

		Procurement Type					
5.0 RIBA Stage 3 - Developed Design							
5.1	Lead and manage the production of the Design Programme.	✓	✓	✓	✓	✓	✓
5.2	Lead and manage the review and update of the Developed Design in accordance with the Design Programme. Contribute to the development of Project Strategies.	✓		✓			
5.3	Manage the incorporation and co-ordination of agreed changes to the Developed Design, Site Information and Project Information in compliance with the Change Control Procedures, Project Strategies, Design Responsibility Matrix, Information Exchanges and the Design Programme.	✓		✓			
5.4	Lead and manage the contribution for design in the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and lead and manage the contribution for design for the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
5.5	Lead and manage the contribution in respect of design in the review and update of the Handover Strategy and Risk Assessments.	✓	✓	✓	✓	✓	✓
5.6	Lead and manage the contribution in respect of design in the review and update of the Construction Strategy and contribute to the review and update of the Health and Safety Strategy.	✓	✓	✓	✓	✓	✓
5.7	Lead and manage the contribution in respect of design in the review and update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
5.8	Lead and manage the contribution in respect of design in the review and update of the Project Programme and the Project Budget.	✓	✓	✓	✓	✓	✓
5.9	Agree with the Project Lead and prepare the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
5.10	Manage the Information Exchange requirements	✓	✓	✓	✓	✓	✓
5.11	Manage the identification of the requirement for specialist designers.	✓	✓	✓	✓	✓	✓
5.12	Contribute to the selection of a list of tenderers.	✓					
5.13	Contribute to the preparation of the Employer's Requirements.	✓					
5.14	Contribute to the preparation of the tender documentation.	✓					
5.15	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.	✓					
5.16	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).	✓					
5.17	Lead the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.		✓		✓	✓	✓
5.18	Monitor and review the performance of the suppliers undertaking design.	✓	✓	✓	✓	✓	✓

		Procurement Type					
6.0	RIBA Stage 4 - Technical Design						
6.1	Lead and manage the production of the Design Programme.	✓	✓	✓	✓	✓	✓
6.2	Lead and manage the review and update of the Technical Design in accordance with the Project Strategies, Design Responsibility Matrix, Information Exchange and the Design Programme.			✓			
6.3	Manage the Incorporation and co-ordination of agreed changes to the Technical Design, Site Information and Project Information in compliance with the Change Control Procedures, Design Responsibility Matrix, Information Exchanges and the Design Programme.			✓			
6.4	Lead and manage the contribution for design in the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and lead and manage the contribution for design for the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
6.5	Lead and manage the contribution in respect of design in the review and update of the Handover Strategy and Risk Assessments.	✓	✓	✓	✓	✓	✓
6.6	Lead and manage the contribution in respect of design in the review and update of the Construction Strategy and contribute to the review and update of the Health and Safety Strategy.	✓	✓	✓	✓	✓	✓
6.7	Lead and manage the contribution in respect of design in the review and update the Project Execution Plan.	✓	✓	✓	✓	✓	✓
6.8	Lead and manage the contribution in respect of design in the review and update the Project Programme and the Project Budget.	✓	✓	✓	✓	✓	✓
6.9	Agree with the Project Lead and prepare the Information Exchange .	✓	✓	✓	✓	✓	✓
6.10	Manage the Information Exchange requirements	✓	✓	✓	✓	✓	✓
6.11	Manage the Identification of the requirement for specialist designers.	✓	✓	✓	✓	✓	✓
6.12	Liaise with specialist sub-contractors as necessary.	✓	✓	✓	✓	✓	✓
6.13	Contribute to the selection of a list of tenderers.			✓			
6.14	Contribute to the preparation of the Employer's Requirements.			✓			
6.15	Contribute to the preparation of the tender documentation			✓			
6.16	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.			✓			
6.17	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).	✓	✓	✓	✓	✓	✓
6.18	Lead the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.	✓	✓		✓	✓	✓
6.19	Monitor and review the performance of the suppliers undertaking design.	✓	✓	✓	✓	✓	✓

		Procurement Type					
7.0	RIBA Stage 5 - Construction						
7.1	Lead and manage the review of standards of construction to verify conformance with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all site queries are resolved in accordance with the foregoing.	✓	✓	✓	✓	✓	✓
7.2	Lead and manage the review of the development of the design to verify conformance with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all Design Queries are resolved in accordance with the foregoing.	✓	✓	✓	✓	✓	✓
7.3	Lead and manage the contribution in respect of design, as necessary, for the provision of information to the Contract Administrator to assist contract administration.	✓	✓	✓	✓	✓	✓
7.4	Lead and manage the contribution in respect of design to the review and update of the Project Programme and the Project Budget.	✓	✓	✓	✓	✓	✓
7.5	Lead and manage the contribution in respect of design to the review and update of the Sustainability Strategy and lead the contribution in respect of design for the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
7.6	Lead and manage the contribution in respect of design to the review and update of the Construction Strategy and the Health and Safety Strategy.	✓	✓	✓	✓	✓	✓
7.7	Monitor the compilation of the 'As Constructed' Information is provided in accordance with the Construction Programme.	✓	✓	✓	✓	✓	✓
7.8	Lead and manage the contribution in respect of design to the implementation of the Handover Strategy	✓	✓	✓	✓	✓	✓
7.9	Lead and manage the contribution in respect of design to monitor and verify that agreed changes to the Design during Construction are implemented in compliance with the Change Control Procedure, Design Responsibility Matrix, Information Exchange, Technology Strategy and Design Programme.	✓	✓	✓	✓	✓	✓
7.10	Manage and co-ordinate witnessing of the testing and commissioning.	✓	✓	✓	✓	✓	✓
7.11	Manage the Information Exchange requirements.	✓	✓	✓	✓	✓	✓
7.12	Liaise with specialist suppliers as necessary.	✓	✓	✓	✓	✓	✓
7.13	Contribute to the preparation of a planned maintenance programme for the project, post handover, and contribute to recommendations for the procurement of the planned maintenance.	✓	✓	✓	✓	✓	✓
7.14	Manage the preparation of the 'As Constructed' Information.			✓			
7.15	Monitor and review the performance of the suppliers undertaking design.	✓	✓	✓	✓	✓	✓
7a.1	<i>Make recommendations for sample-taking and the carrying out of specialist inspection tests of materials and workmanship. Following approval of recommendations for testing, arrange for the inspections and tests to be undertaken and examine the results of such tests whether on or off site. In liaison with the Lead Designer take any necessary action to ensure that any deficiencies are rectified.</i>	✓	✓	✓	✓	✓	✓
7a.2	<i>Make recommendations for the opening of work to determine that it is generally in accordance with the contract documentation.</i>	✓	✓	✓	✓	✓	✓
7a.3	<i>Visit the sites of fabrication and assembly to inspect such materials or workmanship before delivery to site.</i>	✓	✓	✓	✓	✓	✓
7a.4	<i>Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the Contracting Authority and the Contractor.</i>	✓	✓	✓	✓	✓	✓
7a.5	<i>In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.</i>	✓	✓	✓	✓	✓	✓
8.0	RIBA Stage 6 - Handover & Close-Out						
8.1	Provide the Contract Administrator and Project Lead with the aggregated defects list.	✓	✓	✓	✓	✓	✓
8.2	Manage the tasks in respect of the design in accordance with the Handover Strategy and lead the contribution in respect of design for the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
8.3	Manage the provision of information from the designers to the Contract Administrator to assist administration of the contract.	✓	✓	✓	✓	✓	✓
8.4	Manage the update from the designers of the Project Information.	✓	✓	✓	✓	✓	✓
8.5	Manage the update from the designers of the 'As Constructed' Information.	✓	✓		✓	✓	✓
8.6	Manage the update the 'As Constructed' Information.			✓			
9.0	RIBA Stage 7 - In Use						
9.1	Manage the tasks in respect of design listed in the Handover Strategy.	✓	✓	✓	✓	✓	✓
9.2	Manage the contribution in respect of design to the Post Occupancy Evaluation.	✓	✓	✓	✓	✓	✓
9.3	Manage the contribution in respect of design to the update of 'As Constructed' information in accordance with Contracting Authority Feedback.	✓	✓	✓	✓	✓	✓

Schedule of Services (By Procurement Type)

Project Management & Full Design Team Services Procurement - RM3741

Core Service Discipline 7 - Client Adviser



**Crown
Commercial
Service**

Ref	Scope of Services	Procurement Type					
		D&B (Single)	D&B (2 Stage)	Traditional	2 Stage Open Book	Cost Led Procurement	Integrated Project Ins
1.0	General Services						
1.1	Provide the Services for all Workplan stages unless instructed otherwise by the Contracting Authority	✓	✓	✓	✓	✓	✓
1.2	Attend meetings with the Client, Project Lead, other suppliers and Contractor as necessary.	✓	✓	✓	✓	✓	✓
1.3	Consult and liaise with other suppliers on the Project Team to ensure that the Services provided by the Supplier are fully coordinated with the services provided by those suppliers.	✓	✓	✓	✓	✓	✓
1.4	Where there is duplication between the Services provided by the Supplier and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.	✓	✓	✓	✓	✓	✓
1.5	Participate in the operation of an Early Warning System.	✓	✓	✓	✓	✓	✓
1.6	Attend meetings with the Contracting Authority, Project Lead, other suppliers and the Contractor as necessary.	✓	✓	✓	✓	✓	✓
1.7	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
1.8	Participate in the Change Control Procedure and monitor Design and Cost Information development against the Project Budget, Design Programme and Project Programme.	✓	✓	✓	✓	✓	✓
1.9	Work closely with the Contracting Authority, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.	✓	✓	✓	✓	✓	✓
2.0	RIBA Stage 0 - Strategic Definition						
2.1	Review and comment on the Business Case, other core project requirements and the Strategic Brief and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
2.2	Provide recommendations to the the Contracting Authority for the assembly of the Project Team.	✓	✓	✓	✓	✓	✓
2.3	Review and comment on the findings from post project evaluations and the Sustainability Checkpoint that are being used to inform the approach to the Strategic Definition for the Project and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
2.4	Review and comment on the Project Brief, the Initial Project Budget and the Project Programme and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
2.5	Review and comment on the Project Execution Plan and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.0	RIBA Stage 1 - Preparation & Brief						
3.1	Review the development of the Initial Project Brief including Project Objectives, Quality Objectives, Project Outcomes, environmental performance/Sustainability Aspirations, Project Budget and other parameters or constraints. Provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.2	Provide recommendations to the Contracting Authority for the assembly of the Project Team.	✓	✓	✓	✓	✓	✓
3.3	Review and comment on the Site Information, Project Information and the Initial Project Brief and provide recommendation to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.4	Review and comment on the procurement route and standard form of Building Contract and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.5	Review and comment on the Project Roles Table and Contractual Tree and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.6	Review and comment on the Design Responsibility Matrix, Information Exchange and Technology Strategy and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.7	Review and comment on the options appraisal and provide recommendation to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.8	Review and comment on the Feasibility Study and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.9	Review and comment on the Project Budget and Project Programme and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓

