

Terms of Reference:

**Regional Pavement Framework Board is made up of Representatives from:**

Operations (AD & ASC)
Regional Investment Programme
Regional Commercial
Category Management

Activities and descriptions of activities for Annex 1 – Area 4 Interim CWF Issue of Pavement Works Package Procedure – Prices set by Supplier

	<b>Activity/Description</b>	<b>Timescales</b>
<b>Activity 1</b>	Operational CWF Delivery to issue Works Package Enquiry via BRAVO Fileshare.	<b>1 week</b>
Description	CWF Delivery to issue enquiry to allocated supplier via BRAVO Fileshare (sub folders already created by CWF Delivery per scheme for each works contract). Enquiry will include scheme specific works information appendices/scope, contract data, drawings, pricing enquiry and all contract	
<b>Activity 2</b>	Allocated Pavement Supplier receives and reviews enquiry.	<b>2 weeks</b>
Description	Allocated supplier receives and reviews enquiry.	
<b>Activity 3</b>	Pavement Supplier submits proposal and breakdown of total prices & contractual requirements (inc contract data).	
Description	Pavement Supplier submits back via file share their proposal of the prices, contract data part 2 and all other contract requirements i.e. programme, risk register etc. within the required time.	
<b>Activity 4</b>	CWF/HE Commercial review proposal and check in line with CM rates.	<b>2 weeks</b>
Description	CWF/HE Commercial will review the proposals.	
<b>Activity 5</b>	Requires further info?	
Description	Further enquiry can be raised for further questioning over quotation and other areas of their proposal. Activity 3 may be repeated if requested until final agreement reached.	
<b>Activity 6</b>	Yes - Pavement Supplier provides further information.	
Description	Pavement suppliers will review further enquiry and responds to within the stated time.	
<b>Activity 7</b>	No - CWF/HE Commercial are content.	
Description	Once in receipt of final proposal CWF/HE Commercial will decide whether to accept or reject proposal.	
<b>Activity 8</b>	Reject.	
Description	Proposal rejected by CWF/HE Commercial.	

<b>Activity 9</b>	CWF/HE Commercial to state reasons for rejection and identify the changes required.	
Description	If rejected CWF/HE Commercial to state reasons for the rejection and work with the Pavement supplier to identify the required changes.	
<b>Activity 10</b>	Pavement Supplier revises and resubmits.	
Description	Pavement Supplier to re submit the proposal including changes within the specified time.	
<b>Activity 11</b>	Accept.	
Description	Highways England accepts the proposal and instructs pavement suppliers to re submit final contract data if not already done so.	
<b>Activity 12</b>	CWF request the Pavement Supplier to respond by returning final contract data.	
Description	Pavement Supplier confirms the final prices and submits contract data.	
<b>Activity 13</b>	CWF to confirm/agree with HE Commercial the final target cost prior to award.	<b>2 weeks</b>
Description	Before award CWF Delivery to seek confirmation/agreement from HE Commercial that they are content that the final target cost.	
<b>Activity 14</b>	HE accepts target cost.	<b>2 weeks</b>
	The target cost is accepted.	
<b>Activity 15</b>	Works Package awarded by CWF via BRAVO Fileshare	
Description	CWF Delivery to upload award letter to the suppliers BRAVO Fileshare folder.	



**Area 4 Interim CWF Issue of Pavement Works  
Package Process – Prices set by Supplier**

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Added By</b>	<b>Description</b>
1.0	22/08/2018	Steve Jordan	
2.0	05/05/2020	MK	Modified for Interim CWF

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**Document Control**