



Guidance

Construction framework handbook

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This handbook provides contracting authorities using the construction framework with advice on how to:

- access the framework
- conduct a local competition to select a contractor
- complete the pre-construction process

The construction framework was procured under the Restricted Procedure of the Public Contracts Regulations 2015.

Framework users should follow the guidance in this handbook to make sure any local competitions are compliant with all applicable law and regulations.

1. How to access the construction framework

The construction framework is available to local authorities, schools, academies and other public bodies in England.

Access to the framework is governed by DfE and all framework users must sign an access agreement.

There is no charge to use the construction framework (or any charges paid by framework contractors).

2. Framework structure

Value band	No. of regional lots	Project value range	Procurement route options	Award options	Batching options
High	2	£12m+	Cost-led design and build	Competition or direct award	Batching available when using competition
Medium	8	£4.5m to £12m	2 stage design and build or construct only	Competition or direct award	Batching available when using competition
Low	12	c£1m to £4.5m	2 stage design and build or construct only	Competition or direct award	Batching available when using competition

Contract forms

All projects need a pre-construction services agreement.

High value band projects also need a DfE design and build contract.

Medium and low value band projects need one of the following with standard DfE amendments:

- JCT design and build
- JCT intermediate works with contractor design
- JCT intermediate works without contractor design
- JCT minor works with contractor design
- JCT minor works without contractor design

3. Selecting a procurement route

You must decide whether the procurement is for a single scheme or a batch of 2 or more schemes.

Batches are:

- design and build projects which have been grouped together and compete under the same local competition (batching is not available for construct only or direct award schemes)
- formed of 'sample schools' and 'future schools'

Sample schools compete in local competition following the process for the relevant procurement route. You can invite the winner of the sample school to

submit proposals to deliver future schools.

Framework managers can advise if procuring using batches would be suitable for the project.

Selecting a value band

You should select the most appropriate value band for the procurement by determining the value of the project(s) and the total value of any batch. You must select the lowest permitted value band for your scheme or batch.

If procurement has failed within a value band, your framework manager may be able to extend the value range of an adjacent band to accommodate the project or batch.

Procurement route options

Low value band

Value limit:

- maximum value of a project (single or within batch) – £4.5m
- maximum total value of a batch – £8m

Procurement option:

- 2 stage design and build
- construct only (single projects only)

Award option:

- competition
- direct award (single projects only)

Medium value band

Value limit:

- maximum value of a project (single or within batch) – £12m
- maximum total value of a batch – £20m (£25m by exception with framework manager approval)

Procurement option:

- 2 stage design and build
- construct only (single projects only)

Award option:

- competition
- direct award (single projects only)

High value band

Value limit:

- no maximum value of a project (single or within batch)
- no maximum total value of a batch

Procurement option:

- cost-led design and build

Award option:

- competition
- direct award (single projects only)

Identifying the regional lot

Once you have selected the value band, you can identify the regional lot based on the location of the scheme – see appendix B.

High value band – regional structure

- North
- South

Medium value band – regional structure

- North East and Yorkshire
- East Midlands
- West Midlands
- North West
- East of England
- London
- South East
- South West

Low value band – regional structure

- North East
- Yorkshire and The Humber
- East Midlands
- West Midlands
- North West
- East of England A
- East of England B
- London
- South East A
- South East B
- South West A
- South West B

Selecting a procurement option

Low or medium value band – 2 stage design and build

- low and medium value schemes or batches
- can appoint contractors from the start of Royal Institute of British Architects (RIBA) stage 2, 3 or 4 (after completion of a feasibility study)

High value band – cost-led design and build

- schemes or batches of schemes that fall into the high value band only
- available when the client's technical advisory team have carried out an initial feasibility study
- contractor is required to develop the design from the start of RIBA stage 2 onwards

Low or medium value band – construct only

- single scheme only from the low and medium value bands
- available when the client's technical advisory team have designed a scheme up to RIBA Stage 4
- DfE take design responsibility of the final design with elements of contractor design (determined on a scheme by scheme basis)
- does not require early contractor involvement

Selecting an award option

The final step in appointing a contractor is to choose an award option. This is based on one of the 2 following options which can be used for any scheme regardless of the value, lot or procurement route.

Award option 1 – competition

You should consider this procurement option first.

All the contractors on the construction framework for the lot and band in which the facility is to be built will be invited to submit their competitive tender for the scheme.