		Procurement Type					
3.10	Review and comment on the Handover Strategy, the Sustainability Check Point and the Project Execution Plan and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
3.11	Provide comment to the Contracting Authority on the performance of the Project Team.	✓	✓	✓	✓	✓	✓
3.12	Review proposals for the selection of one or more specialists, to provide input into option appraisals and/or the Feasibility Study and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓

		Procurement Type					
4.0 RIBA Stage 2 - Concept Design							
4.1	Review and comment on the preparation and progress of the Concept Design, Site Information, Project Information, preliminary Cost Information and Project Strategies and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.2	Review and comment on the Final Project Brief and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.3	Review and comment on the Sustainability Strategy, the Maintenance and Operational Strategy and the Sustainability Checkpoint and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.4	Review and comment on the Handover Strategy and Risk Assessments and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.5	Review and comment on the Construction Strategy and the Health and Safety Strategy and provide recommendations to the Contracting Authority	✓	✓	✓	✓	✓	✓
4.6	Review and comment on the Project Execution Plan and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.7	Review and comment on the Project Programme and the Project Budget and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.8	Comment on and review the Information Exchange, preliminary Cost Information, Project Strategies and Final Project Brief and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.9	Review and comment on the performance of the Project Team and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.10	Review proposals for the selection of one or more specialists, to provide input into the Concept Design and provide recommendation to the Contracting Authority in consultation with the Contracting Authority.	✓	✓	✓	✓	✓	✓
4.11	Review, comment and provide recommendations to the Contracting Authority on the selection methodology for the list of tenderers.		✓		✓	✓	✓
4.12	Review, comment and provide recommendations to the Contracting Authority on the preparation of the tender documentation including the Employer's Requirements.		✓		✓	✓	✓
4.13	Review, comment and provide recommendations in respect of the assessment of tenders and the tender report.		✓		✓	✓	✓
4.14	Review, comment and provide recommendations to the Contracting Authority in respect of the contract documentation (for pre-construction activities).		✓		✓	✓	✓
5.0 RIBA Stage 3 - Developed Design							
5.1	Review and comment on the preparation and progress of the Developed Design, Site Information, Project Information, Cost Information and Project Strategies and provide updates and recommendations to the Contracting Authority.	✓		✓			
5.2	Review and comment on the Sustainability Strategy, the Maintenance and Operational Strategy and the Sustainability Checkpoint and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
5.3	Review and comment on the Handover Strategy and Risk Assessments and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
5.4	Review and comment on the Construction Strategy and the Health and Safety Strategy and provide recommendations to the Contracting Authority	✓	✓	✓	✓	✓	✓
5.5	Review and comment on the Project Execution Plan and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
5.6	Review and comment on the Project Programme and the Project Budget and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
5.7	Review and comment on the Information Exchange and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
5.9	Review and comment on the performance of the Project Team and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
5.10	Review proposals for the selection of one or more specialists, to provide input into the Developed Design and make recommendation to the Contracting Authority.	✓	✓	✓	✓	✓	✓
5.11	Review, comment and provide recommendations to the Contracting Authority on the selection methodology for the list of tenderers.	✓					
5.12	Review, comment and provide recommendations to the Contracting Authority on the preparation of the tender documentation including the Employer's Requirements.	✓					
5.14	Review, comment and provide recommendations in respect of the assessment of tenders and the tender report.	✓					
5.15	Review, comment and provide recommendations to the Contracting Authority in respect of the contract documentation (for pre-construction activities).	✓					

		Procurement Type					
5.16	Review, comment and provide recommendations to the Contracting Authority arising from the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes and method statements etc (for pre-construction activities).		✓		✓	✓	✓
6.0 RIBA Stage 4 - Technical Design							
6.1	Review and comment on the preparation and progress of the Technical Design, Site Information, Project Information and Cost Information and provide updates and recommendations to the Contracting Authority.			✓			
6.2	Review and comment on the Sustainability Strategy, the Maintenance and Operational Strategy and the Sustainability Checkpoint and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
6.3	Review and comment on the Handover Strategy and Risk Assessments and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
6.4	Review and comment on the Construction Strategy and the Health and Safety Strategy and provide recommendations to the Contracting Authority	✓	✓	✓	✓	✓	✓
6.5	Review and comment on the Project Execution Plan and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
6.6	Review and comment on the Project Programme and the Project Budget and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
6.7	Review and comment on the Information Exchange and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
6.8	Review and comment on the performance of the Project Team and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
6.9	Review proposals for the selection of one or more specialists, to provide input into the Technical Design and provide recommendations to the Contracting Authority in consultation with the Contracting Authority.	✓	✓	✓	✓	✓	✓
6.10	Review, comment and provide recommendations to the Contracting Authority on the selection methodology for the list of tenderers.			✓			
6.11	Review, comment and provide recommendations to the Contracting Authority on the preparation of the tender documentation including the Employer's Requirements.			✓			
6.12	Review, comment and provide recommendations in respect of the assessment of tenders and the tender report.			✓			
6.13	Review, comment and provide recommendations to the Contracting Authority in respect of the contract documentation.	✓	✓	✓	✓	✓	✓
6.14	Review, comment and provide recommendations to the Contracting Authority arising from the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes and method statements etc to ensure alignment with the contract documentation (for pre-construction activities).	✓	✓		✓	✓	✓

Procurement Type							
7.0	RIBA Stage 5 - Construction						
7.1	Review construction conformance with the contract documentation and Construction Programme and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.2	Review design development, health and safety performance, cash-flow and progress of the project and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.3	Review and comment on the Sustainability Strategy and the Sustainability Checkpoint and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.4	Review and comment on the Handover Strategy and Risk Assessments and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.5	Review and comment on the Construction Strategy and the Health and Safety Strategy and provide recommendations to the Contracting Authority	✓	✓	✓	✓	✓	✓
7.6	Review and comment on the Project Programme and the Project Budget and provide recommendations to the Contracting Authority	✓	✓	✓	✓	✓	✓
7.7	Review and comment on the information Exchange and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.8	Review and comment and monitor preparation and progress of the Project Information and the As Constructed Information and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.9	Review and comment and monitor preparation and progress of the Implementation of the Handover Strategy and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.10	Review and comment on the planned maintenance programme and the recommendation on the procurement of the planned maintenance and make recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.11	Review and comment on the performance of the Project Team and provide recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.12	Review proposals for the selection of one or more specialists, to provide input into the Design during Construction and provide recommendations to the Contracting Authority in consultation with the Contracting Authority.	✓	✓	✓	✓	✓	✓
7.13	Review, comment and provide recommendations to the Contracting Authority arising from the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes and method statements etc to ensure alignment with the contract documentation.	✓	✓	✓	✓	✓	✓
7.14	Review and comment on the progress of the preparation of the 'As Constructed' Information and provide updates and recommendations to the Contracting Authority.			✓			
7a.1	<i>Review and comment on activities in connection with the adjudication of disputes between the Contracting Authority and the Contractor and provide recommendations to the Contracting Authority.</i>	✓	✓	✓	✓	✓	✓
7a.2	<i>In co-operation with the other members of the Project Team concerned, evaluate claims and make and provide recommendations to the Contracting Authority.</i>	✓	✓	✓	✓	✓	✓
5.0	RIBA Stage 6 - Handover & Close-Out						
8.1	Review, comment and provide updates and recommendations to the Contracting Authority in respect of the handover of the building in accordance with the Handover Strategy and contribute to the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
8.2	Review and comment on the defects list and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
8.3	Review and comment on the progress of completion of tasks in accordance with the Handover Strategy and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
8.4	Review and comment on the progress of completion of the update of the Project Information and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
8.5	Review and comment on the progress of completion of the update of the 'As Constructed' Information and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓
9.0	RIBA Stage 7 - In-Use						
9.1	Review and comment on the completion of the tasks in the Handover Strategy and provide updates and recommendations to the Contracting Authority.	✓	✓	✓	✓	✓	✓

Schedule of Services (By Procurement Type)

Project Management & Full Design Team Services Procurement - RM3741

Core Service Discipline 8 - Principal Designer



Crown
Commercial
Service

Ref	Scope of Services	Procurement Type					
		D&B (Single)	D&B (2 Stage)	Traditional	2 Stage Open Book	Cost Led Procurement	Integrated Project Ins
1.0	General Services						
1.1	Provide the Services for all Workplan stages unless instructed otherwise by the Contracting Authority as defined in Regulation 11 and Regulation 12 of the CDM Regulations 2015.	✓	✓	✓	✓	✓	✓

