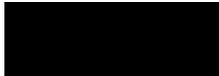


# BSRIA TRAINING PROPOSAL

## IN HOUSE

Company: **HM Revenue & Customs**

## Introduction to Buildings and their Management

Customer Contacts: 

Proposal Number: 

Compiled by:  
Telephone:  
Date:



Email:  
Website:



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## INTRODUCTION TO BSRIA

The Building Services Research & Information Association (BSRIA) is an ISO 9001 Registered test, instruments, research and consultancy organisation, providing specialist services in construction and building services.

As a non-profit distributing, **member-based** association, clients can be assured of our independent approach and authoritative reputation. Any profits made are invested in our on-going **research** programme, producing industry recognised **best practice guidance**.

BSRIA was founded in 1955 and had a turnover of £15.3 million in 2017-18. We employ over 200 people at our head office in Bracknell (UK); at BSRIA North in Preston; at regionally based construction compliance offices throughout the UK; at offices in France, China, USA; and Associates in Northern Ireland, Japan, Brazil and Australia.

## BSRIA TRAINING

BSRIA is at the forefront of developing technical training that supports the building services industry to meet its training and development needs and contribute towards a more efficient built environment.

Reflecting BSRIA's position within the industry we have a firm commitment to excellence which lies at the heart of our training courses. Specifically related to the built environment and delivered by industry experts, our training programmes support you and your organisation's development, enhancing technical knowledge and performance.

## TRAINERS

Many of our trainers are experienced BSRIA engineers, often the technical authors of related BSRIA guides. Other lecturers are engineers we have a close working relationship with; on consultancy projects, BSRIA guides or former BSRIA employees. Our trainers bring practical experience to the subjects, understanding its relevance to the entire construction supply chain and how to implement the learning on projects.

## Course: Introduction to Buildings and their Management

Number of Delegates: TBA

### Proposed Dates & Locations

The training will be delivered by 31<sup>st</sup> March 2021 on dates to be mutually agreed in writing by both parties.

### Notes:

**Venue:** All modules will be delivered at an HMRC site.

### BSRIA Member Price:

Development of specific course materials:

[REDACTED]

[REDACTED]

TOTAL

[REDACTED]

- *In addition, Lecturers travel and subsistence will be chargeable at cost in line with HMRC's Standard T&S Policy – attached in Annex 1.*
- *Prices subject to VAT*

## COURSE PLAN

### Topic Overview

The course is designed to enable new and existing HMRC building managers to obtain a high level overview of buildings and their services.

### Aims of Course

To ensure delegates have an understanding of the interactions between building services and how they provide the services the building user requires.

### Course Content:

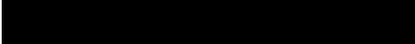
#### Day 1

- Building purpose, structure, fabric, components, security (access)
- building services introduction, purpose, management
- Heating and cooling (generation and delivery)
- Ventilation and air conditioning
- Water, domestic water, management and safety
- Controls

#### Day 2

- Compliance
- What is electricity, electrical distribution
- Lighting, Fire Alarms, Data
- Back-up power supplies
- Energy management
- Business recovery and actions following reports' power failure resets, water flushing, WRA/EICR/lift report recommendations etc.

Trainer –



To: [REDACTED]

Email: [REDACTED]

**BSRIA PROPOSAL NUMBER** [REDACTED]

***Acceptance declaration***

HMRC wish to proceed with the work as set out in the above Proposal [REDACTED] and accept BSRIA terms and conditions.

Total order value excluding VAT: [REDACTED]

**HM Revenue and Customs**

Name (PRINT): [REDACTED]

Position: [REDACTED]

Signature: [REDACTED].

Date: [REDACTED]

**BSRIA**

Name (PRINT): [REDACTED]

Position: [REDACTED]

Signature: [REDACTED].

Date: [REDACTED]

## TERMS AND CONDITIONS

All work to be undertaken in accordance with our Terms and Conditions of Business, <https://www.bsria.co.uk/terms/> All prices are exclusive of VAT. If you are accepting this proposal on behalf of a third party, we will need a written order from the bill payer before any work can commence. Acceptance of any order is subject to approval from our accounts department. If the bill payer is not an existing customer, then we may need to invoice full or part payment in advance of the work. This should be factored into your timescale.

1.1 In addition to the above Terms and Conditions, if the processing of personal data changes and/or more personal data is required, the HMRC standard GDPR clause will be applied.

