

Area 4

Interim Design Services Contract (DSC)

Asset Delivery (AD)

Scope

Annex 15

Annual Commercial Plan

CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
1	0	Tender Amendment	LP	02/03/20

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1. ANNUAL COMMERCIAL PLAN**1.1 Annual Commercial Plan**

- 1.1.1 The Annual Commercial Plan is an annual plan showing how the *Consultant* proposes to meet the requirements of the Scope and to deliver each individual Task Order issued by the *Client*. The Annual Commercial Plan provides a monthly forecast of *Client's* expenditure.
- 1.1.2 The *Consultant* prepares the Annual Commercial Plan using the template in Appendix A.
- 1.1.3 The Annual Commercial Plan includes a forecast programme of activities which:
- aligns with the structure of the Scope,
 - identifies the extent of the *service* to be provided and includes all planned and anticipated but unplanned activities (broken down by activity),
 - identifies Lump Sum Duties separately from all other activities,
 - identifies the timing of each activity,
 - identifies the location of each activity,
 - specifies the monthly lump sum payable to the *Consultant* for each completed lump sum activity (which must be consistent with the Prices and reflect the proportion of the Lump Sum Duties to be carried out in the relevant month) and
 - provides a total forecast monthly expenditure for each other activity.
- 1.1.4 The total forecast of the *Client's* expenditure for each activity during the Financial Year must not exceed that detailed in the Task Schedule for the corresponding activity.
- 1.1.5 The *Consultant* submits the Annual Commercial Plan no later than four weeks after the *starting date* and six weeks prior to the start of each subsequent Financial Year.
- 1.1.6 If the forecast of the *Client's* expenditure exceeds the *Client's* approved services budget as notified to the *Consultant*, the *Consultant* amends the Annual Commercial Plan as requested by the *Client*.

- 1.1.7 The *Consultant* amends the Annual Commercial Plan and provides supporting details, including additional forecasts or estimates, as requested by the *Client*.
- 1.1.8 The *Consultant* monitors actual and forecast expenditure against the Annual Commercial Plan.
- 1.1.9 The *Consultant* provides monthly reports to the *Client* and identifies any variation between actual and forecast expenditure. Costs shall be captured in accordance with Annex 10. The monthly reports shall be in no less detail than the Annual Commercial Plan and in a format agreed with the *Client*.
- 1.1.10 Where for any reason an activity is not carried out at the time specified in the Annual Commercial Plan, the *Consultant* updates the Annual Commercial Plan to show how the activity will be completed by the end of the Financial Year unless the *Client* agrees otherwise.

Appendix A
Annual Commercial Plan Template

Refer to Appendix entitled:

Area 4 Interim DSC Annual Commercial Plan Template Issue 5 Rev 0