		Procurement Type					
1.2	In consultation with the Project Lead, the Lead Designer and the Contracting Authority, prepare a programme for the 'pre-construction' phase to ensure all health and safety aspects arising from the project are effectively managed.	✓	✓	✓	✓	✓	✓
1.3	Manage the pre-construction process to ensure that all design, technical, organisational and programming aspects take into account the general principles of the prevention of health and safety risks and that this is reflected in the content of Health and Safety Information.	✓	✓	✓	✓	✓	✓
1.4	Monitor the pre-construction phase to ensure that, so far as is reasonably practicable, the project will be implemented and delivered without risks to health or safety.	✓	✓	✓	✓	✓	✓
1.5	Ensure that all suppliers cooperate with the Supplier, Contracting Authority and each other in respect of matters impacting health and safety.	✓	✓	✓	✓	✓	✓
1.6	Advise on health and safety considerations affecting or affected by procurement methods, approaches to design, construction, maintenance and operation.	✓	✓	✓	✓	✓	✓
1.7	Ensure, as far as reasonably practicable, that the Project Team and the Contracting Authority and any other suppliers comply with their statutory duties under health and safety legislation.	✓	✓	✓	✓	✓	✓
1.8	Ensure the Project Team work to reduce risks, coordinate information, and generate solutions for construction, maintenance and operation that are as risk free as possible.	✓	✓	✓	✓	✓	✓
1.9	Organise and ensure circulation of all pre-existing information (including Site Information and Project Information) for the Project to the Project Team.	✓	✓	✓	✓	✓	✓
1.10	Ensure that coherent health and safety information is handed over to the Principal Contractor.	✓	✓	✓	✓	✓	✓
1.11	Consult and liaise with other suppliers on the Project Team to ensure that the Services provided by the Supplier are fully coordinated with the services provided by those suppliers.	✓	✓	✓	✓	✓	✓
1.12	Where there is duplication between the Services provided by the Supplier and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.	✓	✓	✓	✓	✓	✓
1.13	Participate in the operation of an Early Warning System.	✓	✓	✓	✓	✓	✓
1.14	Attend meetings with the Contracting Authority, Project Lead, other suppliers and the Contractor as necessary.	✓	✓	✓	✓	✓	✓
1.15	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for Contracting Authority approval based on the results of these exercises to deliver the best overall value for money.	✓	✓	✓	✓	✓	✓
1.16	Participate in the Change Control Procedure and monitor Design development to assess the impact on health and safety in design, construction, maintenance and operation.	✓	✓	✓	✓	✓	✓
1.17	Work closely with the Contracting Authority, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.	✓	✓	✓	✓	✓	✓

		Procurement Type					
2.0	RIBA Stage 0 - Strategic Definition						
2.1	Provide comments to the Project Lead and attend workshops to discuss the Business Case and to develop the Strategic Brief for the project.	✓	✓	✓	✓	✓	✓
2.2	Review findings from post project evaluations from relevant projects and contribute to the Sustainability Checkpoint to inform the approach to the Strategic Definition for the project.	✓	✓	✓	✓	✓	✓
2.3	Provide contributions to the Project Lead to establish the Project Brief, the Initial Project Budget and the Project Programme.	✓	✓	✓	✓	✓	✓
2.4	Provide contributions to the Project Lead to draft the Project Execution Plan.	✓	✓	✓	✓	✓	✓
3.0	RIBA Stage 1 - Preparation & Brief						
3.1	Liaise with the Project Team and the Contracting Authority to obtain copies of all available Site information including maps, plans, surveys, reports or other documentation relating to the project and any adjacent areas.	✓	✓	✓	✓	✓	✓
3.2	Receive the existing health and safety file and Site Information, where available, from the Contracting Authority and advise upon its adequacy for the project. Update the existing health and safety file for use in connection with the Project.	✓	✓	✓	✓	✓	✓
3.3	Lead and manage the contribution in respect of health and safety considerations to the development of the Initial Project Brief. The Initial Project Brief shall include Project Objectives, Quality Objectives, Project Outcomes, environmental performance/Sustainability Aspirations, Project Budget and Project Programme and all other parameters, risks and/or constraints.	✓	✓	✓	✓	✓	✓
3.4	Review Site Information and Project Information and provide comments and attend workshops, as required, to develop the Initial Project Brief.	✓	✓	✓	✓	✓	✓
3.5	Provide comment for the development of the Project Roles Table and Contractual Tree.	✓	✓	✓	✓	✓	✓
3.6	Provide comment to the Project Lead and Lead Designer to prepare the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
3.7	Lead and manage the health and safety implications contribution to the preparation of option appraisals that meet the Initial Project Brief. Options produced by the Project Team should collectively address: - Built Form: including building size, shape, orientation, sub-division, shading, weather and noise protection etc. - Construction standards: including floor load capacities, column to column spans, insulation, fire protection, glazing ratios, thermal and noise insulation, thermal capacity, natural and artificial illumination, ventilation etc. - Structural and hard surfacing materials, foundations, temporary structures etc. - Engineering Services and components: including heating, hot water, cooling, ventilation, lighting, communications, lifting or transportation equipment and public health systems etc.; their operational relationships, methods of control and means of energy supply, distribution and recovery etc. - Foul and surface water drainage, attenuation and rainwater harvesting - External paving and surfacing, roads, car parks and footpaths	✓	✓	✓	✓	✓	✓
3.8	Lead and manage the health and safety implications contribution to the preparation of the Feasibility Study for the Contracting Authority preferred option(s)	✓	✓	✓	✓	✓	✓
3.9	Review and contribute to the update the Project Programme. Lead and manage the update of the health and safety information.	✓	✓	✓	✓	✓	✓
3.10	Contribute to the preparation of the Handover Strategy and undertake the review of Risk Assessments in preparation for the Concept Design stage and contribute to the Sustainability Checkpoint and the development of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
3.11	Assist in the selection one or more specialists, where appropriate and legally compliant, to provide input into option appraisals and/or the Feasibility Study in consultation with the Contracting Authority and the Project Team.	✓	✓	✓	✓	✓	✓
3.12	Prepare a health and safety file for the project.	✓	✓	✓	✓	✓	✓
4.0	RIBA Stage 2 - Concept Design						
4.1	Ensure that all persons working in relation to the pre-construction phase cooperate with the Contracting Authority, the Supplier and each other.	✓	✓	✓	✓	✓	✓
4.2	Incorporate the agreed changes to the Concept Design, Site Information and Project Information into the update of the health and safety information in accordance with the Change Control Procedure and the Design Responsibility Matrix, Information Exchanges and the Design Programme. Contribute to the development of Project Strategies.	✓	✓	✓	✓	✓	✓
4.3	Contribute to the development of the Sustainability Strategy, the Maintenance and Operational Strategy and the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
4.4	Contribute to the development of the Handover Strategy and review and comment on Risk Assessments.	✓	✓	✓	✓	✓	✓
4.5	Contribute to the Construction Strategy and lead and manage the update and development of the Health and Safety Strategy	✓	✓	✓	✓	✓	✓
4.6	Contribute to the review and update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓

		Procurement Type					
4.7	Contribute to the review and update of the Design Programme and Project Programme.	✓	✓	✓	✓	✓	✓
4.8	Comply with the Information Exchange requirements.	✓	✓	✓	✓	✓	✓
4.9	Ensure all designers comply with their duties in Regulation 9 of the CDM Regulations 2015..	✓	✓	✓	✓	✓	✓
4.10	Contribute to the selection of a list of tenderers.		✓		✓	✓	✓
4.11	Contribute to the preparation of the Employer's Requirements.		✓		✓	✓	✓
4.12	Contribute to the preparation of the tender documentation		✓		✓	✓	✓
4.13	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include the review and evaluation of the alignment of the health and safety proposals in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.		✓		✓	✓	✓
4.14	Assist in the agreement and the finalisation of the detailed content of the contract documentation (for pre-construction activities).		✓		✓	✓	✓
5.0 RIBA Stage 3 - Developed Design							
5.1	Ensure that all design, technical, organisational and programming aspects take into account the general principles of prevention of health and safety risks and, where relevant, the content of any construction phase plan shall adopt these general principles.	✓	✓	✓	✓	✓	✓
5.2	Incorporate the agreed changes to the Developed Design, Site Information and Project Information into the update of the health and safety information in accordance with the Change Control Procedure, the Design Responsibility Matrix, Information Exchanges and the Design Programme. Contribute to the development of Project Strategies.	✓	✓	✓	✓	✓	✓
5.3	Contribute to the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and contribute to the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
5.4	Contribute to the review and update of the Handover Strategy and review and update Risk Assessments.	✓	✓	✓	✓	✓	✓
5.5	Contribute to the review and update of the Construction Strategy and lead the review and update of the Health and Safety Strategy	✓	✓	✓	✓	✓	✓
5.6	Contribute to the review and update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
5.7	Contribute to the review and update of the Design Programme and Project Programme.	✓	✓	✓	✓	✓	✓
5.8	Comply with the information Exchange requirements.	✓	✓	✓	✓	✓	✓
5.9	Ensure all designers comply with their duties in Regulation 9 of the CDM Regulations 2015.	✓	✓	✓	✓	✓	✓
5.10	Contribute to the selection of a list of tenderers.	✓					
5.11	Contribute to the preparation of the Employer's Requirements.	✓					
5.12	Contribute to the preparation of the tender documentation	✓					
5.13	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include the review and evaluation of the alignment of the health and safety proposals in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.	✓					
5.14	Assist in the agreement of the detailed content and finalisation of the contract documentation (for pre-construction activities)	✓					
5.15	Lead the assessment of the health and safety impact of submissions from the selected tenderer of designs and specifications, and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.		✓		✓	✓	✓

