

MAYOR OF LONDON

ARCHITECTURE
+ URBANISM
FRAMEWORK

USER GUIDE

GLA/TFL REFERENCE: GLA81689

GOOD GROWTH BY DESIGN



**COMMISSIONING
QUALITY**

**FOR ALL
PUBLIC CLIENTS**

ABOUT THE A+U FRAMEWORK USER GUIDE

This User Guide provides an overview of the Architecture + Urbanism (A+U) Framework, descriptions of its lots and suppliers, and a series of step-by-step guides to using the framework to procure design services. All potential users should read this User Guide to help determine whether the A+U Framework is suitable for their procurement exercise.

If you are new to the A+U Framework, it may be helpful to read the **Introduction** and **Lot Descriptions**. These sections contain useful background information and describe how you can use the A+U Framework to help deliver your project. When using the framework, please follow the **Step-by-Step** guides set out in this document.

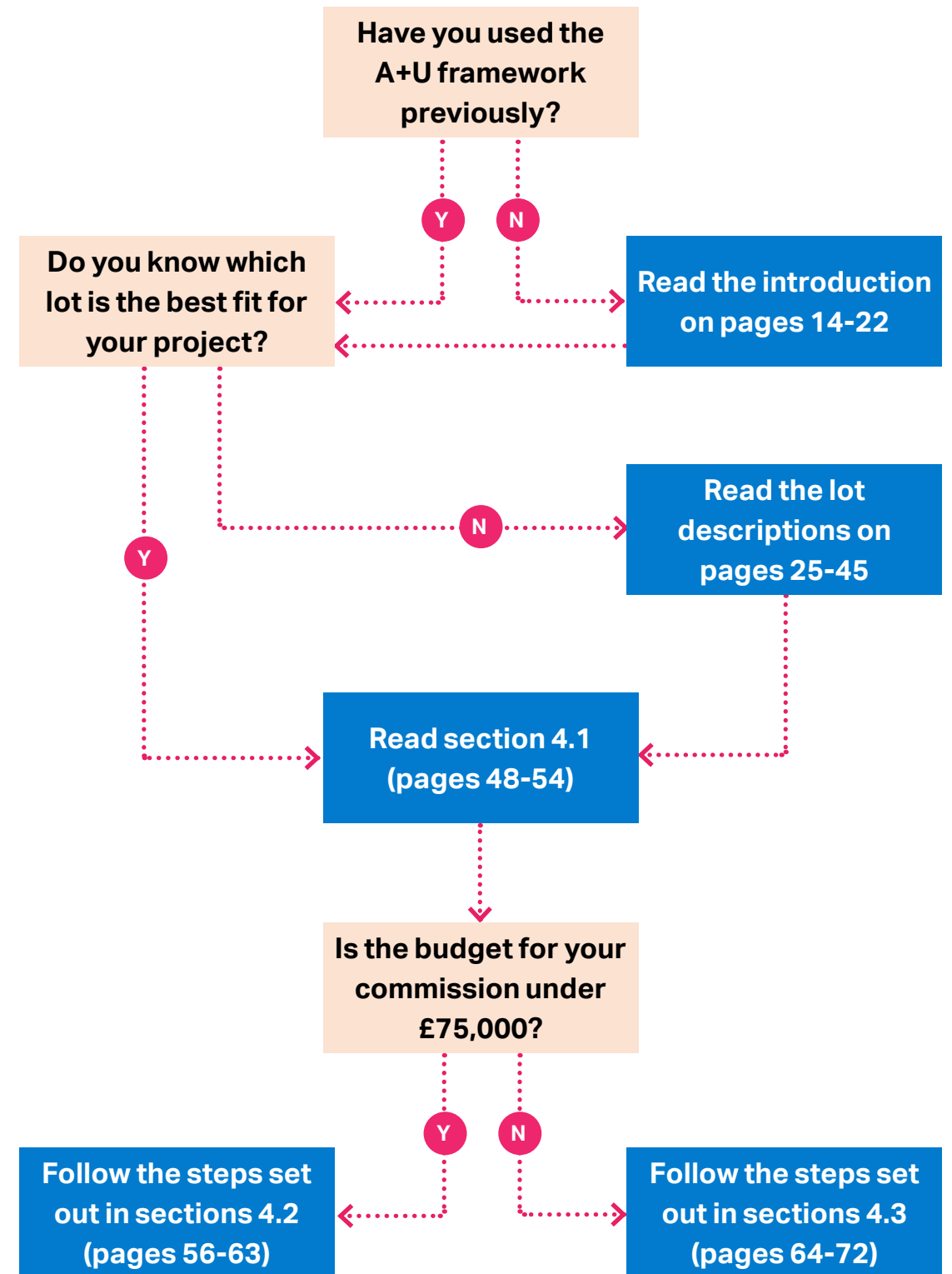
The User Guide is intended for the GLA Group and other public sector commissioning authorities. Public sector commissioning authorities external to the GLA Group are welcome to use the A+U Framework; however, they will also need to consider their own internal procedures and agree to adhere to the Framework usage parameters.

The A+U Framework User Guide is kept up to date by the Framework Management Team.

The latest User Guide can be found at;
www.london.gov.uk/programmes-strategies/shaping-local-places/advice-and-guidance/procurement-architecture-urbanism-framework

If after reviewing this document you have further questions please contact the Framework Management Team using the email;
A+UFramework@london.gov.uk

NAVIGATING THE A+U FRAMEWORK USER GUIDE



1. GLOSSARY

Call-off contract

Individual contracts issued under a Framework Agreement

Framework agreement

An agreement with preferred suppliers which sets out terms and conditions under which specific call-off contracts (individual contracts) can be made throughout the term of the agreement

GGbD

The Good Growth by Design programme is an integrated programme of work that seeks to enhance the design of buildings and neighbourhoods for all Londoners

GLA

Greater London Authority

Good Growth

Development that is socially, environmentally, and economically inclusive.

ITT

Invitation to Tender

LI

Landscape Institute

Lot

Term used for grouping suppliers on the framework around a particular category

Mini competition

The process by which suppliers within the selected lot are invited to tender

OJEU

Official Journal of the European Union

RIBA

Royal Institute of British Architects

Small Sites

The London Plan determines a Small Site housing development to be below 0.25 hectares in size or between 1 and 25 homes. However, framework commissioning authorities and the GLA will apply this definition flexibly on a project by project basis

SPPI

Services Producer Price Inflation – a form of indexation based on architectural and engineering services from the Office for National Statistics

SSQ

Standard Selection Questionnaire

Supplier

The organisation or consortium appointed to the A+U Framework who is providing services to the client or commissioning authority

TfL

Transport for London

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2. INTRODUCTION

2.1 About the Architecture + Urbanism Framework

The A+U Framework is a pre-approved and OJEU compliant panel of built environment consultants that can be used by the GLA Group and other public sector commissioning authorities across the UK to appoint high-quality architectural, place making and urban planning design services for a range of projects.

