ensure that for each Project Contract the Additional Client document pack is issued to the Additional Client for review prior to delivery or construction/installation of the Modular Building. The Additional Client document pack should include but is not limited to:
5. Design calculations (where appropriate);
6. Design and/or construction drawings;
7. Project plan with timescales;
8. Recommendations (including recommended changes);
9. Any drawings/documents that the Additional Client may need for planning permission applications; and
10. Any additional documents that the Additional Client may reasonably request.
    * 1. The Supplier Alliance Member shall ensure that all Modular Buildings are designed and constructed/installed to enable any subsequent alterations to be implemented most efficiently.
    1. Life Expectancy
       1. The Supplier Alliance Member shall ensure that all Modular Buildings provided as new shall be designed and fabricated to achieve a minimum life expectancy of 25 years excluding any exceptions to components as set out in Tables below:

Below are tables with the Element name and description and the minimum life expectancy in years related to the table heading.

# Structure

| Element Name | Minimum Life Expectancy (Years) |
| --- | --- |
| Foundations | 25 |
| Slab | 25 |
| Walls | 25 |
| Upper floors | 25 |
| Roof structure | 25 |
| Structural frame | 25 |
| Stairs | 25 |

# Underground drainage

| Element Name | Minimum Life Expectancy (Years) |
| --- | --- |
| Pipes, inspection chambers | 25 |

# External envelope

| Element Name | Minimum Life Expectancy (Years) |
| --- | --- |
| Roof covering | 25 years and easily overlaid, over-coated, upgraded or replaced without affecting the roof structure below |
| External walls / cladding | 25 |
| Windows and external doors | 25 |
| Rooflights | 25 |

# Rainwater disposal installations

| Element Name | Minimum Life Expectancy (Years) |
| --- | --- |
| Rainwater pipes, hoppers and gutters | 25 |

# Canopies

| Element Name | Minimum Life Expectancy (Years) |
| --- | --- |
| Rainwater pipes, hoppers and gutters | 25 |
| Frame and roof covering | 20 |

# Internal partitions

| Element Name | Minimum Life Expectancy (Years) |
| --- | --- |
| Non-load bearing partitions | 25 |

# Internal doors

| Element Name | Minimum Life Expectancy (Years) |
| --- | --- |
| Internal doors | 20 |

# Internal ironmongery

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Internal ironmongery (including finger guards) | 10 |

# Fireproof Roller Shutters

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Between kitchen and other areas | 20 |

# Services

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Ventilation Canopy | 20 |

# Internal Guarding

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Internal Guarding to stairs, ramps, etc. | 20 |

# Finishes

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Floor finishes | 10 |

# Internal partitions

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Decorations | 7 |

# Internal doors

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Tiling | 15 |

# Internal ironmongery

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Ceiling finishes (suspended and plasterboard) | 20 |

# Fireproof Roller Shutters

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Sanitary fittings | 20 |

# Services

|  |  |
| --- | --- |
| Element Name | Minimum Life Expectancy (Years) |
| Integrated plumbing system (IPS) | 15 |

* 1. Building Information Modelling (BIM)
     1. The Supplier shall, in accordance with the Government Construction Strategy 2016-2020, for in scope publicly funded capital investment projects be BIM Level 2 compliant and shall include the development and issue of:

