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1. PURPOSE

1.1 The Ministry of Housing, Communities and Local Government (MHCLG), herein referred to as the "Authority", is seeking a Supplier to assess the current provisions in Approved Document B (ADB) regarding structural fire resistance and fire-separating elements, by establishing the underpinning evidence base, and reviewing alternative approaches. The aim of this project is to ensure that ADB provides adequate guidance to meet the minimum requirements under Schedule 1 Part B of the Building Regulation 2010.

1.2 The project will review the current provisions in ADB and provide evidence and knowledge on and alternative policy options. The project will establish the current research knowledge and review it in view of modern building design approaches, technology, building use, and management.

1.1 The project will develop robust data and evidence that enables the Authority to consider future policy decisions for possible improvements, simplification, and changes of guidance so that people can have confidence in regulatory standards.

1.2 The project should include establishing an expert Technical Steering Group to support MHCLG officials at a strategic decision-making level of the project and assist where necessary, steering the research program and providing feedback on the research methodology, as well as key deliverables and milestones throughout the duration of the project.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

2.1 The Authority's aim is to help create great places to live and work right across the country and to back communities to come together and thrive. The Authority's responsibilities include:

- Ensuring people throughout the country have access to affordable and high-quality housing
- Providing opportunities for all parts of the country to thrive economically
- Building integrated communities
- Supporting effective local government

2.2 Amongst its other interests, the Authority has also established the Building Safety Programme which is responsible for delivering the changes where needed to make the building safety system fit for purpose.

2.3 The Building Regulations control certain building work – principally to protect the health, safety and welfare of people in and around buildings. Part B of Schedule 1 of the Regulations relates to fire safety aspects of building design and construction and Approved Document B (ADB), the statutory guidance to the regulations, which demonstrates how the provisions can be complied with.

2.4 In response to Dame Judith Hackitt's review following the Grenfell Tower tragedy in 2017 the Government has committed to a full-scale review of Approved Document B.

2.5 The technical review started with a Call for Evidence which invited views on technical issues and further improvements that could be made to ADB. A summary of the findings from the call for evidence was published on the 5 September 2019.

2.6 The findings were used to set a proposed agenda, terms of reference, and programme for the review, and to identify what research is needed to inform the review. The Authority has recently outlined the expected workplan for the review of ADB, setting out each identified area of research.

2.7 Through these findings, stakeholder workshops, and advice from the Building Regulation Advisory Committee (BRAC), the Authority has identified fire-separating elements and fire resistance performance recommendations set in ADB as an area for review.

3. BACKGROUND TO REQUIREMENT

3.1 The project will review the current effectiveness and appropriateness of guidance within ADB regarding structural fire resistance and fire separating elements in meeting the minimum requirements of Schedule 1 Part B of the Building Regulations 2010.

3.2 The requirements of the Building Regulations and associated guidance in ADB cover internal fire spread (structure). This principally requires that:

- Load bearing elements of structure within a building must adequately withstand fire and maintain stability;
- Fire spread within buildings is resisted through provision of compartmentation;
- Unseen fire spread in cavities is resisted (e.g. through cavity barriers);
- Openings (such as for pipework, ducts) are protected where they pass through fire-separating elements;
- Sprinklers are provided where necessary to help control fire spread.

3.3 These provisions form part of a package of measures which support the overall fire strategy of a building, including means of escape and firefighting.

3.4 Parts of the current ADB guidance on internal fire spread (structure) is thought to be based on early research including the Post-War Building Studies.

3.5 There is a need to review the current provisions within ADB for internal fire spread (structure) and their basis, taking into consideration the latestknowledge and accounting for modern building design, construction, and usage.