The Framework has been established to support high quality city making at both the strategic and delivery ends of the design process, support the Mayor's mission-led approach to the recovery of London, and address the under-representation of women and people from minority groups by being more representative of London's diverse population. Overarching themes include supporting economic recovery; the creation of social value; supporting public authorities to respond to the climate crisis; and promoting design methodologies that champion participation, co-production and meaningful community engagement.

The A+U Framework forms part of the Mayor's Good Growth by Design (GGbD) programme, a call to everyone engaged in London's architectural, design and built environment professions to help shape a better city by promoting quality and inclusion in the built environment. Pillar 5 of the GGbD programme is focused on 'Commissioning Quality' and ensuring excellence in how the Mayor and other public sector clients appoint and manage built environment professionals. Getting procurement right ensures that economic, social and environmental value is maximised – and that all of London's diverse communities have access to opportunities.

The framework is jointly managed by the Greater London Authority (GLA) and Transport for London (TfL). The GLA Group's continued commitment to, and development of, a single design framework is indicative of ongoing championing and support for excellent public sector procurement processes.

The framework is governed by 5 strategic objectives:

1. **Support the delivery of Good Growth** and quality in the built environment across London, enabling successful, inclusive, and sustainable places and achieving and safeguarding design quality in publicly procured projects.
2. **Support the renewal and recovery of London post Covid-19** by accessing and making available the talents, technical skills, and expertise that the city needs to recover and sustainably transform. The framework focuses on promoting social value, delivering on the priorities of the ecological urbanism agenda, and developing design methodologies that champion participation, co-production, and meaningful engagement.
3. **Address the under representation of women and people from minority groups** in public procurement processes and promote equality of opportunity in accessing public sector work. This includes broadening the range of suppliers on the framework and holding larger practices to account on their diversity commitments.
4. **Showcase innovation in public sector procurement** processes and continue promotion of best practice responsible procurement objectives. The A+U Framework aims for excellence in how the Mayor and other public sector clients appoint and manage architects and other built environment professionals.
5. **Develop and provide a showcase for London's architecture/built environment sector**, with a particular ambition to scale up new and emerging businesses and practices as a way of growing the sector in London as a whole and supporting the sector to access work beyond the framework – nationally and internationally.

The framework is organised into 10 different 'Lots' with each one offering a distinct type of architecture, design and/or urbanism expertise. There are several key areas of focus including housing and mixed-use development, small sites housing, civic and social infrastructure, town centre renewal, transport infrastructure, landscape and public realm. There is also specialist expertise available in a dedicated 'Sustainable Cities' category to support public sector authorities to develop zero carbon and sustainable development research and strategies.

Descriptions of the services and expertise available and the suppliers appointed to each of the Lots can be found in Section 3 of this User Guide.

2.2 Framework Procurement Overview

Successful suppliers have been assessed across a comprehensive two stage OJEU compliant procurement process comprising Standard Selection Questionnaire (SSQ) and Invitation to Tender (ITT) stages. The rigorous assessment process ensured they have the necessary diverse skills and expertise to respond to the inequalities highlighted by the Covid-19 pandemic, support and shape a sustainable and equitable recovery, and longer-term transformation for London.

Successful practitioners are highly accomplished with skills such as:

- responding to the climate crisis and designing for net zero
- the creation of social value
- supporting economic recovery
- developing inclusive design approaches that champion participation, co-production and meaningful community engagement.

Following successful completion of the procurement process, which saw 578 submissions from 273 suppliers, the final 97 places on the Framework have been awarded to 66 suppliers.

More than half (58 per cent) of suppliers awarded a place on the Framework are 'diverse-led' enterprises, meaning at least half of their executive leadership identifies as female, Black, Asian, Minority Ethnic, disabled and/or members of the LGBTQIA+ community.

Framework Assessment Criteria

The A+U Framework operates using a streamlined award criterion consisting of 5 distinct categories across the 3 stages of procurement (Pre Award: SQQ, ITT and Post Award: Call-Off). Efforts have been made to ensure there is no duplication of information requested from suppliers at each stage, with each stage in the process providing the opportunity to request an additional layer of detail and sophistication.

By ensuring compliance and capability up-front, the framework substantially reduces the time and costs for public organisations when procuring specialist design services for small, medium and large projects. It greatly simplifies the procurement process and ensures that it can be carried out as efficiently as possible.

The below table illustrates the assessment categories and weightings that were applied at SSQ and ITT and reflect the A+U Framework's emphasis on procuring quality and promoting high design and quality.

		Weighting by Procurement Stage	
		SSQ	ITT
Assessment Category	Proposed Methodology	30%	55%
	Skills & Experience	50%	15%
	Practice Policies & Systems	20%	5%
	Diversity Monitoring	Pass/Fail	Pass/Fail
	Financial	Pass/Fail	25%

Further information regarding the procurement process is available on request.

2.3 FAQs - Part One

Who can use the Framework?

The A+U Framework can be used by the GLA Group, TfL (Transport for London) and any part or subsidiary of the GLA. It can also be used without incurring any cost by:

- All London boroughs
- Other UK Local Authorities
- Housing Associations
- Mayoral Development Corporations e.g., London Legacy Development Corporation (LLDC) and Old Oak Park Royal Development Corporation (OPDC)
- Other Public Sector bodies e.g., Central Government Departments, NHS Estates

For further details of the public sector bodies and institutions that can use the framework, the Contract Award Notice is available on request from the Framework Manager.

Is there a charge for using the A+U Framework?

There is no charge for public authorities to use the framework. Authorities using the framework will be required to supply information on the projects and suppliers procured, as described in the step-by-step guides (see sections 4.2, 4.3 and 4.4).

How long will the Framework run for?

The Framework duration is three years from March 2023, with the option to extend for a further year. The supplier's rates set out in the Agreement are deemed to be fixed for one year. After this period, TfL may apply an indexation increase based upon SPPI on the anniversary of the Framework Agreement. This is at the discretion of TfL and the GLA and will not apply to existing call-off contracts, only new call-off contracts.

What has changed since the previous framework?

The A+U Framework takes the innovations developed from the Architecture Design and Urbanism Panel (ADUP2) and pushes these even further, incorporating a new mandatory award criteria and an enhanced focus on qualitative approaches to leveraging social value, EDI and sustainability outcomes through the design and delivery process. Guidance on the new assessment criteria and weightings can be found on page 50.

New call-off mechanisms have been introduced to streamline commissions based on fee value, with an overall objective to ensure a proportionate procurement exercise for every commission.

The Lots have been consolidated to align with required usage based on previous framework analysis, and a new online management system has been introduced which requires all call-off appointments to have a unique procurement ID number.

