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.*

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

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| **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 |  | | | | | |

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| **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.* |

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| **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* |

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| 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.* |

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

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| ***Please submit to*** [***BCMS***ecretariat***@epw.gov.qld.au***](mailto:BCMSecretariat@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-General  Public Works  Department of Housing, Local Government,  Planning and Public Works |
| Date / / | |  |