3.6 The Authority held stakeholder engagement workshops in August-September 2019 with fire safety and construction professionals as well as academic experts. These workshops highlighted a desire for review of underpinning evidence for current policy with the aim to strengthen the guidance in ADB. These areas included:

- Fire resistance periods in context of modern fire loads and design/construction methods;

- Large compartments (e.g. warehouse and offices);
- Provisions for car parks;

3.7 The Call for Evidence received a total of 136 responses specifically regarding issues related to compartmentation and fire resistance. ADB has not been fully reviewed and updated since 2006, during which time there have been changes in how buildings are built. This directly impacts on the provisions regarding structural fire resistance and fire separating elements since ADB sets guidance for common building situations.

3.8 Responses to the Call for Evidence highlighted a variety of potential issues to be investigated which have informed the Requirements of this project.

3.9 The Authority previously commissioned in 2015 a package of research that asked questions regarding fire resistance and compartmentation in similar areas to those raised in recent workshops and the Call for Evidence. The published research reports can be found here. A summary is provided below:

- Periods of Fire Resistance: This report found that guidance on fire resistance requirements evolved from the post-war building studies and noted several alternative approaches based on more modern fire load data that agreed with large scale fire test data. The report suggested further review of possible approaches to update fire resistance requirements noting that modern insulation approaches may be contributing to higher compartment temperatures than expected.
- Maximum Fire Compartment Sizes: This report found that guidance in ADB on maximum compartment sizes evolved from the post-war building studies. A review of fire data from 2009-2013 found no clear correlation between risk to life and increasing compartment size in non-residential buildings. The report recommended a maximum compartment size be implemented for single-storey industrial buildings. There are remaining questions on fire behaviour in large non-compartmented buildings and a need to review guidance in industrial and storage purpose groups, determining whether any further sub-division of these groups may be necessary for effective guidance.
- Construction Details: This report found, as raised during the Call for Evidence and stakeholder workshops, that construction detailing, and workmanship was critical in achieving proper compartmentation. The findings of this report conclude that current guidance in ADB if followed was enough for compartmentation.

This project will review and build on these previous research efforts, and will have a wider scope, to provide up to date evidence to support policy decisions on possible improvements or simplifications of the guidance.

Related projects in the technical review of ADB

3.10 There may be a need to co-ordinate with other appointed Suppliers, or organisations involved with other projects that are part of the full technical review of ADB. The following projects are separately tendered contracts which

relate to different technical policy areas but are highlighted as examples where knowledge sharing may be necessary:

External walls

3.11 The impact of external fire spread across external walls is the focus of a separate workstream. This will consider provisions such as open state cavity barriers in ventilated facades, however there may be some crossover (e.g. on the topic of junctions of compartmentation with external walls). The contractor should account for information shared from this separate workstream.

Balconies

3.12 The role of balconies in relation to fire spread over external walls is subject to a separate workstream, the findings of this work may be relevant to inhibiting fire spread in the building (e.g. between compartments). The contractor should account for information shared from this separate workstream.

Construction design, technology and usage

3.13 The way modern buildings are designed, the materials they are constructed from, and how they are used will be reviewed by a separate workstream. There may be relevant findings between both workstreams particularly those which impact fire severity and consequence.

Property protection

3.14 The aim of this workstream is to consider whether the scope of ADB should include the principle of property protection. The considerations around resilience to structural fire resistance and fire-separating elements will be relevant to this workstream and therefore information may need to be shared.

4. DEFINITIONS

Expression or Acronym	Definition
ADB	Approved Document B (Fire Safety) volumes 1 & 2.
MHCLG	Ministry of Housing, Communities and Local Government.
BRAC	Building Regulation Advisory Committee.
Compartmentation	Fire resisting construction provided to resist fire spread within or between buildings. See ADB for definition.
Structural Fire Resistance	Elements of structure with fire resisting performance set in Table B3 and B4 of ADB.
Fire-separating element	A compartment wall, compartment floor, cavity barrier and construction that encloses a protected escape route and/or a place of special fire hazard. See ADB table B3.