		Procurement Type					
6.0	RIBA Stage 4 - Technical Design						
6.1	Ensure that all design, technical, organisational and programming aspects take into account the general principles of prevention of health and safety risks and, where relevant, the content of any construction phase plan shall adopt these general principles.	✓	✓	✓	✓	✓	✓
6.2	Incorporate the agreed changes to the Technical Design, Site Information and Project Information into the update of the health and safety information in accordance with the Change Control Procedure, Design Responsibility Matrix, Information Exchanges and the Design Programme.	✓	✓	✓	✓	✓	✓
6.3	Contribute to the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and contribute to the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
6.4	Contribute to the review and update of the Handover Strategy and review and update Risk Assessments.	✓	✓	✓	✓	✓	✓
6.5	Contribute to the review and update of the Construction Strategy and lead the review and update of the Health and Safety Strategy	✓	✓	✓	✓	✓	✓
6.6	Contribute to the review and update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
6.7	Contribute to the review and update of the Design Programme and Project Programme.	✓	✓	✓	✓	✓	✓
6.8	Comply with the Information Exchange requirements.	✓	✓	✓	✓	✓	✓
6.9	Ensure all designers comply with their duties in Regulation 9 of the CDM Regulations 2015..	✓	✓	✓	✓	✓	✓
6.10	Contribute to the selection of a list of tenderers.			✓			
6.11	Contribute to the preparation of the Employer's Requirements.			✓			
6.12	Contribute to the preparation of the tender documentation			✓			
6.13	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include the review and evaluation of the alignment of the health and safety proposals in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.			✓			
6.14	Assist in the agreement of the detailed content and finalisation of the contract documentation.	✓	✓	✓	✓	✓	✓
6.15	Lead the assessment of the health and safety impact of submissions from the selected tenderer of designs and specifications, and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.	✓	✓		✓	✓	✓

		Procurement Type					
7.0 RIBA Stage 5 - Construction							
7.1	Liaise with and share with the Principal Contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.	✓	✓	✓	✓	✓	✓
7.2	Assist the Principal Contractor to prepare the construction phase plan by providing the Principal Contractor with all information the Principal Designer holds that is relevant to the construction phase plan including— (a) pre-construction information obtained from the Contracting Authority; (b) any information obtained from designers under regulation 9(3)(b).	✓	✓	✓	✓	✓	✓
7.3	Contribute, as necessary, to the provision of information to the Contract Administrator to assist contract administration.	✓	✓	✓	✓	✓	✓
7.4	Contribute to the review and update of the Project Programme and the Project Budget.	✓	✓	✓	✓	✓	✓
7.5	Contribute to the review and update of the Sustainability Strategy and contribute to the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
7.6	Contribute to the review and update of the Construction Strategy and lead the review and update of the Health and Safety Strategy	✓	✓	✓	✓	✓	✓
7.7	Monitor the compilation of the 'As Constructed' information is provided in accordance with the Construction	✓	✓	✓	✓	✓	✓
7.8	Contribute to the implementation of the Handover Strategy	✓	✓	✓	✓	✓	✓
7.9	Monitor and verify that agreed changes to the Design during Construction are implemented in compliance with the Change Control Procedure, Design Responsibility Matrix, Information Exchanges and the Design Programme.	✓	✓	✓	✓	✓	✓
7.10	Comply with the Information Exchange requirements.	✓	✓	✓	✓	✓	✓
7.11	Contribute to the preparation of a planned maintenance programme for the project, post handover, and contribute to recommendations for the procurement of the planned maintenance.	✓	✓	✓	✓	✓	✓
7.12	Lead the assessment of the health and safety impact of submissions from the selected tenderer of designs and specifications, and the further review and evaluation of responses to any clarifications from the tenderer.	✓	✓	✓	✓	✓	✓
7.13	Contribute to the preparation of the 'As Constructed' Information.			✓			
7a.1	<i>Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the Contracting Authority and the Contractor.</i>	✓	✓	✓	✓	✓	✓
7a.2	<i>In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.</i>	✓	✓	✓	✓	✓	✓
8.0 RIBA Stage 6 - Handover & Close-Out							
8.1	Assist the Principal Contractor in finalising the construction phase plan by providing to the Principal Contractor all information the Principal Designer holds that is relevant to the construction phase plan including— (a) pre-construction information obtained from the Contracting Authority; (b) any information obtained under regulation 9(3)(b).	✓	✓	✓	✓	✓	✓
8.2	Undertake the tasks in accordance with the Handover Strategy and contribute to the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
8.3	Contribute to the provision of information to the Contract Administrator to assist administration of the contract.	✓	✓	✓	✓	✓	✓
8.4	Contribute to the update of the Project Information.	✓	✓	✓	✓	✓	✓
8.5	Contribute to the update of the 'As Constructed' Information.	✓	✓	✓	✓	✓	✓
9.0 RIBA Stage 7 - In-Use							
9.1	Undertake the tasks listed in the Handover Strategy.	✓	✓	✓	✓	✓	✓
9.2	Contribute to the Post Occupancy Evaluation	✓	✓	✓	✓	✓	✓

Schedule of Services (By Procurement Type)

Project Management & Full Design Team Services Procurement - RM3741

Core Service Discipline 9 - Contract Administrator



**Crown
Commercial
Service**

Ref	Scope of Services	Procurement Type					
		DBB (Single)	DBB (2 Stage)	Traditional	2 Stage Open Book	Cost Led Procurement	Integrated Project Ins
1.0	General Services						
1.1	Provide the Services for all Workplan stages unless instructed otherwise by the Contracting Authority	✓	✓	✓	✓	✓	✓
1.2	Establish and maintain contract administration procedures, hierarchy of responsibility and the Communication Strategy.	✓	✓	✓	✓	✓	✓
1.3	Consult and liaise with other suppliers on the Project Team to ensure that the Services provided by the Supplier are fully coordinated with the services provided by those suppliers.	✓	✓	✓	✓	✓	✓
1.4	Where there is duplication between the Services provided by the Supplier and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.	✓	✓	✓	✓	✓	✓
1.5	Participate in the operation of an Early Warning System.	✓	✓	✓	✓	✓	✓
1.6	Co-operate at all times with the Principal Designer in respect of the provision of information and Risk Assessments.	✓	✓	✓	✓	✓	✓
1.7	Attend meetings with the Contracting Authority, Project Lead, other suppliers and the Contractor as necessary.	✓	✓	✓	✓	✓	✓
1.8	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for Contracting Authority approval based on the results of these exercises to deliver the best overall value for money.	✓	✓	✓	✓	✓	✓
1.9	Participate in the Change Control Procedures and monitor Design and Cost Information development against the Project Budget, Design Programme and Project Programme.	✓	✓	✓	✓	✓	✓
1.1	Work closely with the Contracting Authority, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.	✓	✓	✓	✓	✓	✓

		Procurement Type					
2.0	RIBA Stage 0 - Strategic Definition						
2.1	<i>Not Applicable</i>						
3.0	RIBA Stage 1 - Preparation & Brief						
3.1	<i>Not Applicable</i>						
4.0	RIBA Stage 2 - Concept Design						
4.1	Lead the agreement of the detailed content and finalise the contract documentation (for pre-construction activities).		✓		✓	✓	✓
5.0	RIBA Stage 3 - Developed Design						
5.1	Lead the agreement of the detailed content and finalise the contract documentation (for pre-construction activities).	✓					

		Procurement Type					
6.0	RIBA Stage 4 - Technical Design						
6.1	Lead the agreement of the detailed content and finalise the contract documentation (for pre-construction activities).			✓			

		Procurement Type					
7.0	RIBA Stage 5 - Construction						
7.1	Administer the contract in accordance with the Building Contract.	✓	✓	✓	✓	✓	✓
7.2	Manage the Change Control Procedures.	✓	✓	✓	✓	✓	✓
7.3	Visit the site as appropriate to inspect the progress of the project and the quality of materials, goods, equipment and workmanship in consultation with the Project Team to ascertain compliance with the contract documentation, Design Programme, Construction Programme and Project Budget.	✓	✓	✓	✓	✓	✓
7.4	Monitor and record the activities, labour levels, productivity, plant and equipment deployed and use thereof by the Contractor and its supply chain and the effect of any matters that are, or maybe, affecting the foregoing.	✓	✓	✓	✓	✓	✓
7.5	Monitor the submission and approval of designs, specifications testing and commissioning by the Contractor and its supply chain.	✓	✓	✓	✓	✓	✓
7.6	Co-ordinate, arrange and chair meetings on site, as may be necessary, with the Project Team to establish progress of the project and compliance of the project with the contract documentation and all relevant Programmes and Budgets.	✓	✓	✓	✓	✓	✓
7.7	Provide monthly progress reports to the Contracting Authority in respect of the above and provide early warning of any decisions by the Contracting Authority which may be required in the following eight weeks.	✓	✓	✓	✓	✓	✓
7.8	Provide opinion, instructions and certifications for the proper execution of the Project in accordance with the contract documentation.	✓	✓	✓	✓	✓	✓
7.9	Check, agree and approve as appropriate the expenditure of provisional sums and the Contractor's applications for Interim payment.						
7a.1	<i>In collaboration with the other suppliers, assess any compensation events/ financial claims/ applications for extension of the completion date and the effects on the programme of any proposed variations, and monitor the cost and programme effects of any variations for which instructions are issued to the Contractor.</i>	✓	✓	✓	✓	✓	✓
7a.2	<i>Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the Contracting Authority and the Contractor.</i>	✓	✓	✓	✓	✓	✓
7a.3	<i>In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.</i>	✓	✓	✓	✓	✓	✓
8.0	RIBA Stage 6 - Handover & Close-Out						
8.1	At Practical Completion, co-ordinate handover and see that all appropriate commissioning inspections and tests are complete and contribute to the Sustainability Checkpoint.	✓	✓	✓	✓	✓	✓
8.2	Organise, attend the site and record all matters relating to handover of the project, and each and any section and part thereof, in accordance with the Handover Strategy, in accordance with the Building Contract including:- - Arranging and co-ordinating pre-handover inspections by other suppliers and carrying out handover inspections and reporting to the parties to the building contract in writing as to defects requiring rectification before handover; - Carrying out further handover inspections as required and certifying to the Contracting Authority in writing as soon as the project, and/or each and any section and part thereof, has reached completion and is ready for handover.	✓	✓	✓	✓	✓	✓
8.3	Advise on the resolution of defects.	✓	✓	✓	✓	✓	✓
8.4	Oversee the compilation of handover documentation in accordance with the Handover Strategy including 'As Constructed' information.	✓	✓	✓	✓	✓	✓
8.5	Issue the final statement, or equivalent, on conclusion of the agreement of the final account, or equivalent, and the rectification of all defects in accordance with the the Building Contract.	✓	✓	✓	✓	✓	✓
8.6	Conclude administration of the Building Contract.	✓	✓	✓	✓	✓	✓
9.0	RIBA Stage 7 - In-Use						
9.1	Undertake the tasks listed in the Handover Strategy.	✓	✓	✓	✓	✓	✓

