

SCHEDULE 10

PROJECT ALLOCATION

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Allocation Method Option A – Priced Contract with activity schedule – Direct Award

The *Employer* may offer a direct award project if appropriate for that scheme. If a *Consultant* wishes to respond to a call for allocation of a direct award then it shall comply with the timescales and requirements set out in the services brief.

In deciding if a project is to be issued as a direct award, the *Employer* will determine if it is economically advantageous to do so based upon the following criteria:

- specific service specialism offered
- ability to deliver the services in a timely manner
- availability of suitable resources
- prior experience
- continuity of services
- prior satisfactory performance of the *Consultant* assessed via KPI's
- tendered schedule of rates

The *Employer* will issue a services brief to the identified *Consultant* outlining the scope of any provision of Project specific Services to allow the *Consultant* to price an activity schedule for the project. The *Consultant* may either be required to determine his own activity schedule for the works or an activity schedule template may be provided.

The maximum level at which direct award can be used will be up to a fee level of **£50,000**.

Following assessment of the direct award submission, the *Employer* may request the *Consultant* to enter into a contract with the *Employer* in respect of such Project specific Services with the *Employer* in the form set out in Schedule 4.

For the avoidance of doubt the *Consultant* acknowledges that the *Employer* is under no obligation to procure any Project specific services from the *Consultant* when requesting prices for a direct award. No binding contract in respect of any provision of Project specific Services shall come into effect unless and until the *Employer* and the *Consultant* have executed a contract in respect of such provision of Project specific Services in the form set out in Schedule 4.

Allocation Method Option A – Priced Contract with activity schedule – Mini competition

The *Employer* may call for mini competition as and when they require. If a *Consultant* wishes to respond to a call for mini competition then it shall comply with the timescales and requirements set out in the call for mini competition.

The *Employer* will issue a services brief outlining the scope of any provision of Project specific Services to allow the *Consultant* to price an activity schedule for the project. The *Consultant* may either be required to determine his own activity schedule for the works or an activity schedule template may be provided.

The award of the contract on mini competitions shall be made on the basis of Quality, Cost, or a ratio of both Quality and Cost. The Quality:Cost ratio will be determined at allocation stage, and will be the most appropriate for that scheme. If appropriate the scheme may be allocated on 100% price with no quality submission, or may be on 100% quality based on experience and resource with no financial competition, or any other appropriate ratio of quality and cost.

The project evaluation criteria shall be made up of two parts as follows:

- **Part A – Mini Competition Quality Section (% of Total Score to be scheme specific will be determined at mini completion stage)**

If required, the *Consultant* must include comprehensive information for the questions/information asked. Please note that information contained in the Quality Statement will become actionable terms and be bound into the contract under Contract Data part two. The quality statement must not contain pricing information relating directly to the tendered price. The following information is to be provided:

Project specific information will be required and the quality questions will be determined at allocation stage specific to that scheme. The quality scoring matrix and scoring criteria will be determined at allocation stage specific to that scheme. When included, the quality score will be carried forward to the overall assessment

- **Part B – Mini Competition Financial Section (% Total Score to be scheme specific will be determined at mini completion stage)**

If scored, the *Consultant* with the lowest cost activity schedule will receive maximum marks and each subsequent *Consultant* will be allocated marks on a pro rata basis based on their Activity Schedule cost.

Overall Assessment: The *Consultant* with the highest total score Part A plus Part B will be considered for award of the work and the *Employer* may request the *Consultant* to enter into a contract with the *Employer* in respect of such Project specific Services with the *Employer* in the form set out in Schedule 4.

For the avoidance of doubt the *Consultant* acknowledges that the *Employer* is under no obligation to procure any Project specific services from the *Consultant* when requesting prices. No binding contract in respect of any provision of Project specific Services shall come into effect unless and until the *Employer* and the *Consultant* have executed a contract in respect of such provision of Project specific Services in the form set out in Schedule 4.

Allocation Method Option E – Time based contracts – Direct Award

The *Employer* may offer a direct award project if appropriate for that scheme. If a *Consultant* wishes to respond to a call for allocation of a direct award then it shall comply with the timescales and requirements set out in the services brief.

