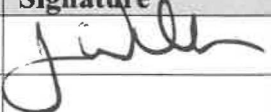


**Instructions for Multi-Stage Contract Change Proposal
For Estate Projects**

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Multi-Stage Contract Change Proposal Instruction

Introduction

1. This instruction provides direction for the development and submission of multi-stage Contract Change Proposals (CCPs) for estate projects. The intent is for Estate Maintenance Operations Services (EMOS) contractors to submit a CCP at a time within the project lifecycle that will enable CCP assessment and approval; and commence delivery of required Base Services Contract (BSC) services at the project takeover and/or end of the Defects Liability Period (DLP) stage, whichever is applicable. Ideally implementing a first and final CCP is the preferred outcome.
2. Due to a range of constraints a first and final CCP submission is not always possible and instead an “interim CCP” submission should be first initiated to ensure required services are delivered when required. This “multi-stage” concept uses the existing CCP process managed by the Contract Administration Support (CAS) Product Directorate. The difference being is the undertaking of two CCP’s for acceptance of new and/or changed services into the BSC scope.
3. Further guidance on the multi-stage CCP process is provided at Annexure 1, Estate Project Multi-stage CCP workflow diagram.

Instructions for Multi-stage Process

4. At 90% design approval, EMOS PSS are to conduct a “maintenance meeting” with applicable project stakeholders to analyse available project data, design drawings and the contractor’s estate data provision plan (DPP) to determine:
 - a. An appropriate and agreed DLP maintenance strategy (this will inform construction tender requirements),
 - b. What services will change and/or cease due to facility demolitions or decommission,
 - c. What new services are required during DLP and from the end of DLP, and
 - d. For provision of the required services above, if a single final CCP or a multi-stage CCP is required to enable delivery of services.
5. From the information collated and requirements confirmed at the maintenance meeting, EMOS are to create a CCP submission plan using the template at Annexure 2 to this instruction. The template enables EMOS to specify where CCPs are not required because services are already covered by existing BSC arrangements. The CCP submission plan is to be completed by the end of the design phase.
6. For noting purposes, a copy of the CCP submission plan must be sent to CAS and affected Product Directorates (PDs). Where EMOS are experiencing difficulty in obtaining the minimum required information to develop interim CCP submission, this should be advised when providing the CCP submission plan to CAS and PDs.
7. At 90% design approval stage it is expected that the project Statement of Work (SOW), Detailed Business Case for Capital Facilities Infrastructure (CFI) projects, design drawings, proposed DLP maintenance requirement, Spaces Plan and GEMS asset shell records will be available (in accordance with Contract conditions and Hand Over Take Over (HOTO) v6.0 criteria).

8. During the first half of the construction phase and IAW the CCP submission plan, EMOS are to develop the “stage 1” single and/or multi-stage CCPs. Submission of stage 1 CCPs to CAS is to occur by the 50% construction milestone.
9. For multi-stage CCPs, the stage 1 submission requires EMOS to develop CCPs with an approximate price based on available information. The pricing methodology for both single and multi-stage CCPs should mirror the agreed tendered methodology or currently agreed CCP funding methodology. Essentially, where information is not immediately available to allow quantities to be fully reflected in the initial CCP, contractors should estimate these quantities using the information at hand, however the unit cost (e.g. per sq.m. or type of equipment) should be identical to that which will be used in the final CCPs. Noting that there is an expected minimum for the project to have created Asset shell records on GEMS and provided approved design drawings and project SOW details to enable EMOS to provide dependable estimates and initial CCPs.
10. Defence (CAS and applicable PDs) are to assess the submitted CCPs and will use their best endeavours to meet the contracted 30 day timeframe for processing correctly rendered CCPs.
11. With approval of the stage 1 CCPs and when the facilities have been accepted (Take Over) by the Defence Representative, EMOS and Miscellaneous Service Providers (MPSs) are to commence delivery of the services by the date specified in the approved CCP.
12. When stage 1 CCPs have been submitted, EMOS are to commence development of stage 2 CCPs (all final CCPs). This second stage detailed price capturing and CCP development will enable EMOS to collect the required information during final construction, HOTO and early DLP periods. Achieving this outcome is contingent on the project contractors providing the remaining estate information in accordance with the HOTO and agreed estate data provision plan and schedule.
13. By mid-way in DLP, EMOS are to have submitted to CAS, all second (final) CCPs for any variations up or down and backdated to HOTO. Submissions must include detailed costings relating to all applicable product lines and details of any back claim or over payment adjustment. Once this is agreed upon and processed into GEMS, the final ongoing amount will be represented in the Fixed Fee.
14. Defence (CAS and applicable PDs) are to assess the submitted CCPs and will use their best endeavours to meet the contracted 30 day timeframe for processing correctly rendered CCPs.
15. With approval of the stage 2 CCPs and successful completion of DLP, EMOS and Miscellaneous Service Providers (MPSs) are to commence delivery of the additional services by the DLP end date.