If a scheme is batched, you must choose this option.

Award option 2 – direct award

You can only use this procurement option with the approval of a framework manager.

You cannot choose this option for batched or construct only schemes.

4. Local competition evaluation

Any evaluation conducted as part of a local competition must follow the standard explained in appendix D.

5. Framework timescales

Appendix A contains indicative timescales for local competition and pre-construction.

The average period from procurement start (issue of PITT/ITT) to contract close is approximately 45 weeks.

6. Two-stage design and build process (via competition)

1. Strategic definition

RIBA stage 0 – strategic definition

Framework user agrees the business case and strategic brief.

2. Feasibility study (c16 weeks)

RIBA stage 1 – preparation and brief

Framework user prepares the scheme to end of RIBA Stage 1 – including a feasibility study and costed control option.

Indicative information should be placed on the pipeline during this period – see pipeline stage below.

Relevant framework documents

- Feasibility study template
- DfE definition of base funding rate for schools
- School-specific brief and tools – including refurbishment scope of works tool (where applicable)

3. Pipeline (minimum of 5 weeks)

Framework users must not advertise a scheme under any other framework or procurement route whilst it is present on the construction framework pipeline.

Stage 1: indicative information (during feasibility study stage)

1. Framework user completes scheme notification form (SNF) with available information and sets an indicative date of a month (for example, “August 2018”).
2. Framework user secures any necessary approval within their programme.
3. Framework user sends scheme notification form (SNF) to the framework management team via Framework.ENQUIRY@education.gov.uk.
4. Framework team publishes the pipeline to framework contractors (each Friday).
5. Framework user keeps the pipeline information up-to-date by notifying the framework management team.

Stage 2: precise information

1. Framework user completes the feasibility study and secures approval within their programme.
2. Framework user updates the SNF and sets a precise date to issue an invitation to tender (for example, 20/8/2018) with at least 4 weeks' notice from the next pipeline issue date (Friday). The site visit date must also be set (within one week of the ITT issue – ideally 2 to 3 working days after ITT issue).
3. Framework user secures any necessary approval within their programme.
4. Framework user sends scheme notification form (SNF) and feasibility study (minus appendices) to the framework management team via Framework.ENQUIRY@education.gov.uk.
5. Framework team confirms if a pipeline slot is available. The framework users can consult with the framework team in advance of step 2.
6. Framework team publishes the pipeline to contractors (each Friday).
7. Framework team sends the feasibility study to contractors and request informal 'expression of interest' feedback. Feedback is anonymised and shared with framework user within 2 weeks of pipeline publication.
8. Framework user keeps the pipeline information up-to-date by notifying the framework management team. The framework user has one opportunity to change the date if required. If the date needs to be changed a second time, procurement start must be deferred by at least 4 weeks.
9. Framework user contacts contractors with details (for example, time, location) of the site visit at least 2 weeks before it takes place.

Relevant framework documents

- Scheme notification form
- Contractor contract details (sourced from a DfE framework manager)

4. Invitation to tender (ITT) (3 weeks)

Framework user invites contractors to compete for the scheme by issuing the invitation to tender (via an electronic method of the framework user's choice).

Response period

Contractors must be given at least 15 working days to respond (via an electronic method of the framework user's choice).

Site visit

The framework user must host a site visit for all interested contractors at least 2 weeks before responses are due (ideally 2 to 3 working days after ITT issue).

The site visit should include a presentation from the framework user, question and answer session and tour of the site.

Sample schools

If part of a batch, the invitation to tender for the sample scheme will include named future schools.

Relevant framework documents

- Invitation to tender template and appendices
- PCSA and selected JCT contract completed as far as possible

5. Evaluation and appointment (3 weeks)

Framework user evaluates tenders on basis of evaluation criteria described in the invitation to tender:

- quality criteria: 60% of total
- price criteria: 40% of total

Framework user selects a single contractor ('selected panel member' / 'SPM') and appoints under a pre-construction services agreement (PCSA).

PCSA

Framework users should review the proposed PCSA payment milestones prior to the agreement.

Sample schools

If part of a batch, the framework user and selected panel member also sign a future schools agreement.

Reserve bidder

The framework user may ask the second-placed bidder to be the reserve bidder and keep their bid open for 16 weeks. This option is included within the template unsuccessful bidder letter.

