

1. Introduction

The Department for Communities and Local Government (DCLG) wishes to let a concession contract for the value-added formatting of approved documents and other guidance on how to comply with the building regulations for publication on GOV.uk and for publishing paper copies for industry, at least cost to DCLG. The added value aspects are to include technical, editorial and plain English recommendations and possible development of user research tools.

2. Background

In order to encourage people doing building work to meet the requirements of the Building Regulations, the Secretary of State has approved a series of practical guidance documents - these Approved Documents are published on www.GOV.uk and can be downloaded free-of-charge.

Paper copies of the Approved Documents are also published, as there is still a high industry demand for this format.

Currently, DCLG outsources the publication of both electronic and paper versions to a commercial technical publisher, who adds value to our base technical text by providing layout and formatting, together with technical and editorial and clear-English reviews. In addition, because they publish other technical guidance for the construction industry, they can undertake user surveys.

This is a concession contract, which means that DCLG will deal exclusively with the publisher for these technical documents; the publisher deals with all matters relating to the paper copies and retains the receipts from sales. DCLG receives part of the royalties on sales, which is used to pay for the publishing activities; currently this is 25% of royalties on paper copies. The DCLG portion of the royalties currently averages approximately £25k a year. To date this has resulted in the publication of electronic and paper copies of the Approved Documents being at zero cost to DCLG.

The contract has also ensured that industry has a definitive copy for the Approved Documents to avoid confusion.

As well as the Approved Documents, this contract will also publish updated versions of other technical DCLG guides, such as building services compliance guides and guidance on fire safety risk assessments and occasionally new documents.

3. Objectives

Based upon technical text provided by DCLG, the objectives are for the contractor to:

- provide new and amended Approved Documents and other guides in electronic format for free to download on GOV.uk.
- publish Approved Documents and other technical guides in paper form at least cost to industry.
- add value to the publishing process, for example by reviewing the technical content, language and layout, undertaking user surveys and digital innovation, such as BIM-compatibility and the development of web tools.

4. Scope

The scope of this contract is for the publication of Approved Documents and other guides for compliance with the Building Regulations.

The contract will also be used for the publication of other DCLG technical documents.

Copyright of the content of the documents and the DCLG logo will remain with the DCLG. The copyright of the typographical arrangement will rest with the publisher.

As highlighted in the introduction, DCLG is looking for new and innovative methods of accessing and using the Approved Documents. Specifically, DCLG wishes to work with the contractor to develop online tools that can enhance the user's experience of the Approved Documents. Should a commercially viable tool be developed, DCLG would expect to retain 10% of royalties related to the sale of such a tool.

5. Deliverables/Outputs and Performance Measures

The deliverables will be the supply of new and amended documents in electronic and paper format. These will be based upon text supplied by DCLG but the typographical layout and added-value (e.g. editorial and technical reviews) shall be supplied by the publisher.

The dependency of the documents with other issues (such as laying regulations before Parliament) and the need for approvals often requires tight timescales and late changes. The contractor is expected to have sufficient resources in place to cope with these demands.

Approved Documents are used by the entire construction industry and so effectively act as DCLG's shop window. Therefore they should be high quality documents, and at least as good as the current editions.

The contractor shall provide DCLG with six hard copies of each published document, together with a suitable electronic version (eg. Word) to enable DCLG to develop text for potential future changes.

The contractor shall provide the DCLG contract manager with quarterly reports of royalties for each published document.

7. Key Dates

Contract start	1 April 2016
Contract breakpoint	31 March 2018
Contract breakpoint	31 March 2020
Contract completion	31 March 2022

By mutual agreement, the contract may be extended beyond 31 March 2022 for a period of up to 3 years.

8. Remuneration

The publisher is expected to develop the market for paper copies of documents, which should provide a sufficient share of the royalties for publishing and added-value activities for new and amended documents.

If over the course of the contract, DCLG's share of royalties is insufficient to cover particular activities, DCLG will pay for those activities as agreed lump sums.

If DCLG's share of royalties exceed the likely cost of publishing and value-added activities, the excess shall be paid to DCLG, as instructed by the DCLG contract manager.

At the end of the contract DCLG's share of royalties shall be paid to DCLG or transferred to a new publisher, as instructed by the DCLG contract manager.

9. Transitional arrangements

At the start of the contract, the publisher shall agree transitional arrangements with the existing publisher.

12 months before the end of the contract, the contractor shall propose transitional arrangements for any follow-on contract.