ANNEX S - POST DESIGN SERVICES (PDS) AND AD HOC TASKING and PROFORMA

1 PDS TASKING - AUTHORISATION AND PERFORMANCE OF WORK

1.1 PDS tasks may be suggested by the Contractor or Authority. All such tasks shall be notified formally to the Contractor by the Authority on Tasking Proforma Part 1 - Request for a Time/Cost Quotation.

1.2 The Contractor shall complete and return the Tasking Proforma 2 - Time/Cost Quotation to the Authority's Project Manager within [INFORMATION REDACTED], unless otherwise stated on the Proforma 1.

1.3 The information to be provided by the Contractor shall be as set out in the Proforma Part 2. The Contractor shall use the Labour, Overhead, G&A and Profit rates, held at Annex R, for the Contract year in which the work shall be undertaken, and provide a full break-down, with supporting evidence for any other costs. All prices shall be exclusive of VAT.

1.4 Additional work resulting out of the original task shall be against the same task number suffixed as /2, /3, etc. Each task will be subject to a separate definition of work, firm price and delivery arrangement.

1.5 The Contractor shall not undertake any work until the relevant Tasking Proforma 3, labelled as 'Authorisation', has been signed by the Authority's Project, Finance, and Commercial representatives and issued to the Contractor.

1.6 A Purchase Order shall be raised on CP&F concurrently with the Tasking Proforma 3 being raised at 1.5.

1.7 In the event that the Authority does not wish to proceed with the Task, the Tasking Proforma 3 shall be labelled as 'Cancellation'. The Authority shall bear no cost to cancel a task that has not been authorised in accordance with Clause 1.5 of this Annex. Any Purchase Order created shall be cancelled.

1.8 Once the Authority's Project Manager is satisfied the work has been completed, they shall complete a Tasking Proforma 4, issue to the Contractor for them to invoice for the task, and receipt on CP&F, in accordance with Clause 9 of the Contract Terms and Conditions.

2 AD HOC TASKS - AUTHORISATION AND PERFORMANCE OF WORK

2.1 Ad hoc tasks within the advertised scope of FEPS-S may be suggested by the Contractor or Authority.

2.2 Such tasks may include those for repair activity, outside of the Incident Sentencing Process (ISP).

2.2 Ad hoc tasks shall be completed in accordance with the PDS tasking process, as at Section 1 of this Annex.

3 PDS/AD HOC TASK STATUS REPORTS

3.1 The Contractor shall provide updates on the progress for all PDS/Ad hoc tasks within the monthly and quarterly progress reports in accordance with CDR 01-06 and 01-05 (Annex D).

4 TERMINATION OF TASKS

4.1 Any individual PDS/Ad hoc task authorised under the Contract may be terminated by the Authority at any time, subject to [INFORMATION REDACTED] notice in writing to the Contractor using PDS Proforma 3, labelled as 'Customer Cancellation'. Where appropriate, the Authority may require the Contractor to furnish a report covering work done to the date of termination, with such recommendations as may be possible at that stage. The Authority's liability shall be confined to payment, as if the task had been terminated under DEFCON 656B.

PDS / AD HOC TASKING PROFORMA 1

REQUEST FOR A TIME/COST QUOTATION

1. To: From: Operational Infrastructure
ELM 1C
NH4 MOD Abbey Wood
Bristol
BS34 8JH

2. Contract No: OI/0078 Task No: ..... UIN: .....

Please Respond within [INFORMATION REDACTED] from the Date of this Proforma [unless otherwise stated]

3. Please provide a Time/Cost Quotation or re-quote for the information/task below:

4. Security Classification: [INFORMATION REDACTED] (unless otherwise stated).

5. Date: .....

Signed: .....
Project Manager

Name: .....
(BLOCK CAPITALS)

Copy to:
OI Commercial
OI Finance

PDS / AD HOC TASKING PROFORMA 2

A. TIME/COST QUOTATION

1. To: Operational Infrastructure
ELM 1C
NH4 MOD Abbey Wood
Bristol
BS34 8JH

From:

A time/cost quotation is provided in section 4 below in respect of Task No:……. On the basis of current programme planning the resources defined in Section 4 are available for the period shown without conflict with existing commitments and your task can be undertaken. A further breakdown is detailed in part 'B Breakdown Sheet'. This is a firm price.

