Lots 1 to 3 (P23)

Schedule 12 ProjectShare and StandardShare



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## Standardshare

* 1. StandardShare was developed in previous iterations on the ProCure framework. It has proved successful in leveraging cost and time savings into ProCure projects and is to be retained, developed and advanced in P23.
  2. StandardShare has two facets:

1. **Standard Components:** The PSCP is encouraged (and may be required) to collaborate with Other Framework Partners through pooling buying power for commonly used components in health construction. PSCPs work together by approaching component suppliers collectively rather than singularly for each project. This allows the PSCPs to leverage preferential rates, plus other no-cost benefits such as warranty extensions, accelerated delivery, enhanced aftersales and free design review. The initiative is called StandardShare, and in earlier iterations of ProCure provided direct savings to ProCure projects of more than £13.5m (from February 2014 to end June 2019), plus unquantified indirect savings. StandardShare “Standard Components” include but are not limited to:
2. Bed Head Services trunking
3. Ceilings
4. Doorsets inc ironmongery
5. Fire/smoke dampers
6. Fitted Furniture
7. Flooring – hard and soft
8. Lighting
9. Paint
10. Radiant Panels
11. Sanitaryware
12. Secure windows
13. Wall and door protection
14. IPS panelling/cubicles
15. Glass sliding doors
16. Dry lining

This list may be extended under ProCure2020.

1. **Repeatable Rooms.** The PSCP is encouraged to share health design and construction expertise to develop standardised designs for commonly required rooms (“Repeatable Rooms” or “RR’s”). Design input is collected from clinical staff, component suppliers, constructors as well as the usual design professionals. This ensures an output of clinically approved and compliant designs. There are currently 24 different RR designs available, including iterations of:
2. Multi-bed bays
3. Single bedrooms with en-suites
4. Outpatient consult/exam rooms
5. Emergency/urgent care rooms
6. Mental health bedrooms
   1. The PSCPs must review RR designs to reflect in-use feedback and changes in legislation and best practice. RR designs are offered free-of-charge to ProCure projects, and are available as PDF, Revit, IFC, Navis and DWG. The intention is to enable projects to ‘drag and drop’ ready designed clinically compliant rooms to populate and inform designs quickly. The RR initiative facilitates a clear saving in design time and associated cost (including internal time and external fees) and enables projects to conclude their design process quicker than ordinarily.
   2. RR designs include:
7. Dimensioned plans (including Fitting, Furniture and Equipment)
8. Elevations
9. 3D views
10. FFE schedules
11. Room Data schedules
    1. MEP Schedules
    2. Standard Components and Repeatable Rooms should be used by the PSCP on all projects unless a Client specifically instructs them not to do so. This requirement is included in the P23 templated contracts, and a Client must ‘consciously object’ to the use of StandardShare and instruct its PSCP not to use Standard Components and/or Repeatable Rooms. NHSEI business case process will interrogate the reason(s) for non-use of StandardShare.
    3. Where a Client instructs the PSCP not to use the Standard Components and/or Repeatable Rooms the Client should provide justification for not requiring them within the Client’s instruction. The Client will need to demonstrate that it is delivering best value and achieving efficiency by other methods (note this is a business case expectation). If this is done, then the PSCP will incorporate alternative designs required by the Client.
    4. PSCPs will be required to collaborate with each other, across Lots, to;

* Review legacy achievements and agreements,
* Consider options for better combined buying power and enhanced negotiation/leverage position, developing and implementing a strategy thereafter,
* Negotiate new and renewed pricing and non-pricing offers,
* Develop more categories of standardised components and RRs if there is a need and recurrent savings will be made
* The increasing use within P23 of emerging technologies, smart infrastructure and modern methods of construction is expected to translate into category development by the PSCPs, to accelerate take up and make advances more accessible to the NHS
* Regularly review, against in-use feedback, the offerings and makes changes necessary to optimise,
* Use monitoring allied with development of tangible metrics,
* Develop and undertake education, communication and marketing activities,
* Realise and demonstrate cost efficiencies.
  1. Accessing P23 StandardShare: StandardShare will be accessible via the homepage of the P23 Club website.