Relevant framework documents

- Successful/unsuccessful letter templates
- Pre-construction services agreement
- Future schools agreement (where applicable)

6. Design development (6 weeks)

RIBA stage 2 (concept design) and part of RIBA stage 3 (developed design)

The selected panel member develops the scheme (in collaboration with the framework user) to produce the design development deliverables specified in the PCSA.

This usually requires 6 client engagement meetings (CEMs) over a period of 6 to 8 weeks. Minutes of CEMs are drafted by the framework user and shared with the panel members within 2 days of the meeting, which forms the basis of the next CEM.

Relevant framework documents

- Pre-construction services agreement

PCSA payment milestone

Milestone 1: design development stage (50% completion) – 50% of planned client engagement meetings completed.

Milestone 2: design development stage (100% completion) – submission of required design deliverables.

7. Design development gateway (2 weeks)

Framework user reviews outputs produced and determines if the scheme is ready for planning submission.

8. Planning submission (4 to 5 weeks)

RIBA stage 3 (developed design)

Preparation, submission and validation of planning application.

PCSA payment milestone

Milestone 3: submission and validation of planning application.

9. Contractor's proposals (CPs) (8 to 10 weeks)

RIBA stage 4 (technical design) – minus portions of sub-contractor design

The selected panel member produces the contractor's proposals as per DfE employer's requirements part A.

Time allocation is subject to the expected planning determination period (where relevant).

Relevant framework documents

- DfE employer's requirements part A

PCSA payment milestone

Milestone 4: submission of draft contractor's proposals.

Milestone 5: submission of contractor's proposals.

10. Contractor's proposals review (7 to 8 weeks)

RIBA stage 4 (technical design) – minus portions of sub-contractor design

Framework user reviews contractor's proposals; contractor provides additional information and considers changes as required.

Time allocation subject to the expected planning determination period (where relevant).

PCSA payment milestone

Milestone 6: receipt of planning permission.

11. Contract finalisation (3 weeks)

RIBA stage 4 (technical design) – minus portions of sub-contractor design

Finalisation, agreement and signature of contract following planning permission.

Relevant framework documents

- selected DfE JCT contract

PCSA payment milestone

Milestone 7: contract close (paid under DfE JCT contract)

7. Two-stage design and build process

(via direct award)

1. Strategic definition

RIBA stage 0 – strategic definition

Framework user agrees the business case and strategic brief.

2. Feasibility study (c16 weeks)

RIBA stage 1 – preparation and brief

Framework user prepares the scheme to end of RIBA Stage 1 – including a feasibility study and costed control option.

Indicative information should be placed on the pipeline during this period – see pipeline stage below.

Relevant framework documents

- Feasibility study template
- DfE definition of base funding rate for schools
- School-specific brief and tools – including refurbishment scope of works tool (where applicable)

3. Pipeline (minimum of 4 weeks)

Framework users must not advertise a scheme under any other framework or procurement route whilst it is present on the construction framework pipeline.

Stage 1: indicative information (during feasibility study stage)

1. Framework user completes scheme notification form (SNF) with available information and sets an indicative date of a month (for example, “August 2018”).
2. Framework user secures any necessary approval within their programme.
3. Framework user sends scheme notification form (SNF) to the framework management team via Framework.ENQUIRY@education.gov.uk.
4. Framework team publishes the pipeline to framework contractors (each Friday).
5. Framework user keeps the pipeline information up-to-date by notifying the

framework management team.

Stage 2: precise information

1. Framework user completes the feasibility study and secures approval within their programme.
2. Framework user updates the SNF, the framework team sets a precise date to issue a direct award EOI with at least 4 weeks' notice from the next pipeline issue date (Friday).
3. Framework user secures any necessary approval within their programme.
4. Framework user sends scheme notification form (SNF) and feasibility study (minus appendices) to the framework management team via Framework.ENQUIRY@education.gov.uk.
5. Framework team confirms if a pipeline slot is available. The framework users can consult with the framework team in advance of step 2.
6. Framework team publishes the pipeline to contractors (each Friday).
7. Framework user contacts highest ranked contractor to gauge interest in the scheme.

Relevant framework documents

- Scheme notification form
- Contractor contract details (sourced from DfE framework manager)
- Framework direct award rankings (sourced from DfE framework manager)

4. Direct award = expression of interest (1 week)

Framework team issues EOI to all contractors in the lot, requesting expressions of interest within 5 working days or earlier.