Signed:..... Name:..... Date:.....
(Director or their nominee) (BLOCK CAPITALS)

2. Contract No: OI/0078

3. Assumed Start Date: ..... Estimated Completion Date: .....

4. Cost

a	Labour (inclusive of Overhead, G&A, profit) (To include a breakdown of grade(s) and hours (to be attached))	£
b	Materials/Subsistence (Breakdown attached)	£
c	Bought Out Parts (Breakdown attached)	£
d	Sub Contracted Work (Breakdown attached)	£
e	Government Furnished Equipment, Special Jigs/Tools, Test Equipment.	£
f	Overhead @ %(applicable to items b-e only)	£
g	G & A @ % (applicable to items b-f only)	£
h	Profit @ % (applicable to items b-g only)	£
	Total Firm Price (ex-VAT)	£

PDS / AD HOC TASKING PROFORMA 2

B. BREAKDOWN SHEET

Contract No: OI/0078 **Task:** .....

Herewith attached is the breakdown of costs incurred for:

a	**Labour** (rates in Annex R)						
		£	x	pers	x	hrs	£
		£	x	pers	x	hrs	£
		£	x	pers	x	hrs	£
	Sub Total						**£**
b	**Materials/ Subsistence**						
		£			x		£
		£			x		£
		£			x		£
	Sub Total						**£**
c	**Bought Out Parts**						
		£			x		£
		£			x		£
		£			x		£
	Sub Total						**£**
d	**Sub-Contractor Work**						
		£			x		£
		£			x		£
		£			x		£
	Sub Total						**£**
e	**Government Furnished Equipment, Specialist Jigs/Tools, Test Equipment**						
		£			x		£
		£			x		£
		£			x		£
	Sub Total						**£**
f	**Overheads** (Annex R) (applicable to items b-e only)	@				%	**£**
g	**G & A (2nd tier overhead)** (Annex R) (applicable to items b to f only)	@				%	**£**
h	**Profit** (Annex R) (applicable to items b-g only)	@				%	**£**
Total Firm Price							**£**

PDS / AD HOC TASKING PROFORMA 3

CUSTOMER *AUTHORISATION/CANCELLATION

1.	To:	From:	Operational Infrastructure Elm 1C # 4140 NH1 MOD Abbey Wood Bristol BS34 8JH

2. Contract No: OI/0078 Task No:

3. *a. Please proceed with the work to the total cost of £…… (Firm Price) ex-VAT, as quoted in Section 4 of Tasking Proforma 2 dated.....

All work to be completed by..... (Date)

I am content that the elements which make up the Price at 3a above are commensurate with the work involved. I confirm that I have reviewed the Contract Finance / Spend Forecast and there is sufficient finance on contract for the task.	
a. Signed..... Project Manager	Name ..... (Block Capitals)
Tel. No.	Date.....
I am content that above mentioned Task is in accordance with the Business Case for the contract (where appropriate) and that I have reviewed the Contract Spend Forecast.	
b. Signed…..... Finance Officer	Name…..... (Block Capitals)
Tel. No. ….....	Date….....
I am content with breakdown of the submitted price and that it is in accordance with the Terms and Conditions contained within the Contract, and that a Purchase Order has been created.	
c. Signed..... Commercial Officer	Name..... (Block Capitals)
Tel. No.	Date.....
Purchase Order:……..	

OR

*b. Please provide a revised time/cost quotation for task No.....on Proforma 2.
*c. Please take no further action.
*d. Please terminate work on this task and supply the cost of termination.

* Signed…..... Commercial Officer	Name…..... (Block Capitals)
Tel. No. ….....	Date….....

* Delete/Complete as appropriate

Copy To: OI Commercial, OI Finance

PDS / AD HOC TASKING PROFORMA 4

CUSTOMER CONFIRMATION OF TASK COMPLETION

1.	To:	From:	Operational Infrastructure ELM 1C NH4 MOD Abbey Wood Bristol BS34 8JH

2. Contract No: OI/0078 Task No: .....

3. I confirm on behalf of the Authority that the agreed work associated with the above task number has been completed and delivered in line with the Contract Terms and Conditions and statement of work, and has been ratified by the necessary stakeholders. Where applicable, the Contractor has provided evidence of work acceptance (e.g., Worksheets signed off by an appropriate stakeholder).

4. Date: ..... Signed: .....

Name: .....

Copy to:
OI Commercial