5. SCOPE OF REQUIREMENT

5.1 The overall scope of the requirement is to:

- Establish current knowledge on structural fire resistance, and fire-separating elements, and modern buildings;
- Review the current provisions in ADB;
- Develop further evidence to consider alternative policy options.

5.2 The scope of the buildings is those covered by the Building Regulations and specifically included in ADB. Uncommon buildings are outside of the scope for this project.

5.3 At the completion of each milestone a suitable review will be carried out to ensure the suitability of research and allow for variations (improvements, expansion, and/or reduction). Such variations will be subject to formal change control where they include cost implications.

5.4 Facilities for face to face or video conference meetings with MHCLG and stakeholder groups established to further research goals of the project should be provided by the Supplier.

5.5 The Supplier will work with the contract manager and other MHCLG Suppliers as required to deliver project objectives, update meetings, and reports.

5.6 The Technical review programme comprises several workstreams covering different policy areas. It is recognised that each area is not mutually exclusive and there may be evidence and considerations relevant across workstreams. As such the Supplier is expected work collaboratively across workstreams to share and consider relevant knowledge.

5.7 The Supplier is also expected to work collaboratively with industry, academia and government bodies to collect and research knowledge related to the workstream.

5.8 The research will also be used to inform impact assessments for future consultation proposals where evidence suggests changes may be necessary to current statutory guidance in ADB.

5.9 The main output from the research will be an objective presentation of the results in the form of technical reports.

5.10 Each objective, as laid out in Section 6, is mandatory. However, the elements described that could contribute to achieving each objective are optional. It is for the Supplier to define their approach in their bid and to justify the exclusion of any point in the requirement.

6. THE REQUIREMENT

6.1 The Supplier will be expected to have:

- Expertise in the policy area and a good working understanding of ADB and thorough understanding of the principles of fire safety guidance in building design and application of this in practice.

- Expertise in carrying out multi-faceted research projects in the area of fire safety (or related).
- A clear understanding of the research objectives and context of the work.
- Capacity to complete the work to the proposed timeframe with appropriate staff and resource allocation.
- A clear and appropriate choice of methodology that addresses each research question/objective laid out in the tender

6.2 The requirements is to review the suitability and effectiveness of the current provisions in ADB and to provide robust evidence for alternative policy options. This overall requirement is broken down into objectives with elements that are expected to contribute to achieving the objective listed below.

Objective A – Undertake a scoping study

6.3 To undertake a scoping study to provide the Authority with information on modern buildings and the basis for the current provisions. It is expected that this will include a need to:

i) Establish the basis, principles, and assumptions underpinning the current guidance in ADB for structural fire resistance and fire-separating elements;
ii) Understand the current state of knowledge and research in this technical policy area;
iii) Work with industry and stakeholders to build a picture of modern buildings, understanding the application of ADB in practice.

Objective B – Review the current provisions in ADB

6.4 To undertake a review which provides sufficient information that will allow the Authority to consider whether the guidance/ policy approach is adequate, it is expected the Supplier will:

i) Review the evidence for the performance and effectiveness of the current provisions in ADB;
ii) Consider alternative regulatory approaches;
iii) Identify and outline evaluate potential policy options to be researched further.

6.5 The overall aim of Objectives A and B is to inform the Authority about the effectiveness of the current provisions by considering the basis for, and application of, the provisions in ADB in the context of the latest body of research in this policy area and knowledge of modern buildings. It is expected the findings will be reported with an outline appraisal of future policy options for further research. This will to be considered by the Authority and will help steer the direction of further work.

Objective C – Provide evidence for future policy consideration

6.6 Upon understanding the current state of knowledge gathered as part of the scoping study (Objective A) and review of current provisions (Objective B), the Authority expects the Supplier to develop robust evidence to consider selected future policy options for ADB.

6.7 This is expected to include the development of the necessary evidence through assessment, analysis or experimental research to enable the Authority to make informed decisions on future potential policy options. This includes providing scientific and engineering data as well as costs, benefits, and impacts of future alternative approaches/policy options.