The *Employer* will issue a services brief outlining the scope of any provision of Project specific Services to allow the *Consultant* to price the scope of services for the project. The *Consultant* should indicate the grade of staff and hours required to complete the scope of services

In deciding if a project is to be issued as a direct award, the *Employer* will determine if it is economically advantageous to do so based upon the following criteria:

- specific service specialism offered
- ability to deliver the services in a timely manner
- availability of suitable resources
- prior experience
- continuity of services
- prior satisfactory performance of the *Consultant* assessed via KPI's
- tendered schedule of rates

The *Employer* will issue a services brief to the identified *Consultant* outlining the scope of any provision of Project specific Services to allow the *Consultant* to price the scope of services for the project. The *Consultant* should indicate the grade of staff and hours required to complete the scope of services

The maximum level at which direct award can be used will be up to a fee level of **£50,000**.

Following assessment of the direct award submission, the *Employer* may request the *Consultant* to enter into a contract with the *Employer* in respect of such Project specific Services with the *Employer* in the form set out in Schedule 4.

For the avoidance of doubt the *Consultant* acknowledges that the *Employer* is under no obligation to procure any Project specific services from the *Consultant* when requesting prices for a direct award. No binding contract in respect of any provision of Project specific Services shall come into effect unless and until the *Employer* and the *Consultant* have executed a contract in respect of such provision of Project specific Services in the form set out in Schedule 4.

Allocation Method Option E – Time based contracts – Mini competition

The *Employer* may call for mini competition as and when they require. If a *Consultant* wishes to respond to a call for mini competition then it shall comply with the timescales and requirements set out in the call for mini competition.

The *Employer* will issue a services brief outlining the scope of any provision of Project specific Services to allow the *Consultant* to price the scope of services for the project. The *Consultant* should indicate the grade of staff and hours required to complete the scope of services

The award of the contract on mini competitions shall be made on the basis of quality Cost, or a ration of both Quality and Cost. The Quality:Cost ratio will be determined at allocation stage, and will be the most appropriate for that scheme. If appropriate the scheme may be allocated on 100% price with no quality submission, or may be on 100% quality based on experience and resource with no financial competition, or any other appropriate ratio of quality and cost.

The project evaluation criteria shall be made up of two parts as follows:

- **Part A – Mini Competition Quality Section (% of Total Score to be scheme specific will be determined at mini completion stage)**

If required, the *Consultant* must include comprehensive information for the questions/information asked. Please note that information contained in the Quality Statement will become actionable terms and be bound into the contract under Contract Data part two. The quality statement must not contain pricing information relating directly to the tendered price. The following information is to be provided:

Project specific information will be required and the quality questions will be determined at allocation stage specific to that scheme. The quality scoring matrix and scoring criteria will be determined at allocation stage specific to that scheme. When included, the quality score will be carried forward to the overall assessment

- **Part B – Mini Competition Financial Section (% Total Score to be scheme specific will be determined at mini completion stage)**

If scored, the *Consultant* with the lowest cost activity schedule will receive maximum marks and each subsequent *Consultant* will be allocated marks on a pro rata basis based on their Activity Schedule cost.

Overall Assessment: The *Consultant* with the highest total score Part A plus Part B will be considered for award of the work and the *Employer* may requested the *Consultant* to enter into a contract with the *Employer* in respect of such Project specific Services with the *Employer* in the form set out in Schedule 4.

For the avoidance of doubt the *Consultant* acknowledges that the *Employer* is under no obligation to procure any Project specific services from the *Consultant* when requesting prices. No binding contract in respect of any provision of Project specific Services shall come into effect unless and until the *Employer* and the *Consultant* have executed a contract in respect of such provision of Project specific Services in the form set out in Schedule 4.

Allocation Method Option E – Time based contracts – Provision of Staff Resource

The *Employer* may offer a direct award project as and when they require. If a *Consultant* wishes to respond to a call for allocation of a direct award then it shall comply with the timescales and requirements set out in the services brief.

The *Employer* may request at any time if the *Consultant* can provide staff to work at the Employers office for a specified period of time. If the *Consultant* can offer this service an agreed rate for the level of staff required will be agreed through negotiation to include for travelling and expenses if appropriate. Once agreed a services brief outlining the scope of any provision of Secondment will be issued.

The level at which direct award for provision of staff resource can be issued will be unlimited in value.

Following assessment of the direct award submission, the *Employer* may request the *Consultant* to enter into a contract with the *Employer* in respect of such Project specific Services with the *Employer* in the form set out in Schedule 4.

For the avoidance of doubt the *Consultant* acknowledges that the *Employer* is under no obligation to procure any Project specific services from the *Consultant* when requesting prices for a direct award. No binding contract in respect of any provision of Project specific Services shall come into effect unless and until the *Employer* and the *Consultant* have executed a contract in respect of such provision of Project specific Services in the form set out in Schedule 4.