Process Rules

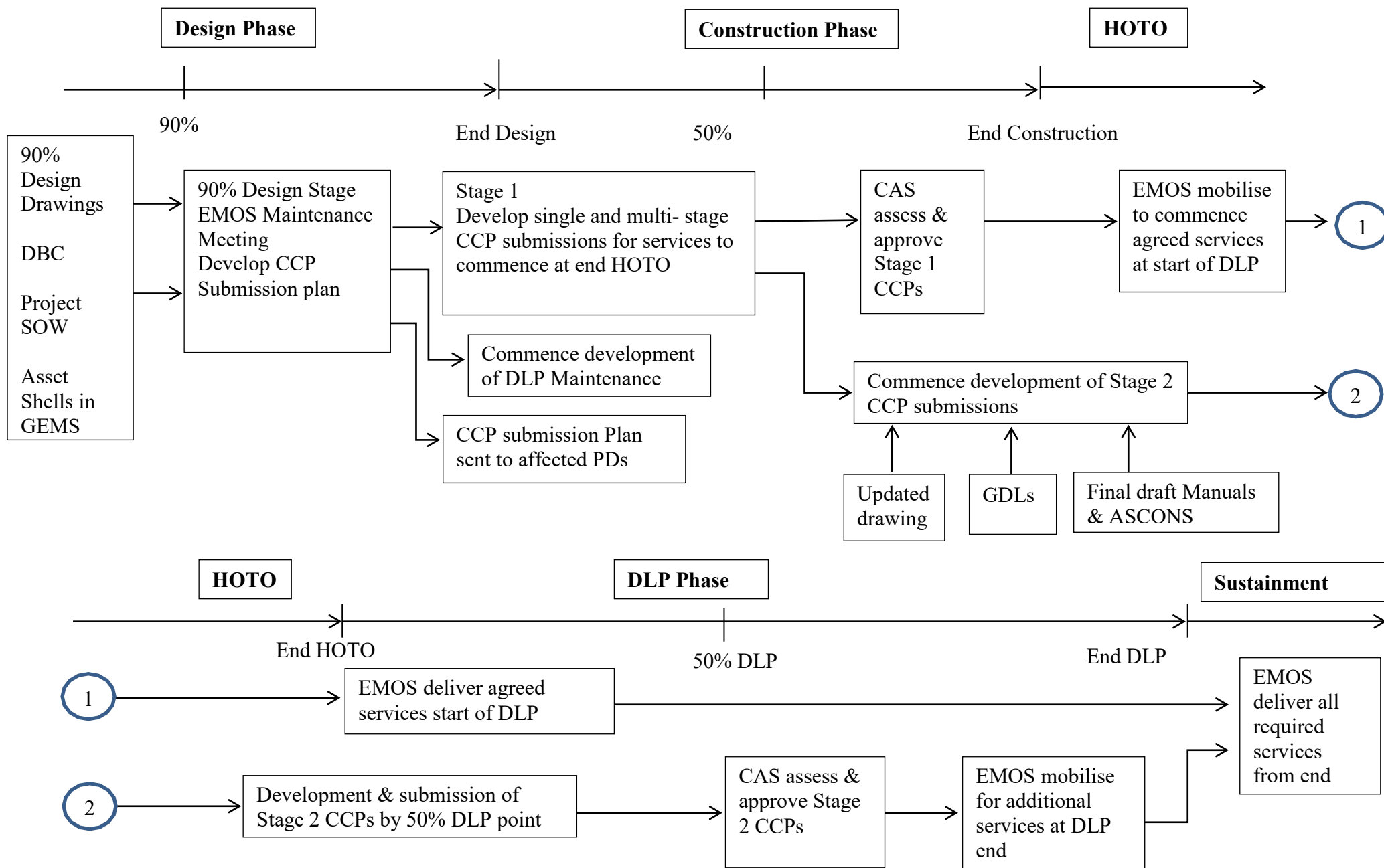
16. The multi-stage CCP process aims to ensure that required BSC services are delivered at project takeover, contractors are paid for their services and the CCP process does not create unnecessary administrative inefficiencies. The following rules apply to help achieve these aims:
 - a. EMOS are to assist and inform project Contractors in their development of DPPs and ensure EMOS estate data supply requirements and timeframes are understood and agreed.

