Submission for Endorsement

Building Construction and Maintenance Contracts Committee

*The purpose of this submission is to obtain endorsement from the Contracts Committee as required under the Queensland Government Building Policy Framework Policy Requirement 3. In line with* ***Queensland Government Building Policy Framework 3*** *we have had consultation with DHLGPPW Contract Services on procurement strategies, and contract selection.*

|  |
| --- |
| **Project Submitted for Endorsement** |
| Project Number |  | Date of submission |  |
| Project Name |  | Date of Contracts Committee meeting for tabling |  |
| Agency |  |

|  |
| --- |
| **Project Executive Summary***Provide a high-level executive summary including the below* |
| Contract value |   | (Excl GST) | Approved project Budget |  | (Excl GST) |
| Is it a Best Practice Principals (BPP) Project or potential BPP Project? | Yes or No |
| Project Overview |  |
| Delivery Milestones |  |
| Project Risk Rating |  |
| Procurement Strategy  |  |

|  |
| --- |
| **Project Brief and Issues***Provide a brief description of the project and any information that assists the committee in understanding the proposed procurement strategy or contract selection.*  |
| Project Objectives |  |
| Project Stakeholders |  |
| Project Scope and constraints | *Guide note – delete before submitting.**Information to include:** *project’s scope and various components – e.g. New, refurbishment, additions, demolition, site infrastructure, early works packages*
* *breakdown of allocated project budget if these are to be broken into separate procurement packages.*
* *proposed staging or sequence of work.*
* *any sketch plans/documentation that may assist the committee.*
* *critical activities and key project constraints*
* *Site issues (e.g.is access to the site restricted?)*
* *Site ownership and/or designation issues*
* *If relevant document the BPP Constraints*
 |
| Project Time Considerations  | *Guide note – delete before submitting.** *key milestones or critical activities*
* *land tenure, designation, planning and approval timeframes.*
* *fixed end date vs flexible timeframes*
* *are there time dependencies influenced by another project?*
 |
| Project Budget Considerations | *Guide note – delete before submitting.** *Identify funding source, and any possible funding issues.*
* *Funding Approval*
 |
| Market Analysis | *Guide note – delete before submitting.** *Location of resources and availability,*
* *constraints*
* *Supply issues (e.g., Under or overheated market)*
* *Any market sounding carried out.*
 |
| Planning approval status | *Guide note – delete before submitting.**Include environmental considerations, SPA, cultural/heritage considerations including:** *Relevant environment and sustainability impact on procurement decision*
 |
| Current Project status | *Guide note – delete before submitting.**Note in the section above include:** *Stage of the project,*
* *Awarded contracts or current procurement in progress.*
 |

|  |
| --- |
| **Options and Analysis***Need to present a position and justify it* |
| Risks & Opportunities |  |
| Proposed procurement strategy and rationale |  |
| Is it a departure from published procurement guidance? | *Yes or No* |
| Proposed form of contract |  |
| Proposed departure from standard contract and justification | *Guide note – delete before submitting.**Where project specific requirements or constraints cannot be adequately addressed using a standard contract, document these issues and justifications here, and the proposed solution* |
| Consultation | *Guide note – delete before submitting.**Document consultation and outcomes as required under BPF PR 1 and or 3 in relation to the line item above* |

|  |
| --- |
| Recommendation |
| *Guide note – delete before submitting.**Recommendation of preferred delivery model, along with evidence that the relevant Agency has signed off or agreed to the submission recommendation.* |

|  |  |
| --- | --- |
| Contact Officer | Endorsement (General Manager or Senior Officer) |
| Signature |  | Signature |  |
| Name |  | Name |  |
| Position |  | Position |  |
| Work Unit |  | Work Unit |  |
| Work telephone number |  | Work telephone number |  |

|  |
| --- |
| ***Please submit to*** ***BCMS***ecretariat***@epw.gov.qld.au*** |
| The recommendation proposed in this submission is: (Select option and Sign) |
|  | **Endorsed with no modifications.** |
|  | **Requires modifications.** | *Note: Required modifications are to be made prior to resubmission to the Contracts Committee for endorsement.* |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Graham Atkins**Deputy Director-GeneralPublic WorksDepartment of Housing, Local Government, Planning and Public Works |
| Date / /  |  |