1. Project Employer Information Requirements (EIR);
2. Project BIM Execution Plans (BEP - pre and post contract);
3. Task and Master Information Delivery Plan (TIDP / MIDP) with detail aligning to required data exchange points to agreed level of detail and information;
4. COBie data exchange and the operation of project CDE.
   * 1. The Supplier shall provide any specific requirements relating to required 3D native and federated models in the Project Contract.
     2. The deployment of BIM will be in accordance with the PAS / BS suite of documents including PAS 1192-2, PAS1192-3, PAS 1192 -4 and PAS1192 -5. Where these documents are amended, withdrawn or replaced, the level of adoption of the new requirements will be as stated in the Project Contract requirements.
   1. Construction/Installation
      1. The Supplier Alliance Member shall ensure that the provision of any Modular Building identified as being required during construction or refurbishment of an adjacent or related structure or facility shall have no detrimental impact upon the functioning of the adjacent or related structure or facility.
      2. The Supplier Alliance Member shall ensure that the construction/installation of a Modular Building shall be in bays. Each bay shall be completely stable in its unfixed state, fixed together securely, for instance by bolting through adjacent steel straps.
      3. The Supplier Alliance Member shall ensure that each Modular Building shall have an identification plate mounted at an appropriate location to facilitate identification. The identification plate shall display manufacturer, manufacturer’s identification number and date of completion.
      4. The Supplier Alliance Member shall ensure that all Modular Buildings shall be supplied with a skirt to the base which will:
5. Prevent unauthorised access to the area below the unit;
6. Allow ventilation to the base of the unit;
7. Follow the profile of the ground but terminate at a minimum of 15mm from it;
8. Be vermin proof; and
9. Include all steps and ramps with the same material.
   * 1. The Supplier Alliance Member shall ensure that all internal spaces have a minimum ceiling height of 2.4m, measured from the floor to the underside of the ceiling or soffit. Isolated elements such as individual light fittings, fire and smoke detectors and Wi-Fi points can protrude up to 150mm below the ceiling height.
     2. The Supplier Alliance Member shall, when relocating Modular Buildings take due cognisance of:
10. All relevant health and safety issues;
11. Maintenance and condition issues;
12. Over or under heating assessment of the Modular Building on the Site prior to the Works
13. The results of an Electrical Installation Condition Report (EICR)
    1. Handover

The Supplier Alliance Member shall on handover of the Modular Building to the Additional Client provide a handover pack of

1. information to the Additional Client including as a minimum –

fabrication / construction drawings;

‘as built’ drawings;

Construction File, including all appropriate health and safety and operation and maintenance information.

# Education Modular Building General Requirements – Lots 1 and 3 ONLY

* 1. The Supplier shall provide Modular Buildings to the educational sector which comply with the following additional technical requirements
  2. All Modular Buildings for educational requirements shall be constructed to meet the following additional performance requirements:
     1. Satisfy all current legislation and regulations, including the Building Regulations and the Education (School Premises) Regulations 1999;
     2. Satisfy the requirements of The Department for Education’s technical standards in its Building Bulletins including [BB93: ‘Acoustic design of schools – performance standards](https://www.gov.uk/government/publications/bb93-acoustic-design-of-schools-performance-standards)’, [BB100: ‘design for fire safety in schools’](https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools), [BB101: ‘Guidelines on ventilation, thermal comfort and indoor air quality in schools’;](https://www.gov.uk/government/publications/classvent-and-classcool-school-ventilation-design-tool)
     3. Ensure that the design of any internal spaces complies with the guidance in Building Bulletin 103: ‘Area guidelines for mainstream schools’ (BB103) and Building Bulletin 104: ‘Area guidelines for SEN(D) and alternative provision’ (BB104), at: <https://www.gov.uk/guidance/area-guidelines-and-net-capacity>
     4. Have no detrimental impact on the overall smooth operation of the educational institution during the Works;
  3. The provision of any Modular Building identified as being required during construction or refurbishment of an educational facility shall have no detrimental impact on the educational facility’s ability to deliver the curriculum to all its students and to meet its administrative, pastoral and other needs.

# Education Modular Building Compliance with Specification – Lots 1 and 3 ONLY

* 1. Any Modular Buildings provided to the education sector that are intended to be used on the same site for five years or more shall be deemed permanent and shall comply with all requirements of [*Output Specification 2017: ESFA Employer’s Requirements part B.*](https://www.gov.uk/government/publications/output-specification-2017-esfa-employers-requirements-part-b)
  2. Any Modular Buildings provided to the education sector that are intended to be used on the same site for less than five years shall be deemed temporary and shall comply with all requirements of [*Output Specification 2017: ESFA Employer’s Requirements part B*](https://www.gov.uk/government/publications/output-specification-2017-esfa-employers-requirements-part-b)subject to the following derogations*:*
     1. education drivers;
     2. site layout
     3. internal space: organisation and layout and suites of spaces
     4. external space and grounds
     5. energy
     6. access and security Strategy
     7. building performance evaluation and seasonal commissioning.
  3. And with specific regard to the day and electric lighting elements Annex 2E of the [*Output Specification 2017: ESFA Employer’s Requirements part B*](https://www.gov.uk/government/publications/output-specification-2017-esfa-employers-requirements-part-b):
     1. Daylight modelling is not required, but any glare problems shall be addressed, e.g. by provision of blinds.
     2. All requirements for Daylight Autotomy or Useful Daylight Illuminance shall be replaced by a ratio of glazed area to internal wall area of a minimum 30%.
     3. Window sill heights to be as specified in Technical Annex 2C clause 5.2 of [*Output Specification 2017: ESFA Employer’s Requirements part B*](https://www.gov.uk/government/publications/output-specification-2017-esfa-employers-requirements-part-b) and window head heights shall be a maximum of 150mm from the ceiling level.
     4. All spaces shall achieve the requirements for spaces that do not meet primary performance criteria in Table 2 Daylight Performance Criteria by Area Type of Annex 2E [*Output Specification 2017: ESFA Employer’s Requirements part B*](https://www.gov.uk/government/publications/output-specification-2017-esfa-employers-requirements-part-b)
  4. And with specific regard to where fewer than 3 classrooms are required:
     1. Passive Supervision;
     2. References to utilities company infrastructure and electrical substations in Building Services, Common Principles;
     3. Handover, Maintenance and Phasing and Construction; and
     4. Server Rooms and Hub rooms
  5. The Project Contract will prescribe any additional requirements, including any need to liaise with a main contractor or site owner that may be providing services, drainage or access, any requirements for FF&E and ICT, preferred location and access routes and required capacity. This is referred to as the ‘[School-specific Brief’ in the Output Specification 2017: ESFA Employer’s Requirements part C.](https://www.gov.uk/government/publications/output-specification-2017-esfa-employers-requirements-part-c)