6.8 The tasks required to complete Objective C will be directed by the findings of the scoping study, review of current provisions, and the input of the Steering Group. The scope of the further research work will be agreed the Supplier following the review (Objective B). Since scope of this later research will not be defined until later in the project, Suppliers should set out in their bid flexible proposals and options for this stage.

6.9 **DETAILED REQUIREMENTS**

6.10 Further details of the elements that could contribute to achieving each objective are provided below.

Objective A:

- Identify the basis and principles for recommended provisions in ADB for fire-separating elements, structural fire resistance and resilience. This should identify relevant factors and assumptions;
- Understand and consider current test methods and classification criteria cited by ADB;
- Review current industry practice in designing and constructing these provisions across a range of building types;
- Understand the application of the current guidance in practice (e.g. gaps, misunderstandings, limitations, less relevant aspects);
- Review modern construction methods, designs, materials across the purpose groups;
- Review modern building usage (e.g. the content of buildings and fire loading);
- Establish current and historical fire statistics relevant to the relevant provisions;
- Establish the current state of engineering and scientific knowledge in this technical policy area.

Objective B:

- Compare and evaluate the approach and provisions in ADB in view of current technical research and knowledge;
- Identify and evaluate differences between underpinning principles and assumptions behind the provisions in ADB and the reality of modern buildings;

- Undertake research (experimental/testing/analytical) to help address gaps in knowledge and determine the effectiveness/limitations of the current ADB provisions;
- Present data and evidence on the performance of the current provisions;
- Indicate the possible shortfalls in the existing fire safety guidance;
- Review the approaches of alternative guidance and other regulatory approaches internationally.
- Identify and provide an outline appraisal of potential alternative or additional policy options.

Objective C: The Authority requires robust evidence and data to make informed decisions about future policy options related to structural fire resistance and fire separating elements. It is expected that the Supplier will, having evaluated the current provisions in ADB and, in discussion with the Authority, take forward work to generate robust evidence and data around further or alternative policy options.

6.11 The topics and areas highlighted within each workstream below are a guide and reflect the evidence considered by the Authority so far, however the focus of the project will be shaped by the initial scoping review (Objective A in section above) and an expert Steering Group established and managed by the Supplier. The Supplier is expected to set out a well-defined workplan for the initial scoping study, including undertaking a review of evidence, engaging stakeholders and establishing a Steering Group (see Attachment 2).

6.12 **Workstream 1 – Structural Fire Resistance**

6.13 This workstream is expected to determine if the fire resistance provisions for elements of structure in ADB are sufficient, and to provide robust evidence and data over future policy options.

6.14 The Building Regulations require that a building's stability will be maintained for a reasonable period. To achieve this, ADB recommends loadbearing elements of structure withstand the effects of fire without loss of stability for defined periods.

6.15 The basis for periods of fire resistance date back to the Post-War Building Studies. A core requirement of the project is to review whether this basis is still valid and whether the performance criteria are adequate to meet the requirements of the Building Regulations.

Performance

6.16 Fire resistance is set based on standardised test performances. It is important to review whether the recommended fire resistance periods (Table B4 in ADB), and tests by which these are assigned, adequately address the performance in practice. Also, whether the defined periods set for each purpose group and trigger height adequately address the risks across different building types. The allowances offered by provisions such as suppression systems should be considered also.

Innovative construction

6.17 As building design and construction technology evolve to better meet client requirements, innovative forms of structural design have become more common across a range of building types. There has been concerns that the provisions in ADB do not adequately cater towards the risk these designs and materials present. There is a need to consider whether materials such as mass timber and other innovative structural solutions are adequately covered by the provisions in ADB. There will be a link with the separate Construction Technologies, Design, and Usage workstream.