Relevant framework documents

- Direct award EOI letter template
- Invitation to submit proposal template
- Framework direct award rankings (sourced from DfE framework manager)

5. Invitation to submit proposal (3 weeks)

Framework user invites the nominated interested contractor to submit a proposal by issuing an invitation to submit proposal (ISP) (via an electronic method of the framework user's choice).

The framework user has the option of reducing the number of quality questions in the ISP evaluation matrix.

Response period

The framework user must give the contractor a minimum of 10 working days to respond (via an electronic method of the framework user's choice).

Site visit

A site visit is optional.

Relevant framework documents

- Invitation to submit proposal template
- Framework direct award rankings (sourced from DfE framework manager)

6. Evaluation and appointment (2 weeks)

Framework user determines if the proposal is acceptable. If yes, the framework user appoints the contractor under a pre-construction services agreement (PCSA).

If the proposal is not acceptable the framework user may approach the second-highest ranked interested contractor.

PCSA

Framework users should review the proposed PCSA payment milestones prior to the agreement.

Relevant framework documents

- Pre-construction services agreement

7. Next stage

The scheme now progresses from the design development stage.

8. Two-stage design and build process (future school)

1. Sample scheme

Once the 'selected panel member' is appointed under a PCSA for the sample scheme, the future schools agreement may be signed. The future schools agreement gives the framework user the option of engaging the SPM on the named future schools.

Relevant framework documents

- Future schools agreement

2. Feasibility study (c16 weeks)

RIBA stage 1 – preparation and brief

Framework user prepares the scheme to end of RIBA Stage 1 – including a feasibility study and costed control option.

Relevant framework documents

- Feasibility study template
- DfE definition of base funding rate for schools
- School-specific brief and tools – including refurbishment scope of works tool (where applicable)

3. Contractor consultation

Framework user consults with the contractor about the release of the future schools notice / invitation to submit proposal and return date for proposal.

4. Future schools notice / invitation to submit proposal (2 weeks)

Framework user issues the future schools notice and invitation to submit proposal (ISP) to the contractor (via an electronic method of the framework user's choice).

The framework user has the option of reducing the number of quality questions in the ISP evaluation matrix.

Response period

The framework user must give the contractor a minimum of 10 working days to respond (via an electronic method of the framework user's choice).

Site visit

A site visit is optional.

Relevant framework documents

- Future schools notice template
- Invitation to submit proposal template

5. Evaluation and appointment (2 weeks)

Framework user determines if the proposal is acceptable. If yes, the framework user appoints the contractor under a pre-construction services agreement (PCSA).

PCSA

Framework users should review the proposed PCSA payment milestones prior to the agreement.

Relevant framework documents

- Pre-construction services agreement

6. Next stage

The scheme now progresses from the design development stage.

9. Cost-led design and build process (via competition)

1. Strategic definition

RIBA stage 0 – strategic definition

Framework user agrees the business case and strategic brief.

2. Feasibility study (c16 weeks)

RIBA stage 1 – preparation and brief

Framework user prepares the scheme to end of RIBA Stage 1 – including a feasibility study and costed control option.

Indicative information should be placed on the pipeline during this period – see pipeline stage below.

Relevant framework documents

- Feasibility study template
- DfE definition of base funding rate for schools
- School-specific brief and tools – including refurbishment scope of works tool (where applicable)

3. Pipeline (minimum of 5 weeks)

Framework users must not advertise a scheme under any other framework or procurement route whilst it is present on the construction framework pipeline.

Stage 1: indicative information (during feasibility study stage)

1. Framework user completes scheme notification form (SNF) with available information and sets an indicative date of a month (for example, “August 2018”).
2. Framework user secures any necessary approval within their programme.
3. Framework user sends scheme notification form (SNF) to the framework management team via Framework.ENQUIRY@education.gov.uk.
4. Framework team publishes the pipeline to framework contractors (each Friday).
5. Framework user keeps the pipeline information up-to-date by notifying the framework management team.

Stage 2: precise information

1. Framework user completes the feasibility study and secures approval within their programme.
2. Framework user updates the SNF and sets a precise date for the bidders day (for example, 20/8/2018) with at least 4 weeks’ notice from the next pipeline issue date (Friday). The PITT date must also be set (at least one week after the

bidders day).