# Healthcare Modular Buildings – Lots 2 and 4 ONLY

* 1. All Modular Buildings will be designed, manufactured, installed and commissioned in accordance with the Department of Health and Social Care’s Health Technical Memoranda (HTMs). HTMs provide comprehensive advice and guidance on the design, installation and operation of specialised building and engineering technology required for the healthcare sector.
  2. Key current Health Technical Memoranda include but are not limited to:
     1. 1 April 2014 Guidance [Building engineering in the health sector (HTM 00)](https://www.gov.uk/government/publications/guidance-policies-and-principles-of-healthcare-engineering)
     2. 1 May 2006 Guidance [NHS estates guidance for medical gas pipeline systems (HTM 02-01)](https://www.gov.uk/government/publications/medical-gas-pipeline-systems-part-a-design-installation-validation-and-verification)
     3. 1 November 2007 Guidance [Heating and ventilation of health sector buildings (HTM 03-01)](https://www.gov.uk/government/publications/guidance-on-specialised-ventilation-for-healthcare-premises-parts-a-and-b)
     4. 10 April 2017 Guidance [Safe water in healthcare premises (HTM 04-01)](https://www.gov.uk/government/publications/hot-and-cold-water-supply-storage-and-distribution-systems-for-healthcare-premises)
     5. 24 April 2013 Guidance [Managing Healthcare Fire Safety (HTM 05-01)](https://www.gov.uk/government/publications/managing-healthcare-fire-safety)
     6. 4 November 2015 Guidance [Fire safety in the design of healthcare premises (HTM 05-02)](https://www.gov.uk/government/publications/guidance-in-support-of-functional-provisions-for-healthcare-premises)
     7. 1 August 2008 Guidance [Fire safety measures for health sector buildings (HTM 05-03)](https://www.gov.uk/government/publications/suite-of-guidance-on-fire-safety-throughout-healthcare-premises-parts-a-to-m)
     8. 11 April 2017 Guidance [Electrical services supply and distribution (HTM 06-01)](https://www.gov.uk/government/publications/guidance-on-electrical-services-supply-and-distribution-within-healthcare-premises)
     9. 1 October 2006 Guidance [Electrical safety guidance for low voltage systems (HTM 06-02)](https://www.gov.uk/government/publications/electrical-safety-guidance-for-low-voltage-systems-in-healthcare-premises)
     10. 1 October 2006 Guidance [Electrical safety guidance for high voltage systems in healthcare premises (HTM 06-03)](https://www.gov.uk/government/publications/electrical-safety-guidance-for-high-voltage-systems-in-healthcare-premises)
     11. 20 March 2013 Guidance [Management and disposal of healthcare waste (HTM 07-01)](https://www.gov.uk/government/publications/guidance-on-the-safe-management-of-healthcare-waste)
     12. 25 March 2015 Guidance [Making energy work in healthcare (HTM 07-02)](https://www.gov.uk/government/publications/making-energy-work-in-healthcare-htm-07-02)
     13. 3 December 2015 Guidance [NHS car-parking management (HTM 07-03)](https://www.gov.uk/government/publications/nhs-car-parking-management-htm-07-03)
     14. 20 March 2013 Guidance [Water management and water efficiency (HTM 07-04)](https://www.gov.uk/government/publications/water-management-and-water-efficiency-best-practice-advice-for-the-healthcare-sector)
     15. 20 March 2013 Guidance [Building planning and construction in the health sector (HTM 07-07)](https://www.gov.uk/government/publications/sustainable-health-and-social-care-buildings-planning-design-construction-and-refurbishment)
     16. 19 March 2013 Guidance [Health sector buildings: acoustic design requirements (HTM 08-01)](https://www.gov.uk/government/publications/guidance-on-acoustic-requirements-in-the-design-of-healthcare-facilities)
     17. 3 June 2016 Guidance [Design and maintenance of lifts in the health sector (HTM 08-02)](https://www.gov.uk/government/publications/guidance-concerning-the-planning-installation-and-operation-of-lifts-in-healthcare-buildings)
