

Process 1 – Activity Notes

Process Owner	Suppliers Implementation Owner	MHA Implementation Owner
Framework Community Board	Suppliers Framework Manager	MHA Framework Manager

Objective: To ensure the fast, efficient and effective commissioning of Lot 1 Professional Services through PSP3

1 Identify Work to be Delivered

- A client within a MHA member Authority identifies work to be briefed (or potentially briefed) to a Lot 1 Supplier using the MHA PSP3 contract.
- Work may include;
 - Packaged work to be briefed to the supplier to deliver in its entirety.
 - A project to be delivered by an integrated Local Authority/ supplier team.
- The scope of services covered under the contract is listed in the PSP3 *Framework Information*.

2 Inform your MHA Lead Representative

- The client notifies their Authorities MHA lead representative of their intentions and proceeds as advised.
- If there is a query regarding the proposed work being included in the scope of services this should be raised with the MHA Framework Manager, via the Authorities lead representative.

3 Hold Point: Chose Lot 1 Selection Procedure

- Selection options are as defined in *Framework Information - 7. Selection Procedure*.
 - **Direct Call Off** – AECOM as the Most Economically Advantageous Tender (MEAT) over the whole MHA region in the PSP3 tender process.
 - **Regional Direct Call Off** – Supplier with the MEAT for the sub-region identified by applying the *quotation information* supplied with their PSP3 tender to a model of the work likely to be procured in that sub region.
 - **Mini Competition** – Between the two Lot 1 Suppliers. See *Framework Information 7.2.4 to 7.2.11*.

See *Framework Information* for full details and contact the MHA Framework Manager for advice if required.

- For either Direct Call off go to Activity 4. For Mini Competition go to Activity 4a.

Accountable Person: Authorities MHA lead representative or other officer authorised to sign project briefs.

Release Mechanism: Internal Local Authority procurement decision.

4 Direct Award - Contact Suppliers Delivery Manager

- Having chosen the Direct Call off route, the client will contact the relevant suppliers Delivery Manager (DM) to discuss their general requirements including the scope of the works and an indication of the anticipated programme and budget to enable the DM to identify the most suitable resources.

4a Mini Competition

- Having chosen the Mini Competition route, the client shall follow the requirements of *Framework Information 7.2.4 to 7.2.10, and 8 Quotation Information*, and their internal procurement process for tendering works.
- As this mini competition is still under the MHA PSP3 Framework only the two Lot 1 suppliers can be invited to tender.
- The client shall fill in and issue the *Request for Lot 1 Mini Competition* and the *Contract Data PSSC Template* or *Contract Data PSSC Part 1 Template* (as applicable) from this process manual, along with other referenced documents issued to provide a clear brief and scope of works. A *Mini Competition Checklist* is linked to this process for guidance.
- The client shall issue the *Contract Data PSSC Template* or *Contract Data PSSC Part 2 Template* (as applicable) from this process manual to be filled in by the tendering suppliers.
- The client shall submit the *Contract Data PSSC Template* for signing to make the order contractual, or in the case of PSC an Authority Approved *Form of Agreement*.
- Professional Services Short Contract (PSSC) normally for values up to £250k and paid as Lump Sum (usually against a schedule of activities) or Time Charge.
- Professional Services Contract (PSC) normally for values over £250k;
 - Option A – Priced contract with Activity Schedule (Lump Sum)
 - Option C – Target Contract (pain gain share to be agreed in order)
 - Option E – Time Based Contract

5 Locate a Suitable Project Manager

- The DM identifies the Project Manager (PM), and delivery team, best placed to meet the client's needs.
- In so doing they will ensure and demonstrate that;
 - The identified PM and delivery team provides the right skills and expertise to match the scope of services required (competency).
 - The delivery team have the capacity and availability to meet the client's programme.
 - The PM and delivery team are local to the client and have the best local knowledge, where applicable.
 - The PM is a certified Project Manager.
- Where the supplier is unable to deliver the clients work package (E.g. if the right skills and / or capacity isn't available to meet the programme, or there is a conflict of interest) then the DM shall inform the Suppliers Framework Manager so that the work can be offered to the other Lot 1 supplier in accordance with *Clause 7.2.11 in the Framework Information*.

