



Scheme Delivery Framework (SDF)

ECC Scope

Annex 1

Cost Capture Data Requirements

September 2021

CONTENTS AMENDMENT SHEET

Amend. No.	Revision	Amendments	Initials	Date
0	0	Contract Issue	AJP	Sept 21

COST CAPTURE DATA REQUIREMENTS

1.1 Clients Requirements

- 1.1.1 This annex explains the *Client's* requirements in relation to the capture and reporting of the *Contractor's* Defined Cost incurred in Providing the Works.
- 1.1.2 The *Contractor* maintains and submits a Work Order cost capture report upon each application for payment to the *Project Manager* showing the *Contractor's* and subcontractors' total resource, Defined Cost and quantities for the Work Order.
- 1.1.3 The *Contractor* provides all detail required to substantiate the Defined Cost (both for interim applications for payment and final account submissions) to a Schedule of Cost Component granularity, and in a format specified by the *Project Manager*. A checklist provided in Appendix B should be used for guidance in relation to the level of detail typically required. Final Accounts must be submitted within thirteen weeks of Work Order Completion.
- 1.1.4 The *Contractor* submits reports electronically using a format specified in Appendix A or a similar format specified by the *Project Manager*. Work Order cost capture reports are sent to the *Client's* mailbox('s) or system of choice.
- 1.1.5 The *Contractor* gives open access to the *Contractor's* costing system to the *Project Manager*, as is necessary for the *Project Manager* to verify the accuracy of the data being reported.
- 1.1.6 The *Contractor* properly captures all costs within a data collection system to output in a format specified by the *Project Manager* for use on the Work Order.
- 1.1.7 If the *Project Manager's* minimum requirements for the *Contractor's* data collection system are not met, the *Contractor* effects such modifications or enhancements to its own data collection system, or those of its supply chain, as are necessary, to meet the *Client's* requirements. Any investment costs associated with implementing such enhancements are borne totally by the *Contractor* or its *subcontractor* and not charged back to the *Client*.
- 1.1.8 The cost capture requirements do not preclude any other separate requirements that may be needed.
- 1.1.9 The *Project Manager* reserves the right to adjust the cost capture report (found in Appendix A) accordingly during the period of the contract of which the *Contractor* makes the adjustments in a reasonable amount of time agreed between both parties.

1.2 Item Coverage

- 1.2.1 The *Contractor* allocates its Defined Cost against the following cost headings in the cost capture report:
- Staff
 - Labour
 - Equipment

- Materials
- Charges
- Other

1.3 Item Breakdown Structure: Lots 1 to 11

1.3.1 The *Contractor* allocates its Defined Cost and actual quantities against the following activity descriptions in the cost capture report:

MMHW Code	Activity Description	Quantity Unit
0100	0100-100 Preliminaries (Excluding TM)	days
0100A	0100-100A Traffic Safety and Management	days
0200	0200-100 Site Clearance	item
0300	0300-100 Fencing, Gates and Stiles	lin m
0400	0400-100 Vehicle Restraint Systems (Rigid)	lin m
0400	0400-200 Vehicle Restraint Systems (Deformable)	lin m
0400	0400-300 Parapets and Guardrails	lin m
0500	0500-100 Drainage & Service Ducts	lin m
0500	0500-300 Drainage - Chambers and Gullies	no.
0500	0500-400 Drainage - Headwalls and Outfall Works	no.
0500	0500-200 Drainage - Filter Drains	cu m
0600	0600-100 Earthworks	cu m
0700	0700-100 Pavements - Sub Base	cu m
0700	0700-200 Pavements - Road Base	cu m
0700	0700-300 Binder Course	cu m
0700	0700-400 Surface (wearing) course	cu m
0700	0700-500 Planing	cu m
0700	0700-600 Rigid Pavement	cu m
0700	0700-700 Surface Treatment	sq m
0700	0700-800 Overbanding and Inlaid Crack Sealing Repair System	lin m
1100	1100-100 Kerbs and Channels	lin m
1100	1100-200 Footways and Paved Areas	sq m
1200	1200-200 Permanent Traffic Signal Installations	no.
1200	1200-300 Road Markings	item
1200	1200-400 Road Studs	lin m
1200	1200-100 Traffic Signs and Bollards	no.
1300	1300-100 Road Lighting Columns and Masts	no.
1400	1400-100 Electrical work for road lighting, traffic signs - Cable and Duct	lin m
1400	1400-200 Electrical work for road lighting, traffic signs - Chambers	no.
1400	1400-300 Electrical work for road lighting, traffic signs - Equipment	no.
1500	1500-100 Motorway Communications equipment - Cable and Ducts	lin m
1500	1500-200 Motorway Communications equipment - Chambers	no.
1500	1500-300 Motorway Communications equipment - Technology Equipment	no.

MMHW Code	Activity Description	Quantity Unit
1500	1500-400 Motorway Communications equipment - Looper Detector Installations	no.
1600	1600-100 Piling and Embedded Retaining Walls	item
1700	1700-100 Structural Concrete (incl steel reinforcement)	cu m
1800	1800-100 Structural Steelwork	t
1900/5000	1900/5000-100 Protective Systems (Incorporation Series 1900 & 5000)	sq m
2000	2000-100 Waterproofing	sq m
2100	2100-100 Bridge Bearings	no.
2300	2300-100 Bridge Joints	lin m
2400	2400-100 Brickwork, Blockwork and Stonework	sq m
2500	2500-100 Special Structures (incl. acoustic fences)	item
2700	2700-100 Other Works (SUs, noise insulation, Acc works etc)	item
3000	3000-100 Landscape and Ecology	sq m

1.3.2 The *Contractor* categorises all Defined Costs as either Direct or Subcontract.

1.3.3 The *Contractor* allocates its resources against the Commodity Breakdown Structure in Cost Capture Report (Appendix A) or a similar format specified by the *Project Manager*.

1.3.4 Where applicable, the *Contractor* reconciles Defined Cost rates annually. The *Contractor* corrects any under or over recovery of Defined Costs by adjusting future rates.

Appendix A – Cost Capture Report

[Cost Capture Report Template](#)

Appendix B – Detail Compliant Application for Payment Checklist (Lots 1-11)

SoCC Reference	Information Required	Provided? Y/N
1) People	Approved timesheets / time booking reports, resource allocation schedules detailing as a minimum the hours allocated to each activity per day.	
2) Equipment	Hire rental agreements; resource sheets evidencing time spent on each activity; invoices; proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	
3) Plant and Materials	Invoices, proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	

4) Subcontractors	Payment certificates (including corresponding applications for payment and assessments), invoices and proof of payment.	
5) Charges	Invoices, proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	
6) Manufacture and Fabrication	Invoices, proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	

Appendix C –Not used