Fire loading

6.18 Modern fire loads have changed considerably since the Post-War Building Studies along with changes to insulation and thermal properties of compartments that can influence fire development and intensity. It will be important to review the performance requirements in ADB in the context of modern fire loads, construction types, as well as any other relevant factors identified through an initial scoping study.

Insulation

6.19 Previous research of BD2887 looked at increased levels of thermal insulation in modern buildings and found higher peak temperatures were attained, this information should be considered in review of the fire resistance performance recommendations.

Car parks

6.20 Historically car parks have been shown to present a low life risk in terms of fire. However, it has been widely recognised that the nature of car parks has changed; from the way vehicles are positioned (e.g. stackers) to the vehicles themselves (e.g. electric vehicles). In 2015 the Authority published the findings of research into vehicle fires, there is a need to take this further and consider whether the provisions for structural fire resistance, and fire separation in ADB are sufficient to address modern car park designs.

6.21 **Workstream 2 – Fire-separating elements**

6.22 The Building Regulations set functional requirements to resist the spread of fire between buildings and inhibit spread within a building by sub-division with fire resisting construction. ADB includes provisions for:

- Enclosing places of special fire hazard;
- Setting maximum compartment sizes;
- Closure and subdivision of concealed cavities;
- Fire penetration through roofs.

6.23 This workstream is expected to review whether the provisions relevant to fire-separating elements and guidance on compartment/cavity detailing in ADB are sufficient to meet the functional requirements of Part B of the Building Regulations.

Large Compartments

6.24 Maximum compartment sizes are provided for different building heights and purpose groups within ADB to restrict the size of a fire and minimise spread throughout a building. Concerns have been expressed about large single storey industrial buildings where ADB provides no limit the compartment area.

6.25 Previous research (BD2887) did not establish a clear statistical correlation between life safety and large compartments in industrial buildings. However, questions remain and the continuing trend towards larger industrial buildings present a need for continued forward looking research. There is also the question as to whether the current definition of purpose groups best defines the range of building uses and risks.

6.26 The Supplier should review approaches for compartmentation across all purpose groups but with particular focus on industrial, storage and offices. The Supplier should consider the latest research into fire behaviour in large compartments and review across purpose groups.

Performance

6.27 Standards of fire resistance (including passage of smoke) are provided for building elements including compartment walls/floors, protected shafts, ceilings, doors, roofs etc. The standards of fire resistance are based on assumptions about the severity of fires and the consequences should an element fail.

6.28 The Supplier is expected to review whether the recommended fire resistance periods (Table B3 in ADB), and tests/assessments by which these are classified, adequately provide the performance in practice. This should consider fire loading and wider building risk factors associated with fire severity and consequence in modern buildings.

6.29 Some provisions do not rely on prescribed performance classifications (e.g. cavity closers, enclosures to some corridors) but are expected to perform a role in containing fire and/or smoke for example by being imperforate or meeting a minimum thickness. The basis for such provisions and their performance in practice should be considered.

6.30 The recommended provisions differ between building elements based on expected design and usage. The underlying common assumptions behind allowances should be considered in the review for modern buildings.

Roofs

6.31 One area where allowances are made in the recommended provision of fire resistances are roofs. Questions have been raised about the modern design and use of roofs, including installation of Photovoltaics, Air Handling Units and supporting installations within the building like fire resisting ductwork.

Design

6.32 ADB does not set out to prescribe detailed specifications for each design or product/material rather it sets out guidance and principles for common arrangements which should be applied by designers for their particular design.

6.33 However, the review should consider whether additional or updated guidance is necessary to reflect modern building designs, considering whether further guidance is needed for particular building elements or common design arrangements. Discussions have been raised around:

- Fire separation of interconnected private balconies;
- Recommendations for associated supporting or restraining elements;
- Modern types of roof constructions.