6 Agree Brief and Scope with Client

- The suppliers PM will work with the client to fully understand their requirements, needs and expectations, and help, as required, to develop the brief and the detailed scope of services to be delivered under the brief.
- The brief will include all constraints, deliverables and timescales.
- The PM will help ensure that in accordance with *Framework Information - 8. Quotation Procedure* of the PSP3 Framework Contract, the client instructs the supplier to submit a quotation for the proposed works package in which the client has provided the additional Contract Data Part 1 information needed, including;
 - Whether NEC 4 PSSC, or one of Options A, C or E of NEC 4 PSC, is to be used
 - A detailed description of the Service which the Client requires to be carried out under the Order.
 - Where the staff are to be located (i.e. in the Suppliers offices or co-located in the Clients offices).
 - The time and date for return of the quotation.
 - The address for return of the quotation.
 - The proposed start date for the Work Order or Time Charge Order, and if required the proposed duration.
 - Individual requirements of the Client's in house procurement rules including any requirement for a parent company guarantee and its wording (C21.4and 5), and limitation of liability (C21.6).

The client's attention is drawn to the fact that where additional individual client requirements are added, this may prolong the period required for agreeing the order whilst the supplier follows their in house governance and legal reviews.

- Where the PM needs to spend significant time developing the brief and scope, this may, by agreement, be included in the cost estimate. For the openness and clarity this will be discussed with the client prior to starting.
- The detailed brief will be recorded as agreed with the client.
- The *Contract Data PSSC Template* or *Contract Data PSSC Parts 1 & 2 Templates* (as applicable) **must be completed by the client and provider for all orders.**
- The client shall submit the *Contract Data PSSC Template* for signing to make the order contractual, or in the case of a PSC contract, an Authority Approved *Form of Agreement*.

7 Agree PSSC or PSC and Payment Options

- In accordance with the *Framework Information - 8. Quotation Procedure* the options are;
- Professional Services Short Contract (PSSC) normally for values up to £250k and paid as Lump Sum (usually against a schedule of activities) or Time Charge.
- Professional Services Contract (PSC) normally for values over £250k;
 - Option A – Priced contract with Activity Schedule (Lump Sum)
 - Option C – Target Contract (pain gain share to be agreed in order)
 - Option E – Time Based Contract

8 Prepare Cost Estimate and Programme

- The PM prepares a detailed cost estimate and programme for the order in accordance with the agreed brief, scope and contract/ payment options agreed in Activity 7. The PM submits this to the client for approval with the completed *Contract Data PSSC Template* or *Contract Data PSSC Part 2 Template* (as applicable).
- The quoted estimate will include;
 - Expectations/ actions for the client including hold points and decision timescales.
 - The total estimate for delivering the order based on the quotation information and brief.
 - Any additional Contract Data Part 1 requirements.
 - Any risk assessments and methodologies as agreed with the client.
 - Details of any proposed sub consultants, contractors or suppliers proposed to aid the delivery of the Package Order.
 - The PM shall consult the DM for advice where the client proposes nominated suppliers.
- The PM ensures that the estimate allows for delivering the order in accordance with the suppliers management systems including;
 - ISO 9001
 - ISO 14001
 - OHSAS 18001
- The estimate will be prepared in accordance the PSP3 Contract and the suppliers rates submitted at PSP3 tender stage.
- The PM shall contact their suppliers Delivery Manager for rates and any **indexation rises** that may need to be allowed for. Only the PSSC rates are subject to the *Framework* indexation. PSC is covered as it is based on Defined Costs.
- All staff proposed to work on PSSC Time Charge orders must have an MHA approved Staff Band relative to their Specialism. The PM will follow the link to Process 2, the Staff Charge Band Approval Process, to ensure this is in place. Where new Staff Band Checklists are required the PM shall contact the DM who will work with them to get approval using Process 2.
- The PM will note that preparing a project brief and estimate does not indicate any commitment for the client to place a Package Order.

9 Hold Point: Agree Cost and Programme

- On receipt of the documents submitted from Activity 8, the client will notify the PM of their intentions as shown on the process flow within the timescales agreed with the PM. It is anticipated that this will normally be within 10 working days of receipt.
- Where the quotation is to be revised the client will notify the PM with reasons for rejection enabling the PM to submit a revised quotation within stipulated timescales.
- The client will ensure that adequate funding is definitely still in place prior to placing an order.

Accountable Person: Authorities MHA lead representative or other officer authorised to sign project briefs.

Release Mechanism: Sign and return the *Contract Data PSSC Template* or *Authority Form of Agreement* for PSC to the PM and place a Purchase Order in accordance with the Authorities process, to enable the supplier to submit invoices.