What projects are suitable for the A+U Framework?

The framework is for projects requiring a design-led consultant team, for a range of project sizes – incorporating relevant RIBA (Royal Institute of British Architects) and LI (Landscape Institute) stages. It is not a suitable procurement route if you are not seeking to procure a design-led consultant team.

What happens if the type of consultant I want is not covered by the A+U framework?

The framework is for design-led teams, but frequently these can be multi-disciplinary. Other frameworks for public sector clients exist, focusing on different lead consultant specialisms, such as engineering. Please liaise with your own procurement team for further advice. Please note that new suppliers cannot be added on to the framework.

If I procure a supplier using the A+U Framework, how long can the contract run for?

The lengths of call-off contracts under the Framework Agreement are not specifically limited.

Long-term contracts should be avoided towards the end of the Framework Agreement as this contravenes the Public Contracts Regulation 2015. If in doubt, check with the Framework Management Team (A+UFramework@london.gov.uk).

My commission requires a multidisciplinary team. Can the tender include the use of subconsultants?

Yes. Commissions that require a design-led team, including subconsultants not appointed to the framework, can be procured provided that:

- The Framework Management Team is informed at the time of the bid
- The successful supplier acts as lead consultant
- The subconsultants' fees do not exceed the overall fee of the framework supplier

In addition the Framework Agreement Terms and Conditions have been updated to support the use of Collateral Warranties and Letters of Reliance, with templates available on request.

What if I am unsure my project is suitable for the A+U Framework?

If, on reading this guide, you are unsure whether your project may fit into one of the Lots, contact the Framework Management Team (A+UFramework@london.gov.uk) for an initial discussion.

3. LOT DESCRIPTIONS

Lot 01: Spatial Policy, Urban Strategy & Research

Suppliers are able to provide services related to the proactive planning and shaping of places, projects and London-wide initiatives. Suppliers can deliver strategic research, design studies and area-based plans to underpin spatial policy.

Suppliers are of the highest quality, innovative and have the expertise to support and advise on how to best nurture growth across London. Suppliers have skills in one or more of the following areas: urban design, planning policy, strategic and spatial research, master planning, public realm, landscape design and transport.

The Suppliers on Lot 01 are able to:

- Prepare briefs for area frameworks, masterplans and development schemes and projects
- Assist and support the development of planning frameworks, including identifying visions, objectives and strategic opportunities
- Produce or advise on urban strategies, area plans and area frameworks
- Develop design-related policies and guidance including design codes in line with the new National Model Design Code and proposed changes to the National Planning Policy Framework (NPPF) aimed at improving the design quality of new development
- Advise on the urban design and architectural aspects of schemes seeking planning approval (this includes public inquiries)
- Undertake research, evidence gathering, analysis and data presentation to underpin future policy and planning
- Advise on strategic regeneration matters in Greater London

The Suppliers have an excellent understanding of the policy issues and challenges surrounding development and urban design in London; a proven ability to influence, work in partnership with and negotiate with a wide range of stakeholders; and a persuasive, authoritative, flexible and sensitive approach.

Appointed Suppliers

DK-CM

Dark Matter Laboratories

HAT Projects

Jas Bhalla Architects & AR Urbanism

Metropolitan Workshop LLP

muf architecture/art LLP

Publica

We Made That

Lot 02: Sustainable Cities

Suppliers are able to provide services related to the development of a zero carbon and sustainable built environment.

Suppliers have significant grasp of the principles and practices of sustainable city making and demonstrate the necessary strategic and technical skills and experience to ensure sustainable principles underpin future developments in London, in line with the Mayor's Green New Deal. Suppliers have competencies with regard to both the strategic and technical requirements of delivering built outcomes.

The Suppliers on Lot 02 are able to:

- Draft circular economy strategies
- Design zero carbon spatial strategies
- Contribute to analysis and research to support strategy development
- Develop sustainable urban policy development and guidance.
- Provide building-specific design advice

Suppliers are able to produce guidance and parameters on the sustainability of major schemes; transport infrastructure; and development proposals, including new-build and retrofits. Suppliers will focus on attaining the highest possible environmental sustainability standards, including environmental resilience, resource consumption, energy use and supply.

Suppliers can also provide design guidance and advice on delivering sustainable buildings and pieces of city in London.

Appointed Suppliers

Gbolade Design Studio

Mikhail Riches

Ove Arup & Partners Limited

public works

Useful Projects

Lot 03: High Streets & Town Centre Recovery & Transformation

Suppliers are able to respond to the many challenges faced by London's network of high streets and town centres. Suppliers are: design-led; spatially and contextually aware; able to engage with and build the capacity of local communities; and can provide intelligent, contextual and high quality architectural and place-shaping advice. Suppliers are able to support the Mayor and his partners to: develop strategies that support the night-time economy; develop frameworks for High street Innovation Zones and 15-Minute City Strategies; and support the delivery of the High Streets for All Mission.

Suppliers have specialist skills in one or more of the following areas: urban design, place-shaping strategies, masterplanning, architecture, public realm, landscape design, social enterprise, community engagement, cultural animation in the public realm, participative and co-design processes.

The Suppliers on Lot 03 are able to:

- Promote asset-based community development and enterprise projects that stimulate business and economic activity and give a sense of liveliness and vibrancy to vacant premises and under-used spaces
- Deliver local community engagement and capacity building through long term involvement or short-term interventions
- Prepare briefs for area frameworks, masterplans and development schemes and projects
- Review and advise on emerging proposals and planning applications for planning authorities and other stakeholders
- Design and deliver place-specific, innovative and interactive events in high streets, communities and other public places
- Advise on the design of buildings and or urban strategies, area plans and area frameworks or masterplans
- Contribute to the development and implementation of procurement strategies, advising on best practice

Suppliers have an excellent understanding of the policy issues and challenges surrounding development in and around High Streets and Town Centres in London; a proven ability to influence, work in partnership and negotiate with a wide range of stakeholders; and a persuasive, authoritative, flexible and sensitive approach.

Suppliers to this category are able to provide design guidance and advice on the architecture and urban design of major schemes and proposals on High Streets and Town Centres.

Appointed Suppliers

Architecture 00

Hayatsu Architects

JA Projects

Jas Bhalla Architects & AR Urbanism

public works

Publica

RCKa

Sanchez Benton architects

Urban Movement

We Made That

what if: projects

Lot 04: Landscape, Green Infrastructure & Public Realm

Suppliers are able to advise on the improvement of the quality and accessibility of hard and soft public realm and spaces in London, including streets, squares, green and open spaces and green infrastructure. Suppliers are able to develop strategies and inform policies related to London's public realm. Suppliers have the expertise to deliver well designed, highly sophisticated, contextually sensitive and sustainable landscape, green infrastructure and public realm schemes across a range of scales.