Schedule of Services (By Procurement Type)

Project Management & Full Design Team Services Procurement - RM3741

Core Service Discipline 10 - BIM Information Manager



**Crown
Commercial
Service**

Ref	Scope of Services	Procurement Type					
		D&B (Single)	D&B (2 Stage)	Traditional	2 Stage Open Book	Cost Led Procurement	Integrated Project Ins
1.0	General Services						
1.1	Provide the Services for all Workplan stages unless instructed otherwise by the Contracting Authority.	✓	✓	✓	✓	✓	✓
1.2	Attend regular meetings in respect of Design, consult and liaise with the Lead Designer in the preparation of the Project Roles Table, Design Responsibility Matrix, Technology Strategy and Design Programme. Identify activities to be undertaken and responsibility for the activities in accordance with the Project Roles Table, Design Responsibility Matrix, Technology Strategy and Design Programme. Undertake and take responsibility for actions to be undertaken by the BIM Information Manager.	✓	✓	✓	✓	✓	✓
1.3	Monitor that Design is in accordance with the Technology Strategy. Review, develop and update the Technology Strategy.	✓	✓	✓	✓	✓	✓
1.4	Establish rigorous procedures to monitor the production of Design Information is in accordance with the Technology Strategy in order that any shortcomings and/or queries are immediately highlighted and rectified in accordance with the Project Roles Table, Design Responsibility Matrix, Technology Strategy, Design Programme and the Project Programme.	✓	✓	✓	✓	✓	✓
1.5	Establish a Common Data Environment including processes and procedures to enable reliable information exchange between Project Team Members, the Contracting Authority and other parties.	✓	✓	✓	✓	✓	✓
1.6	Manage Common Data Environment processes and procedures, validate compliance with them and advise on non-compliance.	✓	✓	✓	✓	✓	✓
1.7	Establish, agree and implement the information structure and maintenance standards for the Information Model.	✓	✓	✓	✓	✓	✓
1.8	Receive information into the Information Model in compliance with agreed processes and procedures. Validate compliance with information requirements and advise on non-compliance.	✓	✓	✓	✓	✓	✓
1.9	Maintain the Information Model to meet integrity and security standards in compliance with the employer's information requirements.	✓	✓	✓	✓	✓	✓
1.10	Initiate, agree and implement the Project Information Plan and Asset Information Plan covering: - information structure across roles e.g. software platforms (all levels of supply chain) appropriate to meet the Employer requirements and Project Team resources - responsibility for provision of information at each Stage - level of detail of information required for specific Project Outputs e.g. planning, procurement, FM procurement - the process for incorporating As Constructed, testing, validation and commissioning information to enable integration of information within the Project Team and co-ordination of information by the Lead Designer	✓	✓	✓	✓	✓	✓
1.11	Agree the formats for Project Outputs	✓	✓	✓	✓	✓	✓
1.12	Support the implementation of the Project BIM protocol and the Appendices	✓	✓	✓	✓	✓	✓
1.13	Assist the Project Team Members to establish Information Exchange processes, including the definition and agreement of procedures for convening, chairing, attendance and responsibility for recording "Information Exchange process meetings"	✓	✓	✓	✓	✓	✓
1.14	Establish and implement record keeping, archiving and audit trail for the Information Model	✓	✓	✓	✓	✓	✓
1.15	Consult and liaise with other suppliers on the Project Team to ensure that the Services provided by the Supplier are fully coordinated with the services provided by those suppliers and in accordance with the Schedule of Services for each, the Project Roles Table, the Design Responsibility Matrix and the Technology Strategy.	✓	✓	✓	✓	✓	✓
1.16	Where there is duplication between the Services provided by the Supplier under the term and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.	✓	✓	✓	✓	✓	✓
1.17	Participate in the operation of an Early Warning System.	✓	✓	✓	✓	✓	✓
1.18	Co-operate at all times with the Principal Designer in respect of the provision of Risk Assessments.	✓	✓	✓	✓	✓	✓
1.19	Attend meetings with the Contracting Authority, Project Lead, other suppliers and the Contractor as necessary.	✓	✓	✓	✓	✓	✓

		Procurement Type					
1.20	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for Contracting Authority approval based on the results of these exercises to deliver the best overall value for money.	✓	✓	✓	✓	✓	✓
1.21	Comply with the project management procedures, hierarchy of responsibility, the Communication Strategy and the exchange of information both informally and formally at Information Exchanges.	✓	✓	✓	✓	✓	✓
1.22	Participate in the Change Control Procedures.	✓	✓	✓	✓	✓	✓
1.23	Work closely with the Contracting Authority, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.	✓	✓	✓	✓	✓	✓
1a.1	<i>Host the Common Data Environment</i>	✓	✓	✓	✓	✓	✓
2.0	RIBA Stage 0 - Strategic Definition						
2.1	Review findings from post project evaluations from relevant projects to inform the approach to the Strategic Definition for the project.	✓	✓	✓	✓	✓	✓
2.2	Provide contributions to the Project Lead to draft the Project Execution Plan.	✓	✓	✓	✓	✓	✓

		Procurement Type					
3.0 RIBA Stage 1 - Preparation & Brief							
3.1	Contribute to the agreement of the procurement route and the standard form of Building Contract.	✓	✓	✓	✓	✓	✓
3.2	Contribute to the development of the Project Roles Table and Contractual Tree by the Project Lead.	✓	✓	✓	✓	✓	✓
3.3	Contribute to the preparation of the Design Responsibility Matrix, Information Exchange and Technology Strategy for the Initial Project Brief.	✓	✓	✓	✓	✓	✓
3.4	Assist Project Team Members to assemble Information for Project Outputs	✓	✓	✓	✓	✓	✓
3.5	Continue to support the implementation of the Project BIM protocol and the update of the Appendices	✓	✓	✓	✓	✓	✓
3.6	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
3.7	Monitor and review conformance of Project Outputs with the Technology Strategy.	✓	✓	✓	✓	✓	✓
4.0 RIBA Stage 2 - Concept Design							
4.1	Contribute to the review and update of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
4.2	Assist Project Team Members to assemble Information for Project Outputs	✓	✓	✓	✓	✓	✓
4.3	Continue to support the implementation of the Project BIM protocol.	✓	✓	✓	✓	✓	✓
4.4	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
4.5	Contribute to the selection of a list of tenderers.		✓		✓	✓	✓
4.6	Contribute to the preparation of the Employer's Requirements.		✓		✓	✓	✓
4.7	Contribute to the preparation of the tender documentation		✓		✓	✓	✓
4.8	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.		✓		✓	✓	✓
4.9	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).		✓		✓	✓	✓
4.10	Monitor and review conformance of Project Outputs with the Technology Strategy.	✓	✓	✓	✓	✓	✓

		Procurement Type					
5.0	RIBA Stage 3 - Developed Design						
5.1	Contribute to the review and update of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
5.2	Assist Project Team Members to assemble information for Project Outputs	✓	✓	✓	✓	✓	✓
5.3	Continue to support the implementation of the Project BIM protocol.	✓	✓	✓	✓	✓	✓
5.4	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
5.5	Contribute to the selection of a list of tenderers.	✓					
5.6	Contribute to the preparation of the Employer's Requirements.	✓					
5.7	Contribute to the preparation of the tender documentation.	✓					
5.8	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.	✓					
5.9	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).	✓					
5.10	Contribute to the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.		✓		✓	✓	✓
5.11	Monitor and review conformance of Project Outputs with the Technology Strategy.	✓	✓	✓	✓	✓	✓

		Procurement Type					
6.0 RIBA Stage 4 - Technical Design							
6.1	Contribute to the preparation of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
6.2	Assist Project Team Members to assemble Information for Project Outputs	✓	✓	✓	✓	✓	✓
6.3	Continue to support the Implementation of the Project BIM protocol.	✓	✓	✓	✓	✓	✓
6.4	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
6.5	Contribute to the selection of a list of tenderers.			✓			
6.6	Contribute to the preparation of the Employer's Requirements.			✓			
6.7	Contribute to the preparation of the tender documentation			✓			
6.8	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.			✓			
6.9	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).	✓	✓	✓	✓	✓	✓
6.10	Contribute to the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.	✓	✓		✓	✓	✓
6.11	Monitor and review conformance of Project Outputs with the Technology Strategy.	✓	✓	✓	✓	✓	✓