## ProjectShare

* 1. ProjectShare enables Clients, PSCPs and Supply Chain Members who are registered on the P23 Website (collectively P23 Club Members) to share and use ProCure Information free-of-charge for permitted purposes. ProCure Information includes information in the ProjectShare repository from previous iterations of the framework, especially P21+ and P22. ProjectShare can create cost savings across Projects and should be embraced as widely as possible through the Supply Chain.
  2. The PSCP must ensure that its Supply Chain contracts include a licence in the terms of the Royalty Free Licence Agreement (see Appendix A). The PSCP is required to upload P23 Information from all its P23 Projects (excluding Projects with information security restrictions) to the ProjectShare database. Uploading will be monitored by the Authority as part of the P23 performance management process.
  3. A P23 Club Member for or on behalf of a Client (the Receiving Client) may download ProCure Information held in ProjectShare, for review initially. If more detail, or native iterations of the information is required, a formal request can be made directly to the supplier (the Original PSCP) that uploaded such information. ProCure Information may be used without charge or royalty payment on a new Project.
  4. ProCure information downloaded and/or retrieved from the Original PSCP must be validated and assured by the PSCP before use on a Project. The Original PSCP has no liability for ProCure Information transferred to the PSCP. The PSCP should ensure that it or the Client liaises with the Original PSCP and/or the original client to enquire whether any elements of the ProCure Information required amendment or caused any problems in implementation.
  5. The PSCP must ensure that it and its Supply Chain provide any requested P23 Information. The conditions of request and use are detailed in Appendix A and the Royalty Free Licence (RFL) Form can be found in Appendix B.
  6. ProjectShare is an electronic database of electronic information. Typical, and expected, ProCure Information includes:
* Design drawings
* Cost Analyses
* Schedules of Accommodations and derogations
* Programmes
* Risk Registers
* Project End Reviews (PER’s), Pre-Occupancy Evaluation (Pre-OE), Post-Occupancy Evaluations (POE’s)
* BIM documents (such as AIR, EIR, BEP, OIR)
  1. CAD/DWG/REVIT drawings are not supported on ProjectShare. If the receiving project is interested in acquiring the CAD drawings to support the design information on ProjectShare, they will need to submit a formal request (see Appendix B) to the Original PSCP and arrange a direct transfer.
  2. ProjectShare is hosted on the P23 Club website. Only Club members can access the website. Specialist software is not required, and most information is downloaded as PDF or ZIP files.
  3. The PSCP is required to upload P23 Information to ProjectShare at three stages: End of Stage 3: Full Business Case stage, At completion of construction, During/end of defects correction period.
  4. Each document should note the stage when it is uploaded. Documents may be replaced or superseded by newer versions and should include version control to indicate the document status and brief details of changes from the previous version.
  5. The PSCP is the ‘owner’ of its P23 Information on ProjectShare and will be responsible for its integrity and its upkeep while posted. The PSCP must regularly review its P23 Information to ensure it is up to date and comprehensive.
  6. Documents are categorised using the following headings;
* Visualisation
* Drawing
* Photograph
* Schedule/Specification
* Management/Process
* Evaluation/Lessons Learned
  1. Documents can also be identified and described as ‘Innovative’ where the contents of the document relate to an innovative feature that has provided benefits under the following categories:
* Clinical
* Design
* Cost
* Procurement
* Quality
* Sustainability
* Risk
* Time