The Suppliers on Lot 04 are able to:

- Work in a multi-stakeholder environment to deliver briefs
- Lead a multi-disciplinary team including sub-consultants
- Develop concept designs
- Produce feasibility studies
- Produce detailed designs for the public realm
- Provide technical and construction information
- Produce monitoring and maintenance plans

Suppliers can provide intelligent analyses and research on public realm, streets and green infrastructure. Their work can be used to inform policy and strategy development for areas within London or the city. Suppliers have an excellent understanding of the current and emerging environmental and transport policy context such as the 'Healthy Streets' agenda.

Suppliers may also provide design guidance and advice relating to the public realm, streetscape, landscape and green infrastructure elements of major transport and development schemes and proposals.

Appointed Suppliers

Collective Cultures (OMMX, Atelier ANF, YAA Projects, MSOMA Architects)

East architecture, landscape urban design ltd

Hayatsu Architects

LDA Design

muf architecture/art LLP

nintim architects

Periscope

Publica

Sanchez Benton architects

Studio Weave

Lot 05: Civic, Cultural & Social Infrastructure

Suppliers are able to provide services related to non-residential architectural projects, delivered by the public sector and its partners in London. Suppliers have demonstrated experience and expertise in one or more of the following fields: healthcare; education; cultural spaces; civic, community and other social infrastructures. Suppliers have the expertise to deliver well designed, highly sophisticated, contextually sensitive and sustainable civic, cultural and social infrastructure schemes across a range of scales.

Suppliers can deliver services related to civic buildings, education uses, community uses, cafes, libraries, health centres, faith use buildings, play spaces, recreation and sports facilities, and other projects related to local facilities that contribute to quality of life. Suppliers have the expertise to integrate non-residential uses within housing schemes.

The Suppliers on Lot 05 are able to:

- Work in a multi-stakeholder environment to deliver briefs
- Lead a multi-disciplinary team including sub-consultants
- Develop concept designs
- Produce feasibility studies
- Produce detailed designs for civic, cultural and social infrastructure project
- Provide technical and construction information
- Produce monitoring and maintenance plans

Suppliers can deliver projects that comprise new build works and/or refurbishment and or conversion. Suppliers are able to use Building Information Modelling (BIM) where appropriate.

Suppliers are also able to provide design guidance and advice on the architecture and urban design of major schemes and proposals.

Appointed Suppliers

Architecture 00

Asif Khan Studio

DK-CM

Freehaus

Haworth Tompkins

IF_DO

JA Projects

public works

RCKa

Wright & Wright Architects

Lot 06: Commercial, Workspace & Industrial

Suppliers are able to provide services related to commercial non-residential architectural projects, delivered by the public sector and its partners in London. Suppliers have experience and expertise in one or more of the following fields: industrial, workspace, office and retail.

Suppliers have the expertise to deliver well designed, highly sophisticated, contextually sensitive and sustainable commercial, workspace and industrial schemes across a range of scales.

Projects could include commercial or industrial spaces, civic buildings, education uses, community uses, cafes, libraries, open workspace, health centres, utility buildings, bridges and infrastructure. Suppliers are able to integrate non-residential uses within housing schemes.

The Suppliers on Lot 06 are able to:

- Work in a multi-stakeholder environment to deliver briefs
- Lead a multi-disciplinary team including sub-consultants
- Develop concept designs
- Produce feasibility studies
- Produce detailed designs for commercial, workspace and industrial projects
- Provide technical and construction information
- Produce monitoring and maintenance plans

Suppliers can deliver projects that comprise new build works and/or refurbishment and or conversion. Suppliers are able to use Building Information Modelling (BIM) where appropriate.

Suppliers can also provide design guidance and advice on the architecture and urban design of major schemes and proposals.

Appointed Suppliers

Architecture 00

Ellell Architects

Feix&Merlin

Freehaus

Haworth Tompkins

Henley Halebrown

IF_DO

Pup Architects

Studio Egret West with Bell Phillips Architects, HNNA, and McCloy + Muchemwa

Lot 07: Small Sites Housing

Suppliers are able to provide services related to the design and delivery of housing on small sites. This scale of delivery is increasingly being brought forward by the public sector and its partners to support the Mayor's plans to deliver new homes across London. Suppliers have the expertise to deliver well designed, highly sophisticated, contextually sensitive and sustainable housing schemes across a range of scales.

Small Sites Housing projects can vary in typology, site condition and delivery model. Delivery models from community-led to direct public sector delivery, are expected to be deployed by users of the framework. Projects may include both suburban and urban contexts. Suppliers have experience delivering projects on small sites, or have experience of designing innovative housing typologies that deploy sustainable methods of construction, and experience of delivering community engagement. Where appropriate, Suppliers are able to use Building Information Modelling (BIM).

The Suppliers on Lot 07 are able to:

- Lead a multi-disciplinary team including sub-consultants
- Produce feasibility studies and development briefs for identified sites
- Produce detailed designs for small site housing
- Provide technical and construction information
- Produce monitoring and maintenance plans
- Produce design guidance for small sites
- Design new-build housing on a variety of urban and suburban conditions
- Develop proposals for retrofit, refurbishment and or conversion

Suppliers can deliver projects that comprise new build works and/or refurbishment and or conversion. Suppliers are able to use Building Information Modelling (BIM) where appropriate.

Suppliers can also provide design guidance and advice on the architecture and urban design of major schemes and proposals.

Appointed Suppliers

Archio

Architecture Doing Place

Balaam Murphy

Brisco Loran

Collective Cultures (OMMX, Atelier ANF, YAA Projects, MSOMA Architects)

Grounded

JA Projects

Jas Bhalla Architects & AR Urbanism

nimtim architects

RCKa

Studio Gil with Matthew Lloyd Architects

Lot 08: Housing & Mixed Use

Suppliers are able to provide services related to the design and delivery of housing and housing-led mixed-use developments being brought forward by the public sector and its partners to support the mayor's plans to deliver new homes across London. Suppliers have the expertise to deliver well designed, highly sophisticated, contextually sensitive and sustainable housing schemes across a range of scales.

Housing-led projects can vary in type and scale from a single building to a block, street or neighbourhood. Projects can include both suburban and urban contexts. Suppliers have experience delivering projects on small sites; further details should be specified in each tender.

The Suppliers on Lot 08 can undertake commissions to:

- Lead a multi-disciplinary team including sub-consultants
- Deliver development briefs
- Produce capacity, viability and feasibility studies
- Design new-build housing led developments
- Retrofit, refurbishment and or conversion of existing building stock into housing
- Design Mixed use and mixed tenure schemes
- Produce detailed designs for housing and mixed-use schemes
- Provide technical and construction information
- Produce monitoring and maintenance plans

Suppliers are able to use Building Information Modelling (BIM) where appropriate and work across all stages of the RIBA workplan.

