

# Appendix B

## Insert Project Name here Procurement Worksheets

*(All worksheets to be completed)*

### Attendees:

Name	Organisation

### Meeting report

Summarise the report here

Use headings as appropriate\

Include conclusion

# Procurement Review Session (Worksheet 1 W1)

## Project characteristics

Project Name/ Location:		Project Type:	
Contract Duration:		Actual Contract Duration:	
Contract Value:		Actual Contract Value	

### List Key Project Objectives:

List the objectives here:

### List Key Project Constraints:

List the constraints here:

## **Identify Possible Procurement Options to be considered:**

Identify notional procurement options here:

## **Process Notes**

1.

## Weighting of Procurement Criteria (W2)

Procurement Assessment Criteria	Weighting	Comments
<i>Time:</i> Is early completion required?	3	
<i>Certainty of time:</i> Is project completion of time important?	5	
<i>Certainty of cost:</i> Is a firm price needed before any commitment to construction given	4	
<i>Price competition:</i> Is the selection of the construction team by price competition important?	4	
<i>Flexibility:</i> Are variations necessary after work has begun on-site?	3	
<i>Complexity:</i> Does the building need to be highly specialised, technologically advanced or highly serviced?	3	
<i>Quality:</i> Is high quality of the product, in terms of material and workmanship and design concept important?	3	
<i>Responsibility:</i> Is single point of responsibility the client's after the briefing stage or is direct responsibility to the client from the designers and cost consultants desired?	4	
<i>Risk:</i> Is the transfer of the risk of cost and time slippage from the client important?	4	
If this list of procurement assessment criteria is <i>not</i> deemed to be appropriate for the specific project or they do not specifically marry with the <b>project objectives</b> and <b>constraints</b> they can be amended accordingly.		

## Scoring of Criteria against Procurement Method (W3)

Procurement Assessment Criteria	Traditional	Design & Construct	Management	Collaborative
<i>Time:</i> Is early completion required?	2	3	4	4
<i>Certainty of time:</i> Is project completion of time important?	3	4	3	3
<i>Certainty of cost:</i> Is a firm price needed before any commitment to construction given	5	4	2	2
<i>Price competition:</i> Is the selection of the construction team by price competition important?	5	3	2	1
<i>Flexibility:</i> Are variations necessary after work has begun on-site?	5	2	4	3
<i>Complexity:</i> Does the building need to be highly specialised, technologically advanced or highly serviced?	4	2	5	3
<i>Quality:</i> Is high quality of the product, in terms of material and workmanship and design concept important?	5	3	4	4
<i>Responsibility:</i> Is single point of responsibility the client's after the briefing stage or is direct responsibility to the client from the designers and cost consultants desired?	4	5	4	3
<i>Risk:</i> Is the transfer of the risk of cost and time slippage from the client important?	4	3	2	1

## Procurement Method Scoring Table (W4)

Procurement Assessment Criteria	Weighting	Traditional	Design & Construct	Management	Collaborative
<i>Time:</i>	3				
<i>Certainty of time:</i>	5				
<i>Certainty of cost:</i>	4				
<i>Price competition:</i>	4				
<i>Flexibility:</i>	3				
<i>Complexity:</i>	3				
<i>Quality:</i>	3				
<i>Responsibility:</i>	4				
<i>Risk:</i>	4				
$\Sigma = (Rank)$	33				

# Procurement Assessment Chart (W5)

<b>Key</b>	☺ Good	☹ Average	☹ Poor
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<b>Time</b>	<b>Procurement Option 1</b>	<b>Procurement Option 2</b>	<b>Procurement Option 3</b>	<b>Procurement Option 4</b>
Completion date certainty (once let)	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>  This completed sheet is to be found in Report for QE11 Pathwest Laboratory Medicine WA MC site SCGH. See process note 3 and 4 above			
Ability to meet current programme	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>  			
Facility to phase construction	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>  			

<b>Key</b>	☺ Good	☹ Average	☹ Poor
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<b>Cost</b>	<b>Procurement Option 1</b>	<b>Procurement Option 2</b>	<b>Procurement Option 3</b>	<b>Procurement Option 4</b>
Cost certainty prior to major commitment.	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>			
Transfer of cost risk	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>			
Competitive tendering in current market conditions	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>			



<b>Key</b>	☺ Good	☹ Average	☹ Poor
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<b>Quality</b>	<b>Procurement Option 1</b>	<b>Procurement Option 2</b>	<b>Procurement Option 3</b>	<b>Procurement Option 4</b>
Ability for contractor to add value in design development	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>			
Flexible to accommodate change orders	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>			
Single point responsibility for design & construction	Traditional	Design &Construct	Management	Collaborative
	<i>Comment:</i>			

# Worksheet Procurement Review Session (W6)

**Justification:**

Justification for use of selected option in relation alternative procurement methods available is required. In particular, compare and contrast with the project objectives:

**Preferred Procurement Option:**

