

Terms of Reference:

Regional Pavement Framework Board is made up of representatives from:

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

Activities and descriptions of activities for Annex 1 - CWF Annual Work Package Allocation Procedure

Activity 1	Highways England (HE) to provide confirmation of programme to CWF.
Description	Schemes identified to be delivered in current/next financial year by HE Programme Delivery Manager and provided to the CWF.
Activity 2	CWF review proposed annual allocation of works with Regional Pavement Framework Board.
	CWF to include their proposal of allocation (schemes to go via Major or Minor Lots based upon the value of scheme/package of works). CWF also to identify potential supplier allocation. <i>Packaging of schemes to be undertaken based on most efficient combination i.e. geographical location, programming and best placed supplier.</i> CWF to submit visibility of programme to the Category Management inbox and review with the Regional Pavement Framework Board.
Activity 3	Does an exclusion apply?
Description	CWF to identify with Pavement Framework Manager, prior to allocation but also prior to award of any works contracts if any supplier is to be excluded. Exclusions include: <ul style="list-style-type: none"> • Economic and financial standing to be insufficient for the value of work package • CPF performance • Health and Safety performance And more.....
Activity 4	Yes: See exclusion clause '3.2 exclusion of suppliers'
Description	Link to Volume 2 - Framework information for full list of exclusion.
Activity 5	No: CWF submit proposed allocation to Pavement suppliers.
Description	Pavement Framework Manager to provide proposed Regional programmes to the Regional Pavement suppliers.
Activity 6	Pavement suppliers review allocation

Description	<p>Pavement suppliers to review as a community all programmes.</p> <p>Allocation meetings can/will be arranged for CWF to sit with pavement suppliers and go over proposed allocation.</p> <p>Pavement suppliers will either agree with proposed allocations or suggest re allocating having considered location of batching plants, capability and capacity of supplier etc.</p> <p>60/40 Allocation will be made regionally against RIP, OD and AD.</p>
Activity 7	Pavement suppliers submits proposal for review
Description	<p>Pavement suppliers as a community will submit proposal via the Category Management inbox. Category Manager will submit to all regional framework board members for review.</p>
Activity 8	Regional Pavement Framework Board review proposal
Description	<p>Regional Pavement Framework Board will review and discuss proposed allocation. Further meetings/conference calls to be arranged if required.</p>
Activity 9	Proposal accepted
Description	<p>CWF will confirm with the Pavement Framework Manager once content with the allocation. Regional Pavement Framework board acceptance will then be given.</p>
Activity 10	No: Pavement suppliers to revisit programme & work through with Regional Pavement Framework Board to finalise until content.
Description	<p>If the proposed allocation is rejected. Further meetings/conference calls to be arranged to come to an agreed outcome.</p> <p>If allocation cannot be agreed, the Regional Pavement Framework Boards decision is final, and allocation will be made upon the HE Programme Delivery Manager's allocation, or the secondary competition route may need to be deployed if no agreement can be made.</p>
Activity 11	Yes: Highways England confirm Package Order of annual allocation
Description	<p>Upon acceptance by CWF the Regional Pavement Framework Board will confirm acceptance of allocation via the Category Management inbox to the Pavement suppliers and instruct CWF to issue confirmation via package order award letter to all suppliers.</p>
Activity 12	CWF issue confirmation and award letter via BRAVO Fileshare
Description	<p>The CWF will generate folders within Fileshare for each supplier for the financial year (i.e. 2018/19). All contractual documents including Z clauses, works information for the package order will be uploaded to Fileshare including award letter for the year's allocation of works. CWF to set up sub folders for each scheme at the start of the year in preparation for when they are required to send out the works contract enquiry.</p>

Revision History

Version	Date	Added By	Description
1.0	22/08/2018	Steve Jordan	
2.0	02/04/2019	Steve Jordan	
3.0	05/05/2020	MK	Modified for Interim CWF

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