Suppliers can also provide design guidance and advice on the architecture and urban design of major schemes and proposals.

Appointed Suppliers

Adam Khan Architects

Al Jawad Pike

dRMM

Farshid Moussavi Architecture

Gibson Thornley Architects

Haworth Tompkins

Henley Halebrown

Karakusevic Carson Architects with K Bava Architects,

Office Sian, Pedder & Scampton, Sahra Hersi & Saya Hakamata

Mæ

Mikhail Riches

Morris+Company with Gort Scott

Peter Barber Architects

Stephen Taylor Architects

Lot 09: Transport Infrastructure Interface: Overstation/ Station Development (Housing & Commercial)

Suppliers are able to provide services related to design and delivery of housing; housing-led mixed-use developments; and non-residential projects being brought forward by the public sector and its partners - to support the mayor's plans to deliver new homes across London.

Suppliers have the expertise to deliver well designed, highly sophisticated, contextually sensitive and sustainable housing schemes across a range of scales. Suppliers have expertise in commercial and commercially led developments, successfully integrated with, and mutually beneficial to transport infrastructure.

The Suppliers on Lot 09 are able to deliver:

- concept designs options for sites
- feasibility studies
- detailed design through to construction information
- monitoring stages for transport architecture and interchanges projects at small and large scales

Suppliers are able to use Building Information Modelling (BIM) where appropriate and work across all stages of the RIBA workplan.

Projects may include station designs for all transport modes, over-station development, interior design and fit out, buildings associated with transport infrastructure requirements, and the public realm immediately associated with transport interchanges. Suppliers are able to explore all opportunities to create or reinforce places which are safe, attractive and convenient to use.

Appointed Suppliers

Allies and Morrison

Archio

Fletcher Priest Architects

Grimshaw Architects

Hawkins\Brown

Jestico + Whiles

Karakusevic Carson Architects with K Bava Architects,

Office Sian, Pedder & Scampton, Sahra Hersi & Saya Hakamata

Landolt + Brown Architects

Mangera Yvars Architects (MYAA)

MICA

Weston Williamson + Partners

WilkinsonEyre

Lot 10: Transport Design: Specialist Infrastructure

Suppliers are able to provide design services related to upgrading the infrastructure and transport networks supporting London, its functionality, the quality of the user experience and the overall design quality and future proofing.

Suppliers are able to support the improvement of the urban infrastructure and transport network through its functional operation, sensitive design integration with the built environment, future proofing, integration of smart and sustainable cities concepts, improved user experience and accessibility.

The Suppliers on Lot 10 are able to deliver:

- Rail and light rail infrastructure, over and underground, including stations and associated infrastructure such as stabling, vent shafts and maintenance
- Surface transport infrastructure, such as bus stations, garages and shelters, bridges, cycle hire and highway infrastructure
- Infrastructure associated with energy, water and waste management, such as energy and recycling centres and sustainable drainage and flood protection
- Development of strategies, feasibility studies research and analysis
- Design development of projects, both small and large scale
- Market engagement with innovative and emerging industries
- Projects may comprise new build works and/or refurbishment and or conversion.

Suppliers are able to use Building Information Modelling (BIM) where appropriate and work across all stages of the RIBA plan of work.

Suppliers are also able to provide design guidance and advice relating to the infrastructure elements of major development schemes and proposals.