     18. 19 March 2013 Guidance [Management of bedhead services in the health sector (HTM 08-03)](https://www.gov.uk/government/publications/health-technical-memorandum-for-bedhead-services)
     19. 1 January 2005 Guidance [Design and fitting of cubical curtains in the health sector (HTM 66)](https://www.gov.uk/government/publications/guidance-on-design-and-specifications-of-cubicle-curtain-track-in-health-buildings)
     20. 1 January 2005 Guidance [Design of laboratories for health sector buildings (HTM 67)](https://www.gov.uk/government/publications/guidance-for-fitting-out-laboratories)
  3. Decontamination Specific HTMs:
     1. 8 July 2016 Guidance [Decontamination of surgical instruments (HTM 01-01)](https://www.gov.uk/government/publications/management-and-decontamination-of-surgical-instruments-used-in-acute-care)
     2. 9 June 2016 Guidance [Decontamination of linen for health and social care (HTM 01-04)](https://www.gov.uk/government/publications/decontamination-of-linen-for-health-and-social-care)
     3. 26 March 2013 Guidance [Decontamination in primary care dental practices (HTM 01-05)](https://www.gov.uk/government/publications/decontamination-in-primary-care-dental-practices)
     4. 30 June 2016 Guidance [Management and decontamination of flexible endoscopes (HTM 01-06)](https://www.gov.uk/government/publications/management-and-decontamination-of-flexible-endoscopes)
  4. HTMs are changed, updated, added to and deleted from and the Supplier Alliance member shall ensure that up-to date guidance is being used and referenced.
  5. All Modular Buildings will be designed, manufactured, installed and commissioned in accordance with the Department of Health Building Notes (HBNs.) HBN’s provide best practice guidance on the design and planning of new healthcare buildings and on the adaption and extension of existing facilities.
  6. Key current HBN’s include but are not limited to:
     1. 3 June 2014 Guidance [Designing health and community care buildings (HBN 00-01)](https://www.gov.uk/government/publications/general-design-principles-for-health-and-community-care-buildings)
     2. 25 May 2016 Guidance [Designing sanitary spaces like bathrooms (HBN 00-02)](https://www.gov.uk/government/publications/guidance-on-the-design-and-layout-of-sanitary-spaces)
     3. 20 March 2013 Guidance [Designing generic clinical and clinical support spaces (HBN 00-03)](https://www.gov.uk/government/publications/design-and-layout-of-generic-clinical-and-clinical-support-spaces)
     4. 16 April 2013 Guidance [Designing stairways, lifts and corridors in healthcare buildings (HBN 00-04)](https://www.gov.uk/government/publications/guidance-on-the-design-of-circulation-and-communication-spaces-in-healthcare-buildings)
     5. 30 April 2014 [Resilience planning for NHS facilities (HBN 00-07)](https://www.gov.uk/government/publications/resilience-planning-for-nhs-facilities)
     6. 19 March 2015 Guidance [The efficient management of healthcare estates and facilities (HBN 00-08)](https://www.gov.uk/government/publications/the-efficient-management-of-healthcare-estates-and-facilities-health-building-note-00-08)
     7. 26 March 2013 Guidance [Infection control in the built environment (HBN 00-09)](https://www.gov.uk/government/publications/guidance-for-infection-control-in-the-built-environment)
     8. 20 March 2013 Guidance [Design for flooring, walls, ceilings, sanitary ware and windows (HBN 00-10)](https://www.gov.uk/government/publications/guidance-on-flooring-walls-and-ceilings-and-sanitary-assemblies-in-healthcare-facilities)
     9. 20 March 2013 Guidance [Designing and planning cardiac facilities (HBN 01-01)](https://www.gov.uk/government/publications/guidance-for-design-and-planning-of-cardiac-facilities)
     10. 20 March 2013 Guidance [Cancer treatment facilities: planning and design (HBN 02-01)](https://www.gov.uk/government/publications/guidance-for-the-planning-and-design-of-cancer-treatment-facilities)