Special hazards

6.34 ADB provides guidance for additional protection for buildings with places of special fire hazard. Concerns have been raised that building usage has changed, and some more modern usages (for example energy storage systems) should be considered as places of special fire hazard. The Supplier is expected to identify relevant modern building usage trends and provide necessary evidence of hazard to make informed policy decisions regarding fire resisting separation for places of special fire hazard.

Junctions

6.35 ADB provides guidance for common situations where building elements meet or align, for example compartment wall and roof junctions, compartment floors and external walls. Detailing around these elements is relied upon for fire separation, the Supplier should review the guidance around junctions, connections and interfaces to determine whether the guidance is sufficient. The review should also consider whether additional guidance is required for other common arrangements (e.g. soffits, return angles, steeped-back roof/compartment junctions) in view of modern design and construction and materials.

Fire stopping

6.36 Effective fire stopping is relied upon to maintain fire separation. Guidance is provided in ADB around opening sizes, pipe materials etc. Building services and materials have changed, and the number of service penetrations permitted in a given area has been questioned. The provisions and allowances in ADB for penetrating services should be reviewed considering common service installations types, onsite practices and construction design.

Cavities

6.37 ADB sets provisions to resist the unseen spread of fire and smoke in cavities, aiming firstly to resist fire spread entering a cavity, and secondly resisting spread of fire inside cavities.

6.38 Modern building designs are incorporating voids in ways which were not previously as common, for example in modular construction and within structural timber panels or other lightweight construction. There is a need to review whether sufficient provisions are made to resist fire and smoke spread both into and within cavities of modern buildings.

6.39 The basis for existing guidance should be reviewed in view of modern designs, considerations may include:

- Allowances for cavity barriers to continue lines of fire separation (other than compartmentation);
- The provision of intumescent cavity barriers and fire stopping;
- ADB material specification e.g. 0.5mm steel thickness and 38mm timber thickness recommendations.

Simplification

6.40 ADB includes a range of provisions covering different situations and catering for different design approaches. Just as new designs and materials become more common, some will become less common. There is scope to review the current provisions and establish aspects which are no longer as relevant to common buildings, or which could be simplified to improve clarity and understanding. This may include:

- Enclosures for water of drainage supply pipes;
- Suspended ceilings (fire protecting).

Workmanship and maintenance

6.41 Poor quality compartmentation and installation can undermine fire-separating elements, this is covered by Regulation 7 of the Building Regulations and there is a separate workstream researching the topic of construction detailing.

6.42 Similarly ongoing maintenance is relied upon once the building is occupied to maintain effective fire performance, this requirement is covered by separate legislation (Fire Safety Order and Housing Act).

6.43 Whilst detailing and maintenance are the focus of separate workstreams, including the future building safety regime, this workstream should be undertaken in awareness of the industry landscape and wider regulatory context which relate to the provisions made in ADB.

Workstream 3 – Resilience

6.44 Buildings are exposed to range of conditions over their expected lifetime. The ability of a building or a particular element to withstand this exposure and maintain its performance depends on its robustness.

6.45 Robustness is often seen as an aspect of an overall concept of 'resilience' which includes a redundancy and an ability to adapt and recover from prescribed exposure conditions.

6.46 Fire-separating elements and structural fire resistance rely upon being in good condition and free of defects or damage in order to provide their designed fire performance.

6.47 Concerns have been raised that modern materials, products and systems provided for fire resistance are not sufficiently resilient to withstand damage or other (non-fire related) exposure conditions both during use or construction.

6.48 The topic of resilience is especially important for fire resistance because the consequence of damage and a reduction in the ability to resist fire may only be realised at the time it is expected to perform (during a fire).

6.49 Also, concerns have been raised that some construction types are disproportionately damaged by fire. The consequence being that repair or recovery of the building is not possible. The question of property protection is being covered by a separate workstream, but is particularly relevant in dwellings where building loss has a significant social impact and where building occupiers (residents) often have little choice in the construction.