Appointed Suppliers

5th Studio Ltd

Grimshaw Architects

Haptic Architects

John Puttick Associates

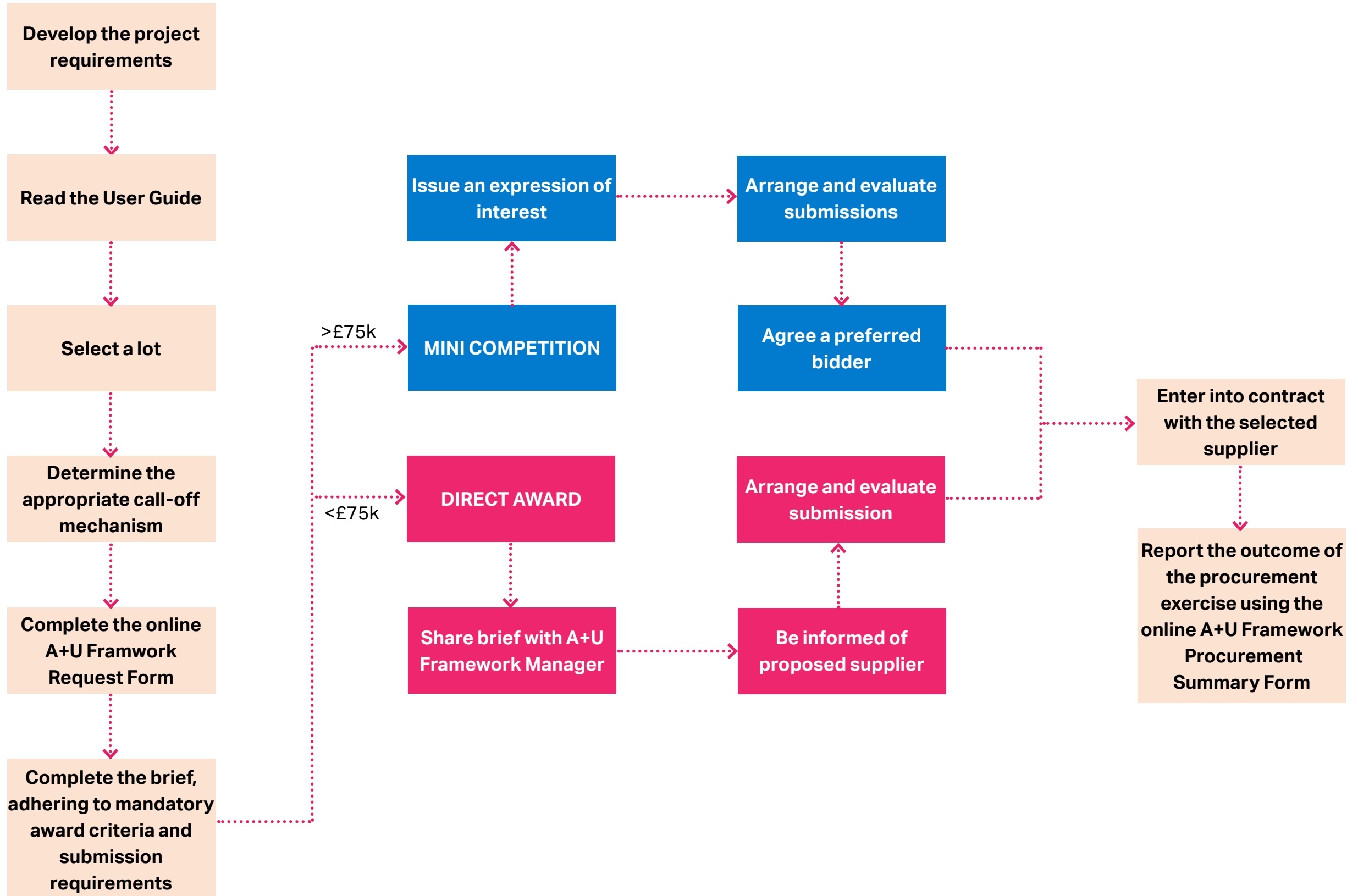
Landolt + Brown Architects

Ove Arup & Partners Limited

Weston Williamson + Partners

4. USING THE FRAMEWORK

4.1 Pre-Procurement - Framework Overview Diagram



Call-Off Stage Mechanisms and Award Criteria

Prior to commencing a procurement exercise using the A+U Framework, Users must select the Lot and Call-Off Mechanism appropriate to their project. There are two possible mechanisms that can be used to select a Supplier at Call-Off stage.

- Direct Award - suitable for commissions under £75,000
- Mini-Competition - mandatory for commissions over £75,000

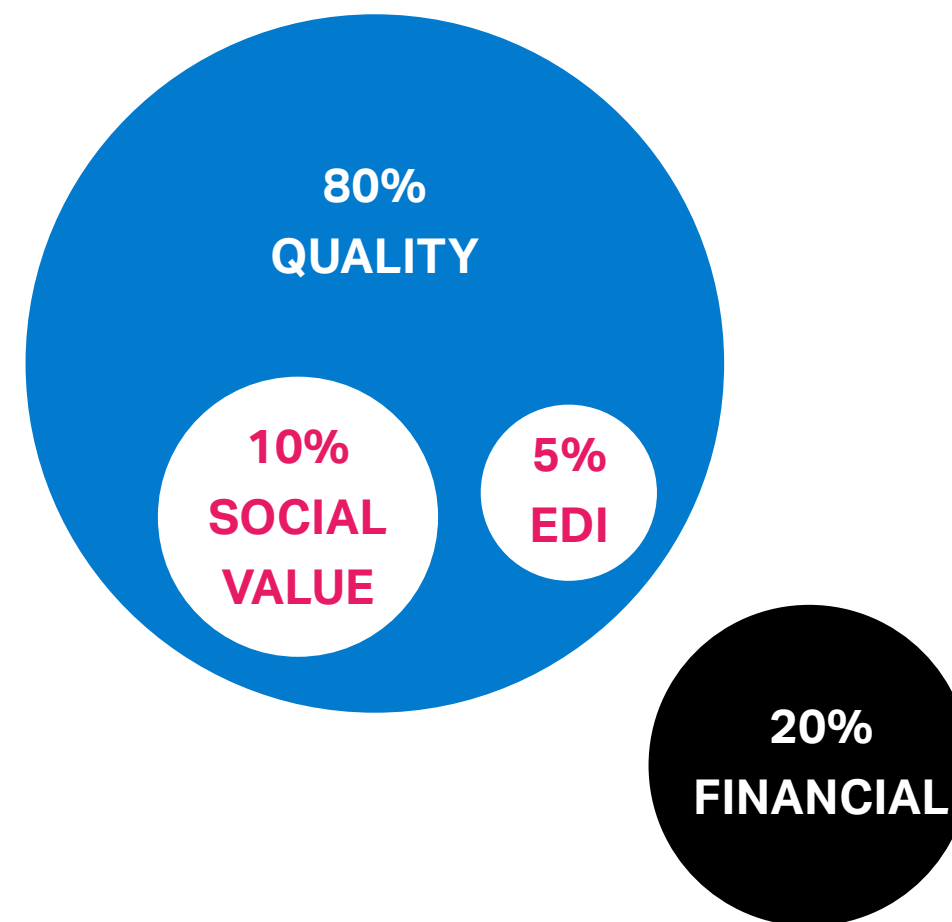
The assessment criteria weightings for each of these mechanisms are mandatory. These are given below:

		Weightings at Call-Off Stage	
		Direct Award (< £75k)	Mini Competition (> £75k)
Assessment Category	Proposed Methodology	Pass/Fail	55% (inc. min. 10% social value)
	Skills & Experience	Pass/Fail	25% (inc. 5% EDI)
	Financial	Pass/Fail	20%

In line with the strategic objectives of the framework, the Mini Competition Call-Off stage is operating with a 80% Quality/ 20% Financial weighting, with the 80% quality including a minimum 10% to social value, and 5% to EDI for diverse skills and expertise. Further information and guidance on embedding this approach into your procurement process can be found in the dedicated [Good Growth by Design Process Note: Procuring Social Value & EDI](#). Example call-off assessment questions are available on request for social value, sustainability and EDI.

It is important to acknowledge that Call-Off Stage is the third stage of the procurement process for the A+U Framework; suppliers have already been through a rigorous and resource intensive two stage procurement process that included assessment of their financial standing and their framework rates to determine whether value for money can be achieved.

Further information on the procurement process is available on request from the Framework Management Team to assist with any internal case making required to support the 80/20 split.



Call-Off Stage Page Limit

Submission requirements at call-off stage have page limits increasing in line with the size and complexity of the project being procured (see below). To reduce the resource burden of procurement exercises on both Users and Suppliers, efforts have been made to ensure there is no duplication of information requested at each stage of procurement.

	Direct Award (< £75k)	Mini Competition (< £150k)	Mini Competition (> £150k)
Proposed Methodology			
Outline response to brief and approach to positive climate action	1 page	2 pages	Max. 4 pages
Programme	1 page	1 page	1 page
Social Value Action Plan (completion of template)	1 page (3 actions)	1 page (4 actions)	2 pages (5 actions)
Skills & Experience			
Team summary - relevant experience in response to brief and organisation chart/roles and responsibility	0.5 pages	1 page (1-2 example projects)	Max. 4 pages (2-4 example projects) e.g. one per consultant
Approach to assembling a diverse team/skill set	0.5 pages	1 page	1 page
CV	1 page per additional subconsultant		
Financial (completion of template)	1 page	1 page/as required	1 page/as required

Supplier information packs comprising the technical information submitted at SSQ stage are available for each of the lots, to provide assurances to Users of the Suppliers' baseline of expertise. This negates the need for previous experience to be supplied separately by bidders at call-off stage.