		Procurement Type					
7.0 RIBA Stage 5 - Construction							
7.1	Contribute to the review and update of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
7.2	Assist Project Team Members to assemble Information for Project Outputs	✓	✓	✓	✓	✓	✓
7.3	Continue to support the implementation of the Project BIM protocol.	✓	✓	✓	✓	✓	✓
7.4	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
7.5	Contribute to the preparation of a planned maintenance programme for the project, post handover, and contribute to recommendations for the procurement of the planned maintenance.	✓	✓	✓	✓	✓	✓
7.6	Monitor and review conformance of Project Outputs with the Technology Strategy.	✓	✓	✓	✓	✓	✓
7a.1	<i>Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the Contracting Authority and the Contractor.</i>	✓	✓	✓	✓	✓	✓
7a.2	<i>In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.</i>	✓	✓	✓	✓	✓	✓
8.0 RIBA Stage 6 - Handover & Close-Out							
8.1	Assist Project Team Members to assemble Information for Project Outputs	✓	✓	✓	✓	✓	✓
8.2	Continue to support the implementation of the Project BIM protocol.	✓	✓	✓	✓	✓	✓
8.3	Monitor and review conformance of Project Outputs with the Technology Strategy.	✓	✓	✓	✓	✓	✓
9.0 RIBA Stage 7 - In-Use							
9.1	Undertake the tasks listed in the Handover Strategy.	✓	✓	✓	✓	✓	✓
9.2	Contribute to the Post Occupancy Evaluation.	✓	✓	✓	✓	✓	✓
9.3	Contribute to the update of As Constructed information in accordance with Contracting Authority Feedback.	✓	✓	✓	✓	✓	✓

Schedule of Services (By Procurement Type)

Project Management & Full Design Team Services Procurement - RM3741

Core Service Discipline 11 - BIM Co-Ordinator



Ref	Scope of Services	Procurement Type					
		D&B (Single)	D&B (2-Stage)	Traditional	2 Stage Open Book	Cost Led Procurement	Integrated Project Ins
1.0	General Services						
1.1	Provide the Services for all Workplan stages unless instructed otherwise by the Contracting Authority.	✓	✓	✓	✓	✓	✓
1.2	Attend regular meetings in respect of Design, consult and liaise with the Lead Designer in the preparation of the Project Roles Table, Design Responsibility Matrix, Technology Strategy and Design Programme. Identify activities to be undertaken and responsibility for the activities in accordance with the Project Roles Table, Design Responsibility Matrix, Technology Strategy and Design Programme. Undertake and take responsibility for actions to be undertaken by the BIM Co-ordinator.	✓	✓	✓	✓	✓	✓
1.3	Develop, implement and maintain the BIM Protocol for the project and establish and implement robust quality control and collaboration procedures to ensure that all models and datasets are accurate and that the level of information is fit for purpose.	✓	✓	✓	✓	✓	✓
1.4	Establish rigorous procedures to monitor the production of Design Information in accordance with the BIM Protocol in order that any shortcomings and/or queries are immediately highlighted and rectified in accordance with the Project Roles Table, Design Responsibility Matrix, Technology Strategy, Design Programme and the Project Programme.	✓	✓	✓	✓	✓	✓
1.5	Ensure that all stakeholders understand the BIM process and their role within it including BIM development, standards, data requirements etc.	✓	✓	✓	✓	✓	✓
1.6	Identify, document and resolve clashes using clash detection software.	✓	✓	✓	✓	✓	✓
1.7	Co-ordinate the data modelling and management process including Iason with all Project Team Members and the Contracting Authority.	✓	✓	✓	✓	✓	✓
1.8	Consult and liaise with other suppliers on the Project Team to ensure that the Services provided by the Supplier are fully coordinated with the services provided by those suppliers and in accordance with the Schedule of Services for each, the Project Roles Table, the Design Responsibility Matrix and the Technology Strategy.	✓	✓	✓	✓	✓	✓
1.9	Where there is duplication between the Services provided by the Supplier under the term and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.	✓	✓	✓	✓	✓	✓
1.10	Participate in the operation of an Early Warning System.	✓	✓	✓	✓	✓	✓
1.11	Co-operate at all times with the Principal Designer in respect of the provision of Risk Assessments.	✓	✓	✓	✓	✓	✓
1.12	Attend meetings with the Contracting Authority, Project Lead, other suppliers and the Contractor as necessary.	✓	✓	✓	✓	✓	✓
1.13	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for Contracting Authority approval based on the results of these exercises to deliver the best overall value for money.	✓	✓	✓	✓	✓	✓
1.14	Comply with the project management procedures, hierarchy of responsibility, the Communication Strategy and the exchange of information both informally and formally at Information Exchanges.	✓	✓	✓	✓	✓	✓
1.15	Participate in the Change Control Procedures.	✓	✓	✓	✓	✓	✓
1.16	Work closely with the Contracting Authority, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.	✓	✓	✓	✓	✓	✓
2.0	RIBA Stage 0 - Strategic Definition						
2.1	Provide contributions to the Project Lead to draft the Project Execution Plan.	✓	✓	✓	✓	✓	✓

		Procurement Type					
3.0	RIBA Stage 1 - Preparation & Brief						
3.1	Contribute to the development of the Project Roles Table and Contractual Tree by the Project Lead.	✓	✓	✓	✓	✓	✓
3.2	Contribute to the preparation of the Design Responsibility Matrix, Information Exchange and Technology Strategy for the Initial Project Brief.	✓	✓	✓	✓	✓	✓
3.3	Review and update the Project BIM Protocol and Appendices	✓	✓	✓	✓	✓	✓
3.4	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
3.5	Monitor and review conformance of Project Outputs with the BIM Protocol and the quality control and collaboration procedures.	✓	✓	✓	✓	✓	✓
4.0	RIBA Stage 2 - Concept Design						
4.1	Contribute to the preparation of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
4.2	Review and update the Project BIM Protocol and Appendices	✓	✓	✓	✓	✓	✓
4.4	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
4.5	Contribute to the selection of a list of tenderers.		✓		✓	✓	✓
4.6	Contribute to the preparation of the Employer's Requirements.		✓		✓	✓	✓
4.7	Contribute to the preparation of the tender documentation		✓		✓	✓	✓
4.8	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.		✓		✓	✓	✓
4.9	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).		✓		✓	✓	✓
4.10	Monitor and review conformance of Project Outputs with the BIM Protocol and the quality control and collaboration procedures.	✓	✓	✓	✓	✓	✓

		Procurement Type					
5.0	NIBA Stage 3 - Developed Design						
5.1	Contribute to the preparation of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
5.2	Review and update the Project BIM Protocol and Appendices	✓	✓	✓	✓	✓	✓
5.3	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
5.4	Contribute to the selection of a list of tenderers.	✓					
5.5	Contribute to the preparation of the Employer's Requirements.	✓					
5.6	Contribute to the preparation of the tender documentation.	✓					
5.7	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.	✓					
5.8	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).	✓					
5.9	Contribute to the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.		✓		✓	✓	✓
5.10	Monitor and review conformance of Project Outputs with the BIM Protocol and the quality control and collaboration procedures.	✓	✓	✓	✓	✓	✓

		Procurement Type					
6.0	RIBA Stage 4 - Technical Design						
6.1	Contribute to the preparation of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
6.2	Review and update the Project BIM Protocol and Appendices	✓	✓	✓	✓	✓	✓
6.3	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
6.4	Contribute to the selection of a list of tenderers.			✓			
6.5	Contribute to the preparation of the Employer's Requirements.			✓			
6.6	Contribute to the preparation of the tender documentation			✓			
6.7	Contribute to the assessment of tenders and the preparation of the tender report. The assessment should include leading the review and evaluation of the alignment of the design and specification in each of the Contractor's Proposals with the Employer's Requirements set out in the tender documentation and the further review and evaluation of responses to any clarifications from the tenderers.			✓			
6.8	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).	✓	✓	✓	✓	✓	✓
6.9	Contribute to the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.	✓	✓		✓	✓	✓
6.10	Monitor and review conformance of Project Outputs with the BIM Protocol and the quality control and collaboration procedures.	✓	✓	✓	✓	✓	✓

		Procurement Type					
7.0 RIBA Stage 5 - Construction							
7.1	Contribute to the preparation of the Design Responsibility Matrix, Information Exchange and Technology Strategy.	✓	✓	✓	✓	✓	✓
7.2	Review and update the Project BIM Protocol and Appendices	✓	✓	✓	✓	✓	✓
7.3	Review and contribute to the update of the Project Execution Plan.	✓	✓	✓	✓	✓	✓
7.4	Monitor and review conformance of Project Outputs with the BIM Protocol and the quality control and collaboration procedures.	✓	✓	✓	✓	✓	✓
7a.1	<i>Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the Contracting Authority and the Contractor.</i>	✓	✓	✓	✓	✓	✓
7a.2	<i>In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.</i>	✓	✓	✓	✓	✓	✓
8.0 RIBA Stage 6 - Handover & Close-Out							
8.1	Assist Project Team Members to assemble Information for Project Outputs	✓	✓	✓	✓	✓	✓
8.2	Continue to support the implementation of the Project BIM protocol and update the Appendices	✓	✓	✓	✓	✓	✓
8.3	Monitor and review conformance of Project Outputs with the Technology Strategy.	✓	✓	✓	✓	✓	✓
9.0 RIBA Stage 7 - In-Use							
9.1	Undertake the tasks listed in the Handover Strategy.	✓	✓	✓	✓	✓	✓
9.2	Contribute to the Post Occupancy Evaluation.	✓	✓	✓	✓	✓	✓
9.3	Contribute to the update of 'As Constructed' information in accordance with Contracting Authority Feedback.	✓	✓	✓	✓	✓	✓

Schedule 3 - NOT USED

Schedule 4 - NOT USED

Schedule 5 - NOT USED

Schedule 6 - Novation Agreement

Deed of novation of contract

This deed is dated [DATE]

PARTIES

(1)[FULL COMPANY NAME] incorporated and registered in England and Wales with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (Continuing Party)

(2)[FULL COMPANY NAME] incorporated and registered in England and Wales with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (Outgoing Party)

(3)[FULL COMPANY NAME] incorporated and registered in England and Wales with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (Incoming Party)

BACKGROUND

(A) The Continuing Party and the Outgoing Party have entered into a contract for [DESCRIBE CONTRACT] dated [DATE] (Contract)[, a copy of which is attached to this deed].