3. Framework user secures any necessary approval within their programme.
4. Framework user sends scheme notification form (SNF) and feasibility study (minus appendices) to the framework management team via Framework.ENQUIRY@education.gov.uk.
5. Framework team confirms if a pipeline slot is available. The framework users can consult with the framework team in advance of step 2.
6. Framework team publishes the pipeline to contractors (each Friday).
7. Framework team sends the feasibility study to contractors and request informal 'expression of interest' feedback. Feedback is anonymised and shared with framework user within 2 weeks of pipeline publication.
8. Framework user keeps the pipeline information up-to-date by notifying the framework management team. The framework user has one opportunity to change the date if required. If the date needs to be changed a second time, procurement start must be deferred by at least 4 weeks.
9. Framework user contacts contractors with details (for example, time, location) of the bidders day at least 2 weeks before it takes place.

Relevant framework documents

- Scheme notification form
- Contractor contract details (sourced from a DfE framework manager)

4. Preliminary invitation to tender (PITT) (3 weeks)

Bidders day

The stage begins with a bidders day. The day should include a presentation from the framework user, question and answer session and tour of the site.

PITT issue

One week after the bidders day, the framework user invites contractors to compete for the scheme by issuing the preliminary invitation to tender (via an electronic method of the framework user's choice).

The PITT states the maximum number of contractors be invited to the next stage – either 1 or 2.

Response period

Contractors must be given at least 5 working days to respond (via an electronic method of the framework user's choice).

Sample schools

If part of a batch, the PITT for the sample scheme will include named future schools.

Evaluation

Framework user evaluates tenders on basis of evaluation criteria described in the PITT:

- quality questions: 90% of total
- pricing questions: 10% of total

As part of the response, the contractor must confirm that they can and will work within the cost ceiling set by the framework user.

The framework user invites up to 2 contractors to progress to ITT stage.

Relevant framework documents

- Preliminary invitation to tender template and appendices (including draft ITT)

5. Invitation to tender (ITT) (c6 weeks)

RIBA stage 2 (concept design) and part of stage 3 (developed design)

Framework user invites contractors to compete for the scheme by issuing the invitation to tender (via an electronic method of the framework user's choice).

Design competition

The ITT stage involves a design development competition with bidders given regular access to a design user group and framework user representatives.

This stage involves approximately 6 client engagement meetings (CEMs) with each bidder. Minutes of CEMs are drafted by the framework user and shared with the panel member's within 2 days of meeting which forms the basis of the next CEM.

Response period

The framework user must give the contractors a minimum of 30 working days to respond.

This stage can also be completed with a single contractor.

Relevant framework documents

- Invitation to tender template and appendices
- PCSA and selected JCT contract completed as far as possible

6. Evaluation and appointment (3 weeks)

Framework user evaluates tenders on basis of evaluation criteria described in the invitation to tender:

- quality criteria: 70% of total
- price criteria: 30% of total

Tenders must be within the cost ceiling set by the framework user or the tender is non-compliant. The only exception is if a new 'abnormal' is identified.

Framework user selects a single contractor ('selected panel member' / 'SPM') and appoints under a pre-construction services agreement (PCSA).

PCSA

Framework users should ensure the value of the payment milestone is correct before agreement.

The PCSA (for the cost-led design and build option) contains a single payment milestone at planning submission, valued in accordance with the values stated below based on the capital value of the scheme. The remaining pre-construction fee is paid after contract close.

Under £7.5m	£50k
£7.5m to £10m	£75k
£10m to £12.5m	£100k
£12.5m to £15m	£125k
£15m to £20m	£150k
£20m to £25m	£175k
£25m+	£200k

Sample schools

If part of a batch, the framework user and selected panel member also sign a future schools agreement.

Reserve bidder

The framework user may ask the second-placed bidder to be the reserve bidder and keep their bid open for 16 weeks. This option is included within the template unsuccessful bidder letter.

Relevant framework documents

- Successful/unsuccessful letter templates
- Pre-construction services agreement
- Future schools agreement (where applicable)

7. Planning submission (4 to 5 weeks)

RIBA stage 3 (developed design)

Preparation, submission and validation of planning application

PCSA payment milestone

Milestone 1: submission and validation of planning application.

8. Contractor's proposals (8 to 10 weeks)

RIBA stage 4 (technical design) – minus portions of sub-contractor design

Contractor produces contractor's proposals as per DfE employer's requirements part A.

