

NEC4

Term Maintenance Contract

Scope S 400 *Contractor's Plan*

DN581359

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S 400 *Contractor's Plan*

S 405 Plan Requirements

The *Contractor* shall submit the first plan to the *Service Manager* for acceptance within the period stated in the Contract Data.

The *Contractor* shall comply with TSC 31.2 and TSC 31.3.

In addition to the requirements set out in TSC 31.2 and TSC 31.3, the *Contractor* shall identify, clarify, and create:

- a detailed mobilisation plan setting out the intentions of the *Contractor* to ensure full preparation for the successful implementation of the *Service* from day one of the *Service Period*.
- risks and mitigation to be reviewed and developed in collaboration with the *Client*.

The format of the *Contractor's Plan* is agreed with the *Service Manager* and will be submitted in an editable electronic format by email and stored in the *Clients' Shared Area* (currently SharePoint).

S 410 Methodology Statement

In addition to the requirements set out in TSC 31.2, the *Contractor* shall identify, clarify, and create:

- a comprehensive management and organisational structure of staff engaged in managing the delivery of the *Service*,
- a Strategic Resourcing Plan to demonstrate and confirm how the *Service* (broken down against the headings listed in the *Client's Annual Plan*) will be delivered over the *Service Period* with particular attention to
 - methodology statements for each *Service*. This will include how the *Service* will be delivered through peak periods. This will include (without limitation) the delivery of, safety maintenance, routine and reactive maintenance, and winter and emergency service, and any other matters where the *Service Manager* requests methodology statements addressing peak periods,
 - in-house and sub-contracted resources.

S 415 Work of the Client and Others

Before the *starting date*, and then before 1st April each Financial Year, the *Client* prepares an Annual Plan in respect of that Financial Year of the Service Period, setting out the plan for the provision of the service during that Financial Year.

The work of the *Client* and Others will be to set out the *Client's* Annual Plan together with budget allocations for each of the operational areas.

The *Contractor's* Plan shall detail the order and timings of the work of the *Client* and Others – refer to S 905 as required.

The *Contractor's* Plan shall include a Task Order programme.

Each Annual Plan and *Contractor's* Plan is accepted by the Strategic Partnership Board before the start of each Financial Year.

Without affecting TSC 31.3, reasons for not accepting the *Contractor's* Plan are:-

- the delivery of the *Contractor's* Plan will exceed the Service Budget for the relevant financial year or
- the *Contractor's* Plan does not address the priorities for the relevant financial year agreed by the Strategic Partnership Board.

S 420 Access to the Affected Property

Information regarding access to the Affected Property is provided in Scope S 905 – Sharing the Affected Property with the *Client* and Others.

S 425 Information Required

The *Contractor* will comply with TSC 31.2 and TSC 31.3.

The *Contractor* will provide the programme information required in accordance with Scope S 915 Co-ordination – Somerset HAUC.

S 430 Revised Plan

The *Contractor* submits a revised *Contractor's* Plan as set out in TSC 32.2 and two weeks after any update of the *Clients'* Annual Plan (see Scope S 415).