(B) [As part of [an internal reorganisation of its group of companies OR [DESCRIBE BACKGROUND TO BUSINESS TRANSFER]], the Outgoing Party [has transferred OR will transfer] its business to [another company within its group,] the Incoming Party. As a result, the Outgoing Party wishes to transfer its rights and obligations under the Contract to the Incoming Party as part of the business transfer.

OR

[GIVE RELEVANT INFORMATION ABOUT THE BACKGROUND LEADING UP TO THE NOVATION.]
As a result, the Outgoing Party wishes to transfer its rights and obligations under the Contract to the Incoming Party.]

(C) [The Outgoing Party shall continue to be liable for any failure by it to perform its obligations under the Contract before the Effective Date OR The Outgoing Party shall continue to be responsible for certain liabilities arising as a result of its failure to perform its obligations under the Contract before the Effective Date[, with the Incoming Party assuming responsibility in the Outgoing Party's place for all other liabilities so arising] OR The Continuing Party has agreed to release the Outgoing Party from liability for any failure by the Outgoing Party to perform its obligations under the Contract before the Effective Date, on the basis that the Incoming Party is to assume liability for those failures in the Outgoing Party's place.]

(D) The parties have therefore agreed to novate the Outgoing Party's [rights and obligations OR rights, obligations and liabilities] under the Contract to the Incoming Party on the terms of this deed with effect from [the date of this deed OR [DATE]] (Effective Date).

AGREED TERMS

1. NOVATION

With effect from the Effective Date:

1.1 The Outgoing Party transfers all its rights and obligations under the Contract to the Incoming Party.

1.2 The Incoming Party shall enjoy all the rights and benefits of the Outgoing Party under the Contract. The Incoming Party agrees to perform the Contract and be bound by its terms in every way as if it were the original party to it in place of the Outgoing Party.

1.3 The Continuing Party agrees to perform the Contract and be bound by its terms in every way as if the Incoming Party were the original party to it in place of the Outgoing Party.

1.4 All references to the Outgoing Party in the Contract shall be read and construed as references to the Incoming Party.

2. RELEASE OF OBLIGATIONS [AND LIABILITIES]

2.1 [The Continuing Party and the Outgoing Party release each other from all future obligations to the other under the Contract.

2.2 Nothing in this deed shall affect or prejudice any claim or demand that the Continuing Party or the Outgoing Party may have against each other under or in connection with the Contract with respect to matters occurring before the Effective Date.]

OR

2.3 [The Continuing Party and the Outgoing Party release each other from all future obligations to the other under the Contract.

2.4 [Subject to *Clause 2.5*, the OR The] Continuing Party and the Outgoing Party release and discharge each other from all claims and demands under or in connection with the Contract[, including without limitation claims for [negligence] [and] [fraud]], whether arising before, on or after the Effective Date[, and in each case whether known or unknown to the releasing party].

2.5 [Nothing in this deed shall affect or prejudice the [Continuing Party OR Outgoing Party]'s claim against the [Outgoing Party OR Continuing Party] for [SPECIFY EXISTING CLAIMS OR RELEVANT POTENTIAL CLAIMS].]

2.6 Each of the Continuing Party and the Incoming Party may enforce the Contract and pursue any claims and demands under or in connection with the Contract against the other with respect to matters arising before, on or after the Effective Date as though the Incoming Party were the original party to the Contract instead of the Outgoing Party[, in each case whether or not such claims and demands arise in [negligence] [or] [fraud]].]

3. [INDEMNITY]

3.1 [The Incoming Party shall indemnify the Outgoing Party against all liabilities, costs, expenses, damages and losses that the Outgoing Party suffers or incurs under or in connection with the Contract as a result of the Incoming Party's failure to perform the Contract from the Effective Date.]

3.2 [The Outgoing Party shall indemnify the Incoming Party against all liabilities, costs, expenses, damages and losses that the Incoming Party suffers or incurs under or in connection with the Contract as a result of the Outgoing Party's failure to perform the

Contract before the Effective Date.]

OR

3.3 [The Incoming Party shall indemnify the Outgoing Party against all liabilities, costs, expenses, damages and losses that the Outgoing Party suffers or incurs under or in connection with the Contract after the Effective Date. [This indemnity shall apply whether or not the Outgoing Party has been negligent.]]

4. GOVERNING LAW

This deed and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

5. JURISDICTION

Each party irrevocably agrees that the courts of England and Wales shall have [exclusive OR non-exclusive] jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this deed or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a deed by [NAME OF CONTINUING PARTY]
	[SIGNATURE OF FIRST DIRECTOR]
acting by [NAME OF FIRST DIRECTOR], a director and [NAME OF SECOND DIRECTOR/SECRETARY], [a director OR its secretary]	Director

	[SIGNATURE OF SECOND DIRECTOR OR SECRETARY]
	[Director OR Secretary]

OR

Executed as a deed by [NAME OF CONTINUING PARTY]
	[SIGNATURE OF DIRECTOR]
acting by [NAME OF DIRECTOR] a director, in the presence of:	Director
.....	
[SIGNATURE OF WITNESS]	
[NAME, ADDRESS [AND OCCUPATION] OF WITNESS]	

Executed as a deed by [NAME OF OUTGOING PARTY]

acting by [NAME OF FIRST DIRECTOR], a director and [NAME OF SECOND DIRECTOR/SECRETARY], [a director OR its secretary]

.....

[SIGNATURE OF FIRST DIRECTOR]

Director

.....

[SIGNATURE OF SECOND DIRECTOR OR SECRETARY]

[Director OR Secretary]

OR

Executed as a deed by [NAME OF OUTGOING PARTY]

acting by [NAME OF DIRECTOR] a director, in the presence of:

.....

[SIGNATURE OF WITNESS]

[NAME, ADDRESS [AND OCCUPATION] OF WITNESS]

.....

[SIGNATURE OF DIRECTOR]

Director

Executed as a deed by [NAME OF INCOMING PARTY]

acting by [NAME OF FIRST DIRECTOR], a director and [NAME OF SECOND DIRECTOR/SECRETARY], [a director OR its secretary]

.....

[SIGNATURE OF FIRST DIRECTOR]

Director

.....

[SIGNATURE OF SECOND DIRECTOR OR SECRETARY]

[Director OR Secretary]

OR

Executed as a deed by [NAME OF INCOMING PARTY]

.....

[SIGNATURE OF DIRECTOR]

acting by [NAME OF DIRECTOR] a director,
in the presence of:

Director

.....

[SIGNATURE OF WITNESS]

[NAME, ADDRESS [AND OCCUPATION] OF WITNESS]