Time allocation subject to the expected planning determination period (where relevant).

Relevant framework documents

- DfE employer's requirements part A

9. Contractor's proposals review (7 to 8 weeks)

RIBA stage 4 (technical design) – minus portions of sub-contractor design

Framework user reviews contractor's proposals; contractor provides additional information and considers changes as required.

Time allocation subject to the expected planning determination period (where relevant).

10. Contract finalisation (3 weeks)

RIBA stage 4 (technical design) – minus portions of sub-contractor design

Finalisation, agreement and signature of contract following planning permission.

PCSA payment milestone

Milestone 2: contract close (paid under DfE design and build contract),

Relevant framework documents

- DfE design and build contract

10. Cost-led design and build process (via direct award)

1. Strategic definition

RIBA stage 0 – strategic definition

Framework user agrees the business case and strategic brief.

2. Feasibility study (c16 weeks)

RIBA stage 1 – preparation and brief

Framework user prepares the scheme to end of RIBA Stage 1 – including a feasibility study and costed control option.

Indicative information should be placed on the pipeline during this period – see pipeline stage below.

Relevant framework documents

- Feasibility study template
- DfE definition of base funding rate for schools
- School-specific brief and tools – including refurbishment scope of works tool (where applicable)

3. Pipeline (minimum of 4 weeks)

Framework users must not advertise a scheme under any other framework or procurement route whilst it is present on the construction framework pipeline.

Stage 1: indicative information (during feasibility study stage)

1. Framework user completes scheme notification form (SNF) with available information and sets an indicative date of a month (for example, 'August 2018').
2. Framework user secures any necessary approval within their programme.
3. Framework user sends scheme notification form (SNF) to the framework management team via Framework.ENQUIRY@education.gov.uk.
4. Framework team publishes the pipeline to framework contractors (each Friday).
5. Framework user keeps the pipeline information up-to-date by notifying the framework management team.

Stage 2: precise information

1. Framework user completes the feasibility study and secures approval within their programme.
2. Framework user updates the SNF and the framework team sets a precise date and issues a direct award EOI.
3. Framework user secures any necessary approval within their programme.
4. Framework user sends scheme notification form (SNF) and feasibility study (minus appendices) to the framework management team via Framework.ENQUIRY@education.gov.uk.
5. Framework team confirms if a pipeline slot is available. The framework users can consult with the framework team in advance of step 2.
6. Framework team publishes the pipeline to contractors (each Friday).
7. Framework user contacts highest ranked contractor to gauge interest in the scheme.

Relevant framework documents

- Scheme notification form
- Contractor contract details (sourced from a DfE framework manager)
- Framework direct award rankings (sourced from a DfE framework manager)

4. Direct award expression of interest (1 week)

Framework team issues a direct award EOI to all contractors and provides the response to the Framework User who then issues a draft preliminary invitation to submit proposal to the nominated and interested contractor.

Relevant framework documents

- Direct award EOI
- Preliminary invitation to submit proposal template
- Framework direct award rankings (sourced from a DfE framework manager)

5. Preliminary invitation to submit proposal (3 weeks)

Framework user invites the nominated highest ranked interested contractor to submit a response by issuing a preliminary invitation to submit proposal (via an electronic method of the framework user's choice).

The framework user has the option of reducing the number of quality questions in the preliminary ISP evaluation matrix.

Response period

The framework user must give the contractor a minimum of 10 working days to respond (via an electronic method of the framework user's choice).

Site visit

A site visit is optional.

Relevant framework documents

- Preliminary invitation to submit proposal template
- Framework direct award rankings (sourced from DfE framework manager)

6. Evaluation (2 weeks)

Framework user determines if the response is acceptable. If yes, the process continues to the next stage.

If the response is not acceptable the framework user may approach the second-highest ranked interested contractor.

7. Invitation to submit proposal (ISP) (c6 weeks)

RIBA stage 2 (concept design) and part of stage 3 (developed design)

Framework user issues the invitation to submit proposal (ISP) to the contractor (via an electronic method of the framework user's choice).

Design development

The ISP stage requires design development with the contractor given regular access to a design user group and framework user representatives.

This stage involves approximately 6 client engagement meetings (CEMs) with each bidder. Minutes of CEMs are drafted by the framework user and shared with the panel member's within 2 days of meeting which forms the basis of the next CEM.