User Responsibilities

By using the Framework, Users agree to the responsibilities below:

- Manage procurement of projects undertaken by London boroughs or other public organisations
- Undertake fair and transparent mini competitions under the framework terms and conditions by using clear award criteria. Check that rates submitted by suppliers for all procurements are up to date with Framework Management Team (A+UFramework@london.gov.uk)
- Returning information on final outcome of procurement process as per usage T&C's agreed in initial online request form
- Maintain easily identifiable records of all documents and correspondence during the tender process for audit purposes, including:
 - The evaluation score sheets signed by the evaluation panel
 - A copy of the contract that has been signed by the supplier and the appropriate line manager with the appropriate level of delegated financial authority
- Liaise with Framework Management Team (A+UFramework@london.gov.uk) at start and end of project, providing information via the online forms
- Inform Legal and the Framework Management Team of any extensions to contracts. For evaluation and tracking, the following information should also be supplied at the end of the project:
 - Value of any extensions to a project
 - Reasons for extension
 - Cost of extension
 - Accumulated spends per project
- Ensure that all actions are in accordance with procurer's organisation's own procedures and regulations
- Notify the Framework Management Team in advance of any proposed amendments to the call-off contracts

Pre-Procurement Advice

In line with the London Plan 2021 and the aspirations of the Good Growth by Design programme, efforts should go into ensuring the design quality of projects using the A+U Framework is safeguarded through to completion. Design principles agreed during the early design stages must not be lost after RIBA Stage 3 / LI equivalent, during technical design or later, and a clear strategy should be put into place to govern how control over the design is to be maintained through the later stages of design and construction.

Clients can seek to minimise risks to design quality by ensuring that the original design team is responsible for design development all the way through the RIBA / LI Work Stages, and particularly that design development is completed before a contractor is appointed. When using a Design and Build or Partnering process, this means developing the design, including key architectural details, to RIBA Stage 4A after which the design consultancies should either be novated to the contractor or retained by the client with a watching brief. For projects using the A+U Framework this means a bias away from any form of procurement that limits design development prior to the appointment of a contractor.

On larger projects an independent design advisor should be appointed with a remit to monitor and safeguard design quality throughout the process.

The GLA's Regeneration Team have developed substantial expertise in strategic placeshaping and regeneration. With experience developing planning frameworks, delivering regeneration and public space projects, the team can offer advice on design, placeshaping, and procurement of skilled design consultants. In the first instance, please contact the Framework Management Team (A+UFramework@london.gov.uk) to discuss the level of support you require.

4.2 Direct Awards: A step-by-step guide

The Direct Award mechanism is a useful tool for Users as it can minimise the resource required to manage the call-off process for commissions less than £75,000. This must be the total aggregate cost and the Direct Award process can only be used for discreet, one off submissions.

All suppliers have demonstrated that they have sufficient skills and experience to deliver work of the type and nature described within the descriptions of the lots they have been appointed to. To promote an equitable distribution of work between suppliers, the A+U Framework Management Team oversee the Direct Award process and will work closely with Users to select an appropriate supplier for a Direct Award Call-Off.

A step-by-step guide to the Direct Award process is given below.

Pre-Procurement

1. Develop the project requirements

This should include project objectives and a budget for the commission. This information will help you to determine whether the A+U Framework and which award mechanism is suitable for your project.

2. Read the user guide

Clarify any questions not dealt with in this guide with the Framework Management Team (A+UFramework@london.gov.uk). The Framework Management Team can confirm whether the project requirements fit within the scope of the A+U Framework and whether the Direct Award Mechanism is appropriate.

3. Select a Lot

The Framework Management Team can advise on Lot selection.

4. Agree the use of the framework

Agree the use of the framework with your procurement and legal team if necessary and ensure you will be able to obtain the necessary financial approval to carry out the procurement.

5. Develop a procurement timetable.

The following stages should be considered when developing your procurement timetable:

- Brief Development
- Supplier Selection
- Supplier Response
- Evaluate Submission
- Clarification Interview
- Appointment
- Enter into contract

The timetable will vary depending on the requirements of your brief and the time it takes to work through these stages. However, you will need to allow:

- Up to 1 week to select an appropriate supplier in conversation with the A+U Framework Management Team
- Up to 1 week for the supplier to submit their response to your brief

Start Procurement Exercise

6. Complete the online A+U Framework Request Form

Users will need to have selected a Lot, Call-Off Mechanism, and confirmed their procurement timetable to complete the request form. By submitting the A+U Framework – Request Form, you are accepting the A+U Framework Terms and Conditions and the User Responsibilities outlined on page 53 of this User Guide.

7. Receive unique A+U Procurement ID and framework supporting documents

On receipt of your A+U Framework – Request Form, the A+U Management Team will confirm whether the Direct Award Mechanism is appropriate for your procurement. If so, you will be provided with a unique Procurement ID number and the framework supporting documents. It is important for you to make a note of your A+U Procurement ID number, as you will need to quote it on your procurement documents and need it to close the procurement exercise.

You may be advised that a Direct Award is not appropriate, in which case you will need to follow the Mini-Competition Process.

Brief Development

8. Consult your legal team about using the framework and its' terms and conditions.

Seek advice on special terms that you might need to have included in the Call-Off Contract such as intellectual property and confidentiality provisions. Please note: the Call-Off Contract cannot be used to make any amendments to the overarching Framework Terms and Conditions, which are executed. Please refer to page 73 for further details.

The Framework Agreement sets the insurances as follows:

- Employer's (Compulsory) Liability = £5m (It is a legal requirement that all companies hold Employer's (Compulsory) Liability insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.)
- Public Liability Insurance = £10m
- Professional Indemnity Insurance = £2m for SME+ and £1m for Micro Enterprises

To broaden access to the framework for smaller and emerging

practices the professional indemnity insurance requirements for micro enterprises was set at £1m. For call-off contracts requiring a higher level of PI Insurance this needs to be negotiated as part of the call-off stage and recorded in the 'Special Conditions for Call-Off' section of the Call-Off contract.

Insurances should be checked on a project specific basis. It is the responsibility of the commissioning officer to ensure that the required level of insurance is in place. However, levels should be proportionate to the task and not serve as an undue restriction to any given appointment.

GLA Group users should contact the Risk Team for levels of insurance cover suppliers must have to carry out the assignment.

Please refer to Schedule 10 of the Framework Agreement for further details on professional indemnity insurances.

9. Complete your brief for the project.

This brief is the single most important document at procurement stage for describing the content of your project. Once completed, you must share your brief with the A+U Management Team.

As Direct Award is a non-competitive process, the brief should include the budget for the commission. Each project is different, but broadly, a clear brief should include the following, in this order:

- Specification:
 - Clear and succinct descriptions of what you are looking for from the supplier
 - Wider project aims (including social value)
 - Delivery timescales of the commission
 - Deliverables of the commission
 - Options for eventual contractor procurement route and effect on the role of the design team and scope of services (i.e.,

Design and Build, Traditional etc.)

- Key challenges
- Project background (including development of the project to date, wider project timescales and deliverables, site plans and location information, client structure, stakeholders etc.)