6.50 In undertaking the tasks for structural fire resistance and fire-separating elements, the contractor is required to consider the issue of resilience, with the aim of providing evidence for options for future policy to ensure adequate resilience.

7. KEY MILESTONES AND DELIVERABLES

7.1 The Supplier will provide and present to MHCLG the following specific deliverables;

- A proposed research methodology consisting of a report (electronic and hard copy where appropriate) detailing the scope of the project, methodology, key deliverables and any preconceived risks.
- Draft interim reports (electronic and hard copy where appropriate) for each phase of the research including methodology, results/findings to date, detailed assumptions intended to underpin analysis along with any other issues identified and how these will be dealt with. Draft reports should also include indications of next steps the Supplier will be taking, and any proposed further research not previously agreed with the contract manager. Draft reports should be preceded by a face to face or video conference meeting to update the Authority and any relevant groups of stakeholders (e.g. steering group established as part of the research project).
- Final report (electronic and hard copy where appropriate) including all results/findings throughout the project, detailed assumptions intended to underpin analysis along with any other issues identified. The final report should be preceded by a face to face or video conference meeting to update the Authority and any relevant groups of stakeholders (e.g. steering group established as part of the research project).

7.2 All reports (drafts, interim and final) should include a front cover and QA sheet including: the report title, the Authority and Supplier reference numbers, the milestone identifier, the version number, the date, and checking/approving signatures. The front should be marked as a draft until an approved final version is requested by the Authority. The front cover may be removed and replaced when reports are prepared for publication by The Authority.

7.3 Final reports will be published on the Gov.uk website after review and quality assurance.

7.4 Research results/findings should be made available to any established Technical Steering Groups during the project.

7.5 The Supplier will also be expected to provide a secretariat service for project meetings and meetings of any Technical Steering Groups established, with a record of the minutes being provided to the Authority within three (3) working days of each meeting. Minutes should be provided to the Authority's Contract Manager in an electronic format.

7.6 The Supplier will be expected to update the Authority on progress at least monthly, verbally and in writing, through a brief report, to the Contract Manager.

7.7 All outputs must be clearly written and thoroughly proof-read prior to submission.

7.8 Performance measures;

- Methodologies agreed
- Technical Steering Group established
- Draft and interim reports provided to agreed timeframe
- Final report provided to agreed timeframe

- Satisfactory research output

7.9 The following Contract milestones/deliverables shall apply:

Milestone / Deliverable	Description	Timeframe or Delivery Date
1	Commencement date: Start Date	Within 1 week of Commencement Date
2	Task methodology agreed	Within 5 weeks of Commencement Date
3	Technical Steering Group established and minutes provided	Within 5 weeks of Commencement Date
4	Draft report provided covering Objective A	Within 21 weeks of Commencement Date
5	Draft Report provided covering objectives A and B	Within 34 weeks of Commencement Date
6	Final Report provided covering Objectives A and B	Within 37 weeks of Commencement Date
Contract Break 1 Within 10 months of Commencement Date		
7	Objective C start date	Within 11 months of Contract Award
8	Objective C methodologies agreed and research programme report provided	Within 15 months of Commencement Date
9	Objective C interim report	To be agreed at milestone 8
Contract Break 2 Within 23 months of Commencement Date		
10	Objective C draft report	To be agreed at milestone 7
11	Final Report provided for each workstream.	Within 39 months of Commencement Date
12	Contract completion	Within 39 months of Commencement Date

8. MANAGEMENT INFORMATION/REPORTING

8.1 The Authority requires a dedicated account management structure including a single point of contact for day to day enquiries, with a nominated deputy to act in their absence.

8.2 A detailed escalation procedure must be outlined, with named individuals outlined on an organogram provided by the Supplier.

9. CONTINUOUS IMPROVEMENT

9.1 The Supplier should present any proposed changes to the project methodology to the Authority during monthly update meetings with the Contract Manager.