Response period

The framework user must give the contractors a minimum of 30 working days to respond.

Relevant framework documents

- Invitation to submit proposal templatee

8. Evaluation and appointment (2 weeks)

Framework user determines if the proposal is acceptable. If yes, the framework user appoints the contractor under a pre-construction services agreement (PCSA).

If the proposal is not acceptable the framework user may approach the second-highest ranked interested contractor.

PCSA

Framework users should ensure the value of the payment milestone is correct before agreement.

The PCSA (for the cost-led design and build option) contains a single payment milestone at planning submission, valued in accordance with the values stated below based on the capital value of the scheme. The remaining pre-construction fee is paid after contract close.

Under £7.5m	£50k
£7.5m to £10m	£75k
£10m to £12.5m	£100k
£12.5m to £15m	£125k

£15m to £20m	£150k
£20m to £25m	£175k
£25m+	£200k

Relevant framework documents

- Pre-construction services agreement

9. Next stage

The scheme now progresses from the planning submission stage.

11. Cost-led design and build process (future school)

1. Strategic definition

Once the 'selected panel member' is appointed under a PCSA for the sample scheme, the future schools agreement may be signed. The future schools agreement gives the framework user the option of engaging the SPM on the named future schools.

Relevant framework documents

- Future schools agreement

2. Feasibility study

RIBA stage 1 – preparation and brief

Framework user prepares the scheme to end of RIBA Stage 1 – including a feasibility study and costed control option.

Relevant framework documents

- Feasibility study template

- DfE definition of base funding rate for schools
- School-specific brief and tools – including refurbishment scope of works tool (where applicable)

3. Contractor consultation

Framework user consults with the contractor about the release of the future schools notice and return date for a proposal.

4. Future schools notice (1 week)

Framework user issues the future schools notice to the contractor (via an electronic method of the framework user's choice).

The future schools notice requires the contractor to confirm that they wish to submit a proposal for the scheme and will commit to working within the cost ceiling.

Response period

The framework user should give the contractor at least 5 working days to respond.

Relevant framework documents

- Future schools notice template

5. Invitation to submit proposal (c6 weeks)

RIBA stage 2 (concept design) and part of stage 3 (developed design)

Framework user issues the invitation to submit proposal (ISP) to the contractor (via an electronic method of the framework user's choice).

Design development

The ISP stage requires design development with the contractor given regular access to a design user group and framework user representatives.

This stage involves approximately 6 client engagement meetings (CEMs) with each bidder. Minutes of CEMs are drafted by the framework user and shared with the panel members within 2 days of meeting which forms the basis of the next CEM.

Response period

The framework user must give the contractors a minimum of 30 working days to respond.

Relevant framework documents

- Invitation to submit proposal template

6. Evaluation and appointment (2 weeks)

Framework user determines if the proposal is acceptable. If yes, the framework user appoints the contractor under a pre-construction services agreement (PCSA).

If the proposal is not acceptable the framework user may approach the second-highest ranked interested contractor.

PCSA

Framework users should ensure the value of the payment milestone is correct before agreement.

The PCSA (for the cost-led design and build option) contains a single payment milestone at planning submission, valued in accordance with the values stated below based on the capital value of the scheme. The remaining pre-construction fee is paid after contract close.

Under £7.5m	£50k
£7.5m to £10m	£75k
£10m to £12.5m	£100k
£12.5m to £15m	£125k
£15m to £20m	£150k
£20m to £25m	£175k
£25m+	£200k

Relevant framework documents

- Pre-construction services agreement

7. Next stage

The scheme now progresses from the planning submission stage.

12. Construct only process

1. Scheme preparation

Framework user prepares scheme to end of RIBA stage 4 (including securing planning permission) minus any contractor design packages.

2. Pipeline

Minimum of 4 weeks notice to contractors on the pipeline.

Relevant framework documents

- Scheme notification form

3. Invitation to Tender (ITT)

Framework user invites contractors to compete for the scheme by issuing an invitation to tender (ITT).

Bidders provide quality and price response in accordance with the ITT.

Relevant framework documents

- Bespoke ITT

4. Evaluation

Framework user evaluates tenders on basis of evaluation criteria described in the ITT:

- quality criteria: up to 50%

- price criteria: minimum of 50%

5. Contract close

Single contractor is selected and appointed under the relevant scheme contract.

Relevant framework documents

- Scheme contracts

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