## Appendix A – Agreement

1. Nothing in this agreement overrides any other provision of the Framework Agreement or any provision of a Scheme Agreement.
2. The Authority is not responsible for ProCure Information posted on ProjectShare. Information from ProjectShare is obtained and used entirely at risk of the Receiving Client.
3. ProCure Information downloaded on behalf of a Client (or other permitted framework user) from ProjectShare may be used outside of P23, without a licence fee.
4. ProCure Information downloaded from ProjectShare on behalf of an entity other than the NHS may not be used on projects outside of the P23 Framework without the written permission of the Original PSCP and/or the relevant Supply Chain Member. A fee, as calculated by the PSCP, might be payable by the requester to the PSCP for a licence to use information on non-NHS projects outside of the P23 Framework.
5. All information uploaded to ProjectShare will be freely available to all P23 Club Members.
6. The PSCP (where relevant in its capacity as an Original PSCP) is not required to provide information on security sensitive projects, as determined by the relevant Original Client and the P23 Implementation Advisor. Where a P23 Club Member wishes to obtain P23 Information relating to a project on which information is restricted, it should contact the Original PSCP and Original Client directly.
7. Time spent by the PSCP preparing or uploading information for ProjectShare or replying to a P23 RFL Form is not chargeable to the any Scheme undertaken using the P23 Framework.
8. Clients must ensure that where P23 Information is requested by a third party for use on a Project the Client is identified on a P23 RFL Form.
9. Clients must take all reasonable efforts to ensure that any request for ProCure Information to an Original PSCP is comprehensive to avoid repeated requests. Original PSCPs are not required to provide ProCure Information in response to unreasonable repeated requests without an administration charge (to be notified in advance of preparing the response) reflecting the cost to prepare and assemble the ProCure Information.
10. Clients may not without charge ask an Original PSCP to undertake additional work other than providing the ProCure Information requested on the P23 RFL Form.
11. The PSCP should not respond to a request for ProCure Information unless a P23 RFL Form has been completed and submitted.
12. All P23 RFL Forms in relation to a Project must be received by and co-ordinated by the Original PSCP. PSCPs and Clients should ensure that any other supplier for whom they are responsible refer requests to the Original PSCP and do not supply information directly, unless otherwise agreed.
13. The Original PSCP will provide the information requested within 10 working days of receipt of the P23 RFL Form, unless otherwise agreed with the Receiving Client. Any alternative timescale to be agreed in writing with the supporting reasons/evidence stated or attached.
14. The PSCP must keep a record of P23 RFL Forms and make the record available for inspection at any time by the Authority within normal working hours.
15. All ProCure Information provided to Receiving Clients is to be available for inspection at any time by the Authority within normal working hours.
16. The Original PSCP retains its Intellectual Property Rights in ProCure Information uploaded to ‘ProjectShare’ subject to the licence at Clause 15 of the Framework Agreement.
17. During a P23 Call-Off the Receiving Client will make known to the participating PSCPs the existence of information received from the Original PSCP. Clients may ask PSCPs to look at specific information acquired and ask question(s) of the PSCPs regarding its use and potential benefit to the Client.
18. The Authority:
19. will monitor information being downloaded from ProjectShare and requested from Original PSCPs;
20. will remove access to the P23 Club for any person and/or organisation they represent that is found to be abusing the system;
21. will not facilitate any transfer of information outside of ProjectShare. All RFL Form requests must be administered by the Original PSCP and the Receiving Client independently of the Authority.
22. Any dispute between the Authority and the PSCP over use of ProjectShare will be dealt with in accordance with the Dispute Resolution Procedure in the Framework Agreement.

## Appendix B – Royalty Free Licence Request Form

1. By sending this form I am agreeing to the Terms of use as set out in Appendix A above.

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| --- | --- | --- | --- | --- |
| **Receiving Client Details** | | | | |
| Receiving Client | | | | |
| Contact Name: | Job Title:  (in relation to the project) | | | |
| E-Mail: | | | Tel: | |
| Project Name and P23 Project Reference: | | | | |
| **Third Party Organisation** | | | | |
| Organisation: | | | | |
| Contact Name: | Job Title:  (in relation to the project) | | | |
| Email: | | | Tel: | |
| **Original Project Details** | | | | |
| Project Name and P21+/P22/P23 Project Reference: | | | | |
| Client Name | | Original PSCP | | |
| **Royalty Free Licence Request** | | | | |
| Background  (max 100 words) | | | | |
| Information Requested  (please detail all information requested in this section and what it will be used for) | | | | |
| **Signed** (in accordance with all provisions set out in P21+ Guidance Note 18 Annex A) | | | | **Date** |

This information can be made available in alternative formats, such as easy read or large print, and may be available in alternative languages, upon request. Please contact [nhsi.procureconstruction@nhs.net](about:blank)

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