Schedule 7 - The Programme

Please refer to Schedule 1 - Services

Schedule 8 - Key Performance Indicators

Please refer to Schedule 1 - Services

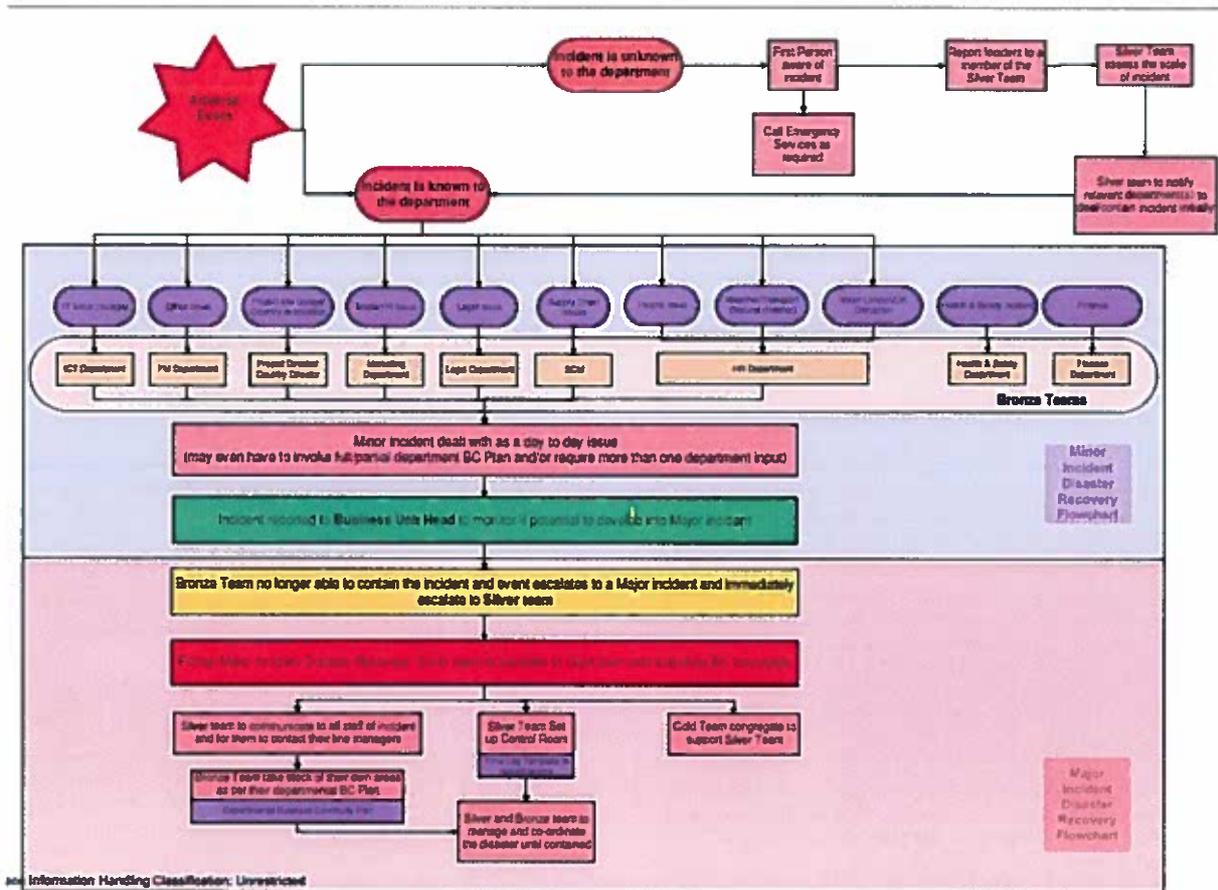
Schedule 9 - NOT USED

Schedule 10 - The Contracting Authority's Security Policy

Please refer to

<https://www.cqc.org.uk/about-us/our-policies/privacy-statement>

Schedule 11 - Business Continuity and Disaster Recovery Plan



Information management security policy statement

Capability statement

Mace takes information management seriously. Our approach to information security is to combine mechanisms and controls with staff education and awareness.

We recognise the need to have a robust approach and, following a major infrastructure upgrade and alignment to the ITIL framework in 2009, we have implemented an Information Security Management System (ISMS). This has been independently assessed by BSI and we are now certified to ISO27001:2013.

Continuous improvement forms a key component of the way Mace operates both in IT and other areas of our business and forms a cornerstone of the ISO27001 standard. Hence we will continually monitor and improve our approach and system. We are already working with some clients to this end. Mace have also been certified to Cyber Essentials Plus, this is to drive the importance of Cyber Security within the business.

We understand that, whilst important to have our own ISMS and standards, construction and project work is by nature collaborative and each project involves a different mix of organisations and as such a specific ISMS for a project or client may be required. We maintain a team of security professionals who have implemented and manage our internal system to be able to implement a specific instance for a project or programme to meet specific client, project or programme requirements in terms of information security.

For our projects we implement an initial phase of information classification and agreement on a specific ISMS treatment working with client security personnel during the project mobilisation.

We implement the following security measures to provide a secure working environment and to address the principles of the standard

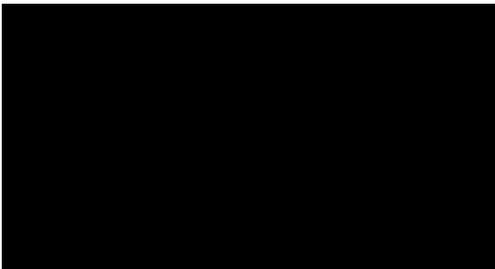
- Information is categorised and restricted. Due to the project-based nature of the work we undertake, documents on one project are segregated from other projects and corporate files. Within projects documents and other forms of information are further segregated by profile of worker.
- On many projects Conject PC (An Oracle product) is utilised as an external, secure and effective document management and collaboration system for project documentation and communications. Conject PC is web-hosted and accessed via the internet. Connection to Conject PC is SSL encrypted. Conject PC allows us through transmittal advices to maintain an audit trail of documents issued and received.

- We operate a private network and within individual project locations we segregate the network for security purposes – for example using VLANs or by physical segregation where required.
- Network access to the network is password protected. The network itself is protected by firewalls and other security devices and mechanisms such as SSL encryption.
- Hardware devices are secured by password and we are currently reworking our Active Directory environment to improve security measures in this area including the removal of use of privilege accounts. We operate SCCM tool to manage physical assets on our network including discovery, management and audit purposes but also for controlled deployment of patches.
- Our patch policy is to rollout essential patches immediately – in line with guidance from Microsoft – but for optional or non-essential patches to undergo more extensive assessment and testing.
- There are resilience and redundancy measures within our existing core infrastructure and we perform monthly, weekly and nightly backups. We send external backup tapes to a major external safe-store service provider. These tapes are encrypted. A recent infrastructure based out of 2 parallel data centre extends these capabilities with dual site failover, more extensive online and offline backup capabilities, further resilience and redundancy and new features such as email archiving.

Due to the project based nature of our work we are often required and typically capable of implementing specific security and business continuity measures on a project by project basis.

We are comfortable to engage in consultation with clients during qualification stage as well as at any time during the contract term to implement any specific requirements and to develop appropriate audit processes with a client.

A specific policy and processes can be developed for individual projects if required.





Adobe Acrobat
Document

Schedule 12 - NOT USED

Schedule 13 - NOT USED

Schedule 14 - DATA PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. The Parties acknowledge that for the purposes of the Data Protection Legislation, the Contracting Authority is the Controller and the Supplier is the Processor. The only processing that the Processor is authorised to do is listed in Annex 1 to this Schedule by the Controller and may not be determined by the Processor.
2. The Processor shall notify the Controller immediately if it considers that any of the Controller's instructions infringe the Data Protection Legislation.
3. The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Controller, include:
 - (a) a systematic description of the envisaged processing operations and the purpose of the processing;
 - (b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
 - (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
 - (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
4. The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Call off Contract:
 - (a) process that Personal Data only in accordance with Annex 1 to this Schedule, unless the Processor is required to do otherwise by Law. If it is so required the Processor shall promptly notify the Controller before processing the Personal Data unless prohibited by Law;
 - (b) ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures), having taken account of the:
 - (i) nature of the data to be protected;
 - (ii) harm that might result from a Data Loss Event;
 - (iii) state of technological development; and
 - (iv) cost of implementing any measures;
 - (c) ensure that :
 - (i) the Processor Personnel do not process Personal Data except in accordance with this Call off Contract (and in particular Annex 1 to this Schedule);
 - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
 - (A) are aware of and comply with the Processor's duties under this paragraph;
 - (B) are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;
 - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Controller or as otherwise permitted by this Call off Contract; and
 - (D) have undergone adequate training in the use, care, protection and handling of Personal Data; and
 - (d) not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:

- (i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Controller;
 - (ii) the Data Subject has enforceable rights and effective legal remedies;
 - (iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
 - (iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the processing of the Personal Data;
 - (e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Call off Contract unless the Processor is required by Law to retain the Personal Data.
- 5 Subject to paragraph 6, the Processor shall notify the Controller immediately if it:
- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
 - (b) receives a request to rectify, block or erase any Personal Data;
 - (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Call off Contract;
 - (e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
 - (f) becomes aware of a Data Loss Event.
- 6 The Processor's obligation to notify under paragraph 5 shall include the provision of further information to the Controller in phases, as details become available.
- 7 Taking into account the nature of the processing, the Processor shall provide the Controller with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under paragraph 5 (and insofar as possible within the timescales reasonably required by the Controller) including by promptly providing:
- (a) the Controller with full details and copies of the complaint, communication or request;
 - (b) such assistance as is reasonably requested by the Controller to enable the Controller to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;
 - (c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
 - (d) assistance as requested by the Controller following any Data Loss Event;
 - (e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.
- 8 The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this paragraph 8. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
- (a) the Controller determines that the processing is not occasional;
 - (b) the Controller determines the processing includes special categories of data as

referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; or

- (c) the Controller determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 9 The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.
 - 10 Each Party shall designate its own data protection officer if required by the Data Protection Legislation.
 - 11 Before allowing any Sub-processor to process any Personal Data related to this Call off Contract, the Processor must:
 - (a) notify the Controller in writing of the intended Sub-processor and processing;
 - (b) obtain the written consent of the Controller;
 - (c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this Schedule such that they apply to the Sub-processor; and
 - (d) provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.
 - 12 The Processor shall remain fully liable for all acts or omissions of any of its Sub-processors.
 - 13 The Controller may, at any time on not less than 30 Working Days' notice, revise this Schedule by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Call off Contract).
 - 14 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Controller may on not less than 30 Working Days' notice to the Processor amend this agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office.
 - 15 The Processor shall indemnify the Controller on a continuing basis against any and all Losses incurred by the Controller arising from the Processor's Default under this Schedule and/or any failure by the Processor or any Sub-processor to comply with their respective obligations under Data Protection Legislation.
 - 16 Nothing in this Schedule shall be construed as requiring the Processor or any relevant Sub-processor to be in breach of the Data Protection Legislation.

ANNEX 1

1. The contact details of the Controller's Data Protection Officer are: Nimali de Silva, Care Quality Commission, 3rd Floor, Buckingham Palace Road, London SW1W 9SZ.
2. The contact details of the Processor's Data Protection Officer are: Michelle Barkess, Chief Information Security Officer, Mace Ltd, 155 Moorgate, London, EC2M 6XB
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	There will be no personal information used as part of this contract
Subject matter of the processing	There will be no personal information used as part of this contract
Duration of the processing	There will be no personal information used as part of this contract
Nature and purposes of the processing	There will be no personal information used as part of this contract
Type of personal data	There will be no personal information used as part of this contract
Categories of Data Subject	There will be no personal information used as part of this contract
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	There will be no personal information used as part of this contract

Schedule 15 - List of properties

Please refer to Schedule 1 - Services