

How to Buy Guide

Title:	SS1201 Property Services Consultancy Framework
Service description	<p>The Property Services Consultancy Framework Contract consists of the following Lots:</p> <ol style="list-style-type: none">1. Architecture: as per RIBA Job book2. Lead Consultant/Employers Agent/Project Mgt: as per RICS Scope of Services3. CDMC: as Per the Association of Project Safety Consultants Schedule of Services4. Mechanical and Electrical: as per ACE agreement B (2) 2002 revised 2004 Schedule of Services5. Structural and Civil Engineering: as per ACE Agreement B (1) 2002 revised 2004 Schedule of Services6. Quantity Surveying: as per RICS Scope of Services7. Clerk of Works: as per Institute of Clerk of Works and Site Inspectors handbook8. Environmental: Grounds Management, Landscape Design, Arboriculture and Ecology9. Building Surveying: as per RICS Scope of Services10. Multi-disciplinary: as per RIBA Job book, ACE agreement B (2) 2002 revised 2004 Schedule of Services and the ACE Agreement B (1) 2002 revised 2004 Schedule of Services <p>Kent County Council will allow other Government bodies and Registered charities to use this framework. These Authorities will include but will not be exclusive to other County Councils, District Authorities, Health, Fire, Police or Education. For a list of partnering authority types please use the following link: Partnering list.docx</p>

Status	<p>The Property Services Consultancy Framework is a 5 year contract which starts on 1st October 2014 and ends on 31st September 2019. When buying into this contract the fee will be charged on an annual basis at £500 per year for administration set up and support, and £0.75% Final Fee account per project.</p>
How to buy	<p>Basic Instructions for Use</p> <ul style="list-style-type: none"> • How to engage a consultant: The terms and conditions of the framework contract dictate that all work must be procured using the mini competition process. No one consultant or small list of consultants may be chosen independently of the mini competition process no matter how large or small the project is. Any user trying to choose a particular consultant or small list of consultants will be in breach of contract and will take personal responsibility for any legal challenge. The mini competition process can be found at Mini Competitions.doc and Mini Competitions flow chart final.doc • Once a competition has been successfully completed, users will need to engage the consultant through the terms of the contract. Consultants are appointed using a commission form and varied using commission variation form. In order to place a commission or vary a commission, the following templates must be used and returned to the Propertyconsultancyframework@Kent.gov.uk mailbox Consultant Commission Form 2014.docx • A copy of the Project Contract can be found using the following link: Consultants Framework - Final Version Contract 17 07 14.pdf • Performance Management: All users who commission works using the framework are obliged to complete a performance monitoring return once a quarter. The Framework Officer will request monitoring and provide a spreadsheet containing the above template. Users then enter the commission details and using the criteria provided score the consultant. Any score of 2 or below must be justified using the comments field as this will led to sanctions against the contractor and clear/transparent reasons will be fed back to the contractor. Please see the suspension process to understand how sanctions for poor performance are issued. Performance Monitoring.docx • Warning and Suspension Process: to compliment the performance monitoring process and also to deal with any serious incidents which require a suspension to work; a Warning and Suspension process has been developed. The attached process explains how this works and what users need to do. It is vitally important that users always include the framework officer in

	<p>cases of non performance so that issues can be looked at both at a local level but also across all users. Warning and Consultant Suspension Process.doc</p> <ul style="list-style-type: none"> • Payment: Users will be expected to pay the £500 charge for buying into the contract at set up and then on an annual basis in April each year. The charges against the final fee account will be paid on completion of each project.
Buying link	To buy in to the Property Services Consultancy Framework, please email Propertyconsultancyframework@Kent.gov.uk giving the name of your organisation, your contact details and a member of the team will make contact to guide you through the process.
Supplier details	<p>Details of the supplier organised by Lots (description's of which can be found above) are laid out in the contact list. Please note you will be in breach of contract if you make contact with individual practices to discuss works before going to mini competition and will take personal responsibility for any legal challenge. It is in the spirit of the contract to treat all practices in a lot fairly, so the mini competition process must be followed in every instance.</p> <p>Contact List.xlsx</p>
Accountable manager	<p><u>Point of Contact (1) and main contact:</u></p> <p>June Diplock, Contracts and Framework Assistant</p> <p>Tel: 01622 694679</p> <p>Email: June.Diplock@kent.gov.uk</p> <p><u>Point of Contact (2):</u></p> <p>Emma Saunders-Foard, Property Business Team Leader</p>

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Accountable Manager

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