- b. By the end of the design phase, EMOS PSS is to create a CCP submission plan. The plan is to outline what BSC services are required during and post DLP, if a single final CCP or a multi-stage CCP is required to enable delivery of services at project takeover. The HOTO Instructions specify that under certain, multiple HOTO Plan and Checklists will need to be created. As a guide, CCP submission plans should be developed to align with each HOTO Plan and checklist. These circumstances involve projects with two or more delivery phases and/or delivery at two or more Defence Bases.
- c. A multi-stage CCP should only be used if:
 - i. The project is of sufficient scale that warrants Defence's & contractors' time and cost to prepare and manage multiple CCPs (e.g. only for CFI projects and large EWP projects introducing new facilities and/or that significantly affect existing services);
 - ii. Where the period between the supply of required information and takeover will not allow a single CCP to be submitted in a timely manner by a diligent contractor; and
 - iii. If significant delay occurs in the provision of some or all of required information. e.g design drawings, creating GEMS shell records etc.
- d. For multi-stage CCPs, submission of final CCPs must occur within the first 6 months of DLP. This is on the proviso that required estate data has been delivered by the contractor. Otherwise, the CAS should be notified of the estimated date of provision of the final CCP.

Annexures

1. Estate Project Multi-stage CCP workflow diagram.
2. CCP Submission Plan template.

Estate Project Multi-Stage CCP Workflow



Estate Project CCP Submission Plan – Change or End Service

Project Name:			Project Phase & Buildings:			
Project Number:						
Date:						
	Service	Is service currently provided (Y/N)	Is service to change or end (Change/End)	Expected facility demolition / vacancy date	Expected service end or change date	Planned CCP Submission date to CAS
Operational Services Line	<i>Cleaning</i>					
	<i>Security (Access control)</i>					
	<i>Land Management</i>					
	<i>Pest and Vermin</i>					
	<i>Waste Services</i>					
	<i>Ranges</i>					
	<i>Hospitality and Catering</i>					
	<i>Sports and Rec</i>					
	<i>Fuel Services (OA/MA)</i>					
	<i>Retail Stores</i>					
	<i>Transport</i>					
	<i>Airfield OPS</i>					
	<i>Aircraft Refuelling</i>					
	<i>Rescue & Firefighting</i>					
	<i>Other type of service?</i>					
Infrastructure Services - Plant / Equipment maintenance	<i>Estate Upkeep</i>					
	<i>Estate Appraisal</i>					