



# **Scheme Delivery Framework (SDF)**

## **PSC 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 *Consultant's* Defined Cost incurred in Providing the Works or Providing the Service.
- 1.1.2 The *Consultant* maintains and submits a Work Order cost capture report upon each application for payment to the *Service Manager* showing the *Consultant's* and subcontractors' total resource, Defined Cost and quantities for the Work Order.
- 1.1.3 The *Consultant* 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 *Service Manager*. A checklist provided in Appendix C 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 *Consultant* submits reports electronically using a format specified in Appendix A or a similar format specified by the *Service Manager*. Work Order cost capture reports are sent to the *Client's* mailbox('s) or system of choice.
- 1.1.5 The *Consultant* gives open access to the *Consultant's* costing system to the *Service Manager*, as is necessary for the *Service Manager* to verify the accuracy of the data being reported.
- 1.1.6 The *Consultant* properly captures all costs within a data collection system to output in a format specified by the *Service Manager* for use on the Work Order.
- 1.1.7 If the *Service Manager* 's minimum requirements for the *Consultant's* data collection system are not met, the *Consultant* 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 *Consultant* 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 *Service Manager* reserves the right to adjust the cost capture report (found in Appendix A) accordingly during the period of the contract of which the *Consultant* makes the adjustments in a reasonable amount of time agreed between both parties.

### **1.2 Item Coverage**

- 1.2.1 The *Consultant* allocates its Defined Cost against the following cost headings in the cost capture report:
  - People
  - Specialist Subcontractors

- Charges

### 1.3 Not used

### 1.4 Item Breakdown Structure: Lot 12

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

Scope Ref	Work to be carried out	UoM
PSC Scope 2	Mobilisation	Number of hours
PSC Scope 3.1	Design Validation	Number of hours
PSC Scope 6	Community Management	Number of hours
PSC Scope 3.2	Inspect Asset (Optional)	Number of hours
PSC Scope 3.3	Identify Network Needs (Optional)	Number of hours
PSC Scope 3.4	Develop Network Investment Needs (Optional)	Number of hours
PSC Scope 3.5	Design Schemes	Number of hours
PSC Scope 3.6	Deliver Schemes	Number of hours
PSC Scope 3.7	Deliver Schemes (Optional)	Number of hours
PSC Scope 3.9	Deliver Incident Response (Rapid Response)	Number of hours
PSC Scope 2.2	Demobilisation	Number of hours
PSC Scope 3.10	Office Space	Office Overheads
PSC Scope 7	Customer Service and Stakeholder Liaison	Number of hours
PSC Scope 9	Customer Service	Business / Subcontract Overheads
PSC Scope 3.8	Traffic Management and Access to Network	Business / Subcontract Overheads
PSC Scope 8	Network Occupancy Requirements	Business / Subcontract Overheads
PSC Scope 10	Environmental Management and Sustainability	Business / Subcontract Overheads
PSC Scope 4	Commercial Management	Business / Subcontract Overheads
PSC Scope 5	Risk Management	Business / Subcontract Overheads
PSC Scope 11.2	Arbitration and Legal Proceedings	Number of hours
PSC Scope 11 & Framework Information 6	General Obligations (excluding PSC Scope 11.2)	Business / Subcontract Overheads

1.4.2 The *Consultant* categorises all Defined Costs as either Direct or subcontractor.

- 1.4.3 The *Consultant* allocates its resources against the Breakdown Structure in Cost Capture Report (Appendix A) or a similar format specified by the *Service Manager*
- 1.4.4 Where applicable, the *Consultant* reconciles Defined Cost rates. The *Consultant* corrects any under or over recovery of Defined Costs by adjusting future rates.

## Appendix A – Cost Capture Report

[Cost Capture Report Template](#)

## Appendix B – Not used

## Appendix C – Detail Compliant Application for Payment Checklist (Lot 12)

SoCC Reference	Information Required	Provided? Y/N
1) People	Staff - Approved timesheets / time booking reports, resource allocation schedules detailing as a minimum the hours allocated to a task per day.  Subcontractors - Payment certificates (including corresponding applications and assessments), invoices and proof of payment.	
2) Specialist subcontractors	Payment certificates (including corresponding applications and assessments), invoices and proof of payment.	
3) Charges	Invoices, proof of payment, evidence of any supplier credits and payments received by the consultant.	