     11. 20 March 2013 Guidance [Adult mental health units: planning and design (HBN 03-01)](https://www.gov.uk/government/publications/best-practice-design-and-planning-adult-acute-mental-health-units)
     12. 30 June 2017 Guidance [Facilities for child and adolescent mental health services (HBN 03-02)](https://www.gov.uk/government/publications/facilities-for-child-and-adolescent-mental-health-services-hbn-03-02)
     13. 1 December 2009 Guidance [Adult in-patient facilities: planning and design (HBN 04-01)](https://www.gov.uk/government/publications/adult-in-patient-facilities)
     14. 20 March 2013 Guidance [Critical care units: planning and design (HBN 04-02)](https://www.gov.uk/government/publications/guidance-for-the-planning-and-design-of-critical-care-units)
     15. 1 January 2001 Guidance [Designing facilities for diagnostic imaging (HBN 6)](https://www.gov.uk/government/publications/facilities-for-diagnostic-imaging-and-interventional-radiology)
     16. 20 March 2013 Guidance [Satellite dialysis units: planning and design (HBN 07-01)](https://www.gov.uk/government/publications/accommodation-guidance-for-satellite-dialysis-unit)
     17. 20 March 2013 Guidance [Main renal unit: planning and design (HBN 07-02)](https://www.gov.uk/government/publications/guidance-for-the-planning-and-design-of-a-main-renal-unit)
     18. 25 March 2015 Guidance [Dementia-friendly health and social care environments (HBN 08-02)](https://www.gov.uk/government/publications/dementia-friendly-health-and-social-care-environments-hbn-08-02)
     19. 20 March 2013 Guidance [Maternity care facilities: planning and design (HBN 09-02)](https://www.gov.uk/government/publications/guidance-for-the-planning-and-design-of-maternity-care-facilities)
     20. 20 March 2013 Guidance [Neonatal units: planning and design (HBN 09-03)](https://www.gov.uk/government/publications/guidance-on-the-planning-and-design-of-neonatal-units)
     21. 1 May 2007 Guidance [Facilities for day surgery units (HBN 10-02)](https://www.gov.uk/government/publications/day-surgery-facilities-buildings-guidance)
     22. 20 March 2013 [Facilities for primary and community care services (HBN 11-01)](https://www.gov.uk/government/publications/guidance-for-facilities-for-providing-primary-and-community-care-services)
     23. 1 January 2004 Guidance [Designing an out-patients department (HBN 12)](https://www.gov.uk/government/publications/guidance-on-the-design-of-an-out-patients-department)
     24. 2 January 2004 Guidance [Planning and design of sterile services departments (HBN 13)](https://www.gov.uk/government/publications/the-planning-and-design-of-sterile-services-departments)
     25. 20 March 2013 Guidance [Designing pharmacy and radiopharmacy facilities (HBN 14-01)](https://www.gov.uk/government/publications/guidance-on-the-design-and-layout-of-pharmacy-and-radiopharmacy-facilities)
     26. 28 April 2005 Guidance [Planning and designing facilities for pathology services (HBN 15)](https://www.gov.uk/government/publications/best-practice-guidance-for-the-planning-and-design-of-facilities-for-pathology-services)
     27. 11 June 2013 Guidance [Planning and designing accident and emergency departments (HBN 15-01)](https://www.gov.uk/government/publications/hospital-accident-and-emergency-departments-planning-and-design)
     28. 1 January 2004 Guidance [Designing hospital accommodation for children (HBN 23)](https://www.gov.uk/government/publications/hospital-accommodation-for-children-and-young-people)
     29. 2 January 2004 Guidance [Facilities for surgical procedures in acute general hospitals (HBN 26)](https://www.gov.uk/government/publications/facilities-guidance-for-surgical-procedures-in-acute-general-hospitals)
  7. If HBNs are changed, updated, added to and deleted from and the Supplier Alliance member shall ensure that up-to date guidance is being used and referenced.