

Core Service Specification

Development Framework Management

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Document History

Document Control

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Version Control

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Sign Off

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Commercial: Framework Management

Scope

This service specification sets out the functions related to the Management of the Development Framework(s) which shall be provided by Be First. The Development Framework(s) shall be Framework Agreements between the Council and Main Contractors to provide a collaborative and accessible Framework to deliver the Be First Portfolio of new build works and associated It includes performance targets and service level requirements and outlines the relevant legislative and policy background.

Service Requirement

Reference	Service Area	Function	Service Requirement	Service Level
FM01	Procurement	Procure appropriate Framework partners	<p>Be First shall ensure that a Development Framework is procured in compliance with Be First and council rules as well as statutory and legal requirements.</p> <p>Where necessary Be First will undertake collaboration with other Council departments and entities to ensure a framework is appropriate for the needs and requirements of the Council.</p> <p>Procurement will include the preparation of tender documentation, and supplementary information, drafting agreements and clauses, evaluation, and award.</p>	In accordance with corporate standards/policy
FM02	Legal	Agreements	Be First shall manage and co-ordinate the signing and sealing of all Framework Agreements.	

Reference	Service Area	Function	Service Requirement	Service Level
FM03	Framework Marketing	Sell to other contracting Authorities	Be First shall market the Framework to other Contracting Authorities ensuring that where possible the Framework is accessed by other authorities and an appropriate management charge is received.	
FM04	Framework Management	Compliance	Be First shall ensure the provisions of the Framework agreement are followed by Constructors and any other contracting authorities who may join the Framework by signing an access agreement throughout the duration of the Framework agreement.	
FM05	Framework Management	User Guide	Be First shall Produce and maintain a Framework User Guide that sets out the principles of the Framework and how to procure through it.	
FM06	Framework Management	Compliance and recording	Be First shall maintain an 'awards register' detailing awards made and Management Charge due, ensuring all LBBB awards are recorded on the Councils Contracts Register.	
FM07	Framework Management	Income management	Be First shall ensure invoices for Levy amounts due are issued in a timely manner and issued to the relevant representative within the Constructor's team.	
FM08	Framework Management	Forward planning	Be First shall Manage the forward plan for opportunities in the Framework and ensure that these are communicated to the Framework Constructors and the Council.	
FM09	Framework Management	Collaboration	Be First shall ensure that the framework members work together and with all other Project Members in an open and collaborative manner.	
FM10	Framework Management	External access	Be First shall co-ordinate and manage the agreement of access agreements between participating bodies and the Council, ensure that the Council's Legal and Procurement representatives are informed of any requests to access.	
FM11	Framework Management	Compliance	Be First shall ensure that all opportunities to be issued under the Framework follow the ordering procedure(s) set out within the Framework agreement.	

Reference	Service Area	Function	Service Requirement	Service Level
FM12	Framework Management	Aims	Be First shall ensure that the Framework Aims are communicated to all parties, and agree a monitoring format for KPI's.	
FM13	Framework Management	Meetings	Be First shall organise and chair quarterly framework meetings to discuss pipeline, Health & safety performance, performance against KPI's and to ensure the Framework is operating compliantly.	
FM14	Framework Management	Org Chart	Be First shall maintain organisation chart to be shared with Constructors, notify Constructors of any changes to the organisation(s).	
FM15	Framework Management	Compliance	Be First shall ensure that the Council and Be First adhere to the terms of the Framework Agreement.	
FM16	Framework Management	Procurement and call-off	Be First shall be responsible for agreement and approval by the Council of procurement strategies, tendering process through Be Firsts e-Delta Portal, evaluation and award reports for all procurement Be First carry out on the Councils behalf through the Framework. Ensuring adherence with the Council's Contract rules PCR 2015 and any other relevant statutory requirements.	
FM17	Framework Management	Financial resilience	Be First shall conduct regular (quarterly) financial resilience appraisals on the Framework Contractors, including any interim checks prior to Contract Award.	
FM18	Framework Management	Social Value	Be First shall ensure that Social Value benefits are monitored and recorded throughout the Framework period.	
FM19	Framework Management	Communications	Be First shall agree and maintain a communications protocol with the Constructors and other Project members to ensure that information essential to the success of the Framework can be obtained without difficulty.	

Reference	Service Area	Function	Service Requirement	Service Level
FM20	Framework Management	Statutory requirements	Be First shall ensure that the management of any Freedom of Information requests related to the Framework are responded to and will collaborate with relevant parties within the Council to ensure responses are reviewed and approved.	
FM21	Framework Management	Statutory requirements	Be First shall ensure that Ensure Data Protection and GDPR policies are adhered to.	

Fee Recovery

The Framework carries a 'Management Charge' (Levy) applicable to all awards under the Framework, these will be chargeable at 3% for Contracts awarded on behalf of the London borough of Barking and Dagenham, and 1% for any contracts awarded via third party contracting authorities who may access the Framework.

The levy is calculated as a percentage of the awarded contract sum.

The Levy fee becomes due at the award of each specific contract with 50% payable at award of the contract and the remaining 50% payable at Practical Completion of the Contract.

Be first shall request invoices are raised by the Council and issued to the respective Contractor for payment and will then ensure that the contractor pays the Levy to the Council within the timescales set out in the Framework Agreement and Invoice.

On a quarterly basis, Be First shall review all contracts awarded through the Framework and Levy invoices subsequently issued, Be First will then issue an invoice to the Council for the Levy amount due which will be payable to Be First.