9.2 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

10. QUALITY

10.1 The Supplier should operate under an appropriate quality management system, such as ISO (9000 series) or equivalent.

11. PRICE

11.1 Attachment 4 – Price Schedule must be completed. The Supplier is expected to provide enough detail for evaluation as set out in Attachment 2.

11.2 The total price for this Contract is expected to be a maximum of £650,000 (excl. VAT) and be completed within 3.25 years (39 months) of commencement.

11.3 Prices are to be submitted via the e-Sourcing Suite (Attachment 4 – Price Schedule) excluding VAT and including all other expenses relating to Contract delivery.

12. STAFF AND CUSTOMER SERVICE

12.1 The Supplier should provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

12.2 The Supplier's staff assigned to the Contract should have the relevant qualifications and experience to deliver the Contract to the required standard.

12.3 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

13. SERVICE LEVELS AND PERFORMANCE

13.1 The Authority will measure the quality of the Supplier's delivery by assessing each task, including meeting target dates, appropriateness of methodology, completeness of information and readability of reports. The Authority will take account of the views of any Technical Steering Groups and will provide feedback to the Supplier.

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery timescales	Completion of Milestones to agreed timeframe.	100%
2	Research output	Completion of research to agreed standard set out in contract	To be agreed with the Authority

3	Methodology	Proposal and agreement of appropriate methodology	To be agreed with The Authority

13.2 The Supplier will be required to report regularly on progress towards achievement of objectives. Suppliers will need to explain how they will collect and record this information to maintain a fully evidenced audit trail. It should be noted that if a Supplier fails to deliver contracted outputs, a performance review may apply which could lead to and early termination of contract.

14. SECURITY AND CONFIDENTIALITY REQUIREMENTS

14.1 There are no requirements for employees of the Supplier to have any level of security clearance.

14.2 **REDACTED**.

15. PAYMENT AND INVOICING

15.1 Payment can only be made following satisfactory delivery of pre-agreed certified deliverables and Milestones.

15.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

15.3 The Purchase Order (PO) number must be included when the Invoice is submitted.

15.4 Payment of Invoices follow a process of checking and approval; timeframe is subject to agreement with Contract Manager.

16. CONTRACT MANAGEMENT

16.1 Feedback of performance will be provided to the contractor at progress meetings and at the end of the project, to ensure the quality of research is maintained.

16.2 Early termination of the contract using contract breaks will be taken if the research at this stage points towards an early conclusion as determined by The Authority.

16.3 The contract manager for this project will act as the formal point of contact between the Authority and the Supplier.

16.4 The following will be agreed with the Contract Manager;

- The outputs from the research (presentation, reports etc) and the proposed approach being taken by the Suppliers to complete the research.
- How progress will be fed back to the Authority (including the frequency of face to face or video conference progress meetings with the Suppliers).

16.5 Where outputs will be required and cleared by the Authority, it will be important that the Supplier is able to take into consideration the time for the Authority to clear these outputs.

16.6 All data and supporting information used in draft or any interim reports and the final report will be provided to MHCLG in an electronic format at the end of the contract.

17. ADDITIONAL INFORMATION

17.1 This requirement can be undertaken by a single firm or a consortium.

17.2 In the case of a consortium, the Authority will only enter into a contract with the lead contractor and all formal contacts between the Authority and members of the consortium should be made through the lead contractor. The lead contractor will be expected to enter into Service Level Agreements (SLA) with consortium members and these members will form part of the Steering Group when it is established.

17.3 The Supplier agrees to take out a policy of 'Professional Indemnity Insurance' with a capped liability level of 125% of the contract value.

18. LOCATION

18.1 The location of the Services will be carried out generally at the Supplier's offices, although there may be a need for some tasks to be undertaken at the Authority's office (currently 2 Marsham Street, London, SW1P 4DF).

18.2 Some services may need to be carried out remotely (e.g. via video conference calls) depending on health and safety requirements, this should follow government advice at the time.