- Submission requirements:

Proposed Methodology		
Outline response to brief and approach to positive climate action	1 page	Max. 4 pages
Programme	1 page	1 page
Social Value Action Plan (completion of template)	1 page (3 actions)	2 pages (5 actions)
Skills & Experience		
Team summary - relevant experience in response to brief and organisation chart/roles and responsibility	0.5 pages	Max. 4 pages (2-4 example projects) e.g. one per consultant
Approach to assembling a diverse team/skill set	0.5 pages	1 page
CV	1 page per additional subconsultant	
Financial		
Completion of template	1 page	1 page/as required

- Procurement process information:
 - Submission dates and process
 - Descriptions of assessment process and evaluation criteria. These can be further developed but must comply with the mandatory award criteria set out in the table above
 - Any special terms related to the commission, such as performance standards, proposed payment structure and acceptance criteria.

It is important that suppliers are provided with sufficient information

to make an informed decision on whether they wish to bid.

Remember that all framework suppliers have already undergone a rigorous two-stage competitive process to qualify onto the framework and so it is encouraged that your brief and submission requirements are specific to your project requirements and of a comparable scale to the commission.

Users should bear in mind that too much information in briefing material is not advisable and can often be counterproductive to attracting high quality bids.

Supplier Selection & Evaluation

10. Selection

Up to 1 week after receiving your completed brief, the A+U Framework Management Team will aim to have agreed the selected supplier. At this stage, you can instead choose to opt for the Mini-Competition Process.

Upon your agreement of the proposed supplier, you will be provided with their contact details to arrange a submission.

11. Select evaluation panel members

It is advisable for evaluation panels to be diverse and composed of people with a range of skills. When design services are being procured, it is strongly recommended that the evaluation panel includes individuals from a design background and/or who have experience in assessing design quality.

The evaluation panel will undertake the evaluation, clarification interview and agree on a pass or fail score based on the award criteria set out within the project brief.

12. Have evaluators sign a Declaration of Conflicts of Interests form

Before evaluation can begin, evaluation panel members will need to sign a Declaration of Conflicts of Interests form to declare that evaluators do not have a financial interest or an affiliation with suppliers that have submitted proposals.

13. Undertake evaluation

A preliminary technical assessment of the submission will be undertaken. The final evaluation will consider information provided at interview.

The evaluation panel should individually assess the bid against the evaluation criteria by allocating a pass/fail score. Each score should be supported with detailed comments. A template evaluation score sheet matrix is available on request. A clear evaluation approach is needed, otherwise there will be no mechanism for which to explain the award decision.

14. The evaluation panel meet and agree a pass or fail score for the direct award.

15. Carry out a clarification interview

When design services are being procured, it is advisable to carry out a clarification interview as part of the assessment so that the qualitative aspects of the consultant's response can be fully assessed. The clarification interview should be used to moderate the submissions' score, modifying as necessary.

The clarification interview is best carried out in the format of a presentation and questions. Standard question areas should be prepared for the panellists, but it is reasonable to ask clarification questions under the principal headings, in areas that either the written submission or the interview response has not clarified.

As with the wider assessment, notes should be recorded of the

interview assessment, as unsuccessful suppliers may request further debriefing about their proposals. This debriefing should preferably be done in writing.

16. Accept the supplier

The outcome of the interview process combined with the submission scoring will indicate whether the supplier has passed the Direct Award process. The evaluation panel together agree to accept the supplier, provided the supplier has passed all elements of the evaluation.

If the supplier has failed the evaluation process, please contact the A+U Management Team to discuss next steps.

17. Contact supplier via the e-tendering portal (or email) to notify them of the assessment outcome.

Please now refer to pg73 'Making an Appointment' for details on preparing and agreeing the Call-Off Contract.

4.3 Mini-Competitions: A step-by-step guide

Pre-Procurement

1. Develop the project requirements

This should include project objectives and a budget for the commission. This information will help you to determine whether the A+U Framework and which award mechanism is suitable for your project.

2. Read the user guide

Clarify any questions not dealt with in this guide with the Framework Management Team (A+UFramework@london.gov.uk). The Framework Management Team can confirm whether the project requirements fit within the scope of the A+U Framework.

3. Select a Lot

The Framework Management Team can advise on Lot selection.

4. Agree the use of the framework

Agree the use of the framework with your procurement and legal team if necessary and ensure you will be able to obtain the necessary financial approval to carry out the procurement.

5. Develop a procurement timetable.

The following stages should be considered when developing your procurement timetable:

- Brief Development
- Supplier Response time
- Evaluation of bids
- Clarification Interviews
- Selection & appointment of supplier
- Enter into contract

The timetable will vary depending on the requirements of your brief and the time it takes to work through these stages. However, you will need to allow:

- Issue of an Expression of Interest (EOI) a minimum of 1 week before your proposed mini competition launch date
- 3-4 weeks for the suppliers to submit their responses for commissions under £150,000
- 4-6 weeks for the suppliers to submit their responses for commissions over £150,000

Start Procurement Exercise

6. Complete the online A+U Framework – Request Form

Users will need to have selected a Lot, Call-Off Mechanism, and confirmed their procurement timetable to complete the request form. By submitting the A+U Framework – Request Form, you are accepting the A+U Framework Terms and Conditions and the User Responsibilities outlined on page 53 of this User Guide.

7. Receive unique A+U Procurement ID and framework supporting documents

On receipt of your A+U Framework Request Form, the A+U Management Team will provide you with a unique A+U Procurement ID number and the framework supporting documents. It is important for you to make a note of your A+U Procurement ID number, as you will need to quote it on your procurement documents and need it to close the procurement exercise.

Brief Development

8. Consult your legal team about using the framework and its' terms and conditions.

Seek advice on special terms that you might need to have included in the Call-Off Contract such as intellectual property and confidentiality provisions. Please note: the Call-Off Contract cannot be used to make any amendments to the overarching Framework Terms and Conditions, which are executed. Please refer to page 73

for further details.

The Framework Agreement sets the insurances as follows:

- Employer's (Compulsory) Liability = £5m (It is a legal requirement that all companies hold Employer's (Compulsory) Liability insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.)
- Public Liability Insurance = £10m
- Professional Indemnity Insurance = £2m for SME+ and £1m for Micro Enterprises

To broaden access to the framework for smaller and emerging practices the professional indemnity insurance requirements for micro enterprises was set at £1m. For call-off contracts requiring a higher level of PI Insurance this needs to be negotiated as part of the call-off stage and recorded in the 'Special Conditions for Call-Off' section of the Call-Off contract.

Insurances should be checked on a project specific basis. It is the responsibility of the commissioning officer to ensure that the required level of insurance is in place. However, levels should be proportionate to the task and not serve as an undue restriction to any given appointment.

GLA Group users should contact the Risk Team for levels of insurance cover