**Travel and Subsistence policy for Professional Service providers**

HMRC Professional Service (PS) providers may be entitled to claim travel and subsistence when engaged on a PS assignment with HMRC. HMRC uses a number of framework contracts to source its PS requirements, including the HMRC Specialist Consultancy Framework, HMRC Specialist Coaching & Development Framework and Buying Solutions' Catalist Framework. The following information is applicable to all HMRC assignments regardless of the framework that has been used to source the requirement:

- All HMRC PS assignments should be the subject of a Service Order or standalone contract.
- A Primary Location will be stated on the Service Order or contract. All travel to and from the Primary Location will be met from the day rate or be contained within the overall contract price.
- HMRC will pay travel expenses to other locations where this is a requirement of the assignment. This should be done using HMRC's travel contract.
- Any travel should be pre-authorized by the HMRC Work Manager. Where this has not been possible or practical then receipts should be submitted by the PS provider with timesheets for authorisation by the HMRC Work Manager.
- All travel should be standard class and public transport should be used at all times, unless agreement has been given by the HMRC Work Manager to vary this. If this agreement has been reached then it must be stated in the Service Order or contract as 'Special Terms and Conditions'.
- If travel to locations other than the Primary Location requires an overnight stay HMRC will pay for bed and breakfast only in line with its own capped rates. Any other subsistence or incidental expenses are not payable.
- For the purposes of HMRC assignments all overheads, including communication, form part of the daily rate.
- If expenses are to be invoiced to HMRC they should be included as a separate line item on the invoice.
- **Any expense incurred without prior approval may not be reimbursed.**

There may be exceptions to the above rules, but these will be extremely limited. For example, travel for coaching/training assignments sourced via HMRC's Specialist Coaching & Development Framework. These will be agreed on a case by case basis depending on the location of the coachee.

An extract of the HMRC Professional Services Travel & Subsistence terms is provided below. This is included in all Service Orders or standalone contracts.

**Expenses**

1. Travel to and from the Primary Location will be met from the day rate.
2. Expenses are payable where travel to other locations is required as part of the assignment forming part of this agreement. Where an overnight stay is required HMRC will pay for actual bed and breakfast costs within the current maximum limits detailed below. Any other subsistence or incidental expenses are not payable. Receipts must be provided.
3. Hotel Reservation and Tickets shall be booked via HMRC's travel and hotel booking service. Further information will be provided by the HMRC Work Manager. Bookings should always be approved by HMRC's Work Manager.
4. All other expenses will be payable at the discretion of HMRC. The Contractor shall not incur such expenses without the prior approval of the HMRC Work Manager. Any expense incurred by the Contractor without prior approval shall not be reimbursed.

**Short-term Night Subsistence Allowances**  
**Bed and Breakfast Capped Rates**  
 Effective from 01/05/08

<b>Location</b>	<b>Maximum nightly rate</b>
[REDACTED]	[REDACTED]
<b>Travel</b>	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

## Annex 2 – HMRC Payment Policy

### 1 Charges, Payment and Recovery of Sums Due

- 1.1 The Charges for the Services shall be as set out in this Service Order and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Services. Unless otherwise agreed in writing by the Authority, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.
- 1.2 The Supplier shall invoice the Authority as specified in the Agreement. Each invoice shall include such supporting information required by the Authority to verify the accuracy of the invoice (“**Supporting Documentation**”), including the relevant Purchase Order Number (and CD Reference) and a breakdown of the Services supplied in the invoice period.
- 1.3 To facilitate payment, the Supplier shall use an electronic transaction system chosen by the Authority and shall:
  - 1.3.1 register for the electronic transaction system in accordance with the instructions of the Authority;
  - 1.3.2 allow the electronic transmission of purchase orders and submitting of electronic invoices via the electronic transaction system;
  - 1.3.3 designate a Supplier representative as the first point of contact with the Authority for system issues; and
  - 1.3.4 provide such data to the Authority as the Authority reasonably deems necessary for the operation of the system including, but not limited to, electronic catalogue information.
- 1.4 The Authority has implemented its electronic transaction system (myBUY). Each invoice and any Supporting Documentation required to be submitted in accordance with this Clause shall be submitted by the Supplier, as directed by the Authority from time to time via myBUY
- 1.5 The Supplier acknowledges and agrees that should it commence Services without a Purchase Order Number:
  - 1.5.1 the Supplier does so at its own risk; and
  - 1.5.2 the Authority shall not be obliged to pay the Charges without a valid Purchase Order Number having been provided to the Supplier.
- 1.6 The Authority shall regard an invoice as valid only if it complies with the provisions of this Clause. The Authority shall promptly return any non-compliant invoice to the Supplier and the Supplier shall promptly issue a replacement, compliant invoice.
- 1.7 In consideration of the supply of the Services by the Supplier, the Authority shall pay the Supplier the invoiced amounts no later than 30 days after receipt of a valid invoice which includes a valid Purchase Order Number.
- 1.8 If there is a dispute between the Parties as to the amount invoiced, the Authority shall pay the undisputed amount. The Supplier shall not suspend the supply of the Services unless the Supplier is entitled to terminate the Agreement for a failure to pay undisputed sums.
- 1.9 If a payment of an undisputed amount is not made by the Authority by the due date, then the Authority shall pay the Supplier interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998.

- 1.10 If any sum of money is recoverable from or payable by the Supplier under the Agreement (including any sum which the Supplier is liable to pay to the Authority in respect of any breach of the Agreement), that sum may be deducted unilaterally by the Authority from any sum then due, or which may come due, to the Supplier under the Agreement or under any other agreement or contract with the Authority. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Authority in order to justify withholding payment of any such amount in whole or in part.

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