

Asset Delivery (AD)

Design Services Contract (DSC)

Scope

Annex 10

Cost Capture Data Requirements

CONTENTS AMENDMENT SHEET

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1 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 Price for Services.
- 1.1.2 The *Consultant* shall maintain and submit the *Consultant's* Design Services Cost Report monthly to the *Client* showing the *Consultant's* Price for Services.
- 1.1.3 The *Consultant* shall submit reports electronically using a format specified in Appendix B or a similar format specified by the *Client*. Design Services Cost Reports must be sent to the *Client* mailbox: CostCaptureMailbox@highwaysengland.co.uk.
- 1.1.4 The *Consultant* shall give open access to the Consultant's costing system to the Client, as is necessary for the *Client* to verify the accuracy of the data being reported.
- 1.1.5 The *Consultant* properly captures all costs within a data collection system to output in a format specified by the *Client*.
- 1.1.6 If the *Client's* minimum requirements for the Consultant's data collection system are not met, the Consultant is required to effect 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 shall be borne totally by the Consultant or its Subcontractor and not charged back to the Client.
- 1.1.7 The cost capture requirements do not preclude any other separate requirements that may be needed.
- 1.1.8 The *Client* reserves the right to adjust the cost capture report (found in Appendix A) accordingly during the period of the contract of which the *Contractor* must make the adjustments in a reasonable amount of time agreed between both parties.

1.2 Item Breakdown Structure

The Consultant shall capture its Price for Services against the items in Table 1 against each activity.

1.3 Item Coverage

The item coverage for each item must be referenced back to the Contract documents.

The *Consultant* shall allocate its Price for Services against the following cost headings:

- Directly Employed People

- Subcontract/Agency People
- Subcontract
- Other

1.4 Output

The *Consultant* shall submit output data for those items indicated in Table 1. All items in with a payment basis of Time Charge should be recorded as number of staff hours.

2 COST BREAKDOWN DATA COMPONENTS FUNCTION

2.1.1 The *Consultant* shall allocate Price for Services assessed through the Schedule of Cost Components.

Appendix A

Table 1: Item Schedule

Scope Ref	Work to be carried out	Payment basis
2	Mobilisation	Lump Sum
3	Design Validation	Not applicable
4	Community	Time Charge
5	Inspect Asset (Optional)	Time Charge
6	Identify Network Needs (Optional)	Time Charge
7	Develop Network Investment Needs (Optional)	Time Charge
8	Design Schemes	Time Charge
9	Deliver Schemes	Time Charge
10	Deliver Schemes (Optional)	Time Charge
11	Deliver Incident Response (Rapid Response)	Time Charge
12	Demobilisation	Lump Sum
13	Office Space	Office Overheads
14	Instruction and Payment Requirements	Business Overheads
15	Quality Management	Business Overheads
16	Extension Review	Business Overheads
17	General Health and Safety	Business Overheads
18	Customer Service and Stakeholder Liaison	Time Charge
19	Traffic Management and Access to Network	Time Charge
20	Environmental Management and Sustainability	Business Overheads
21	Commercial Management	Business Overheads
22	Risk Management	Business Overheads
23	Procurement and Supply Chain Management	Business Overheads
24	Information Technology and Data	Business Overheads
25	General Obligations	Business Overheads

Appendix B – Design Services Cost Report

>> Insert Area 4 DSC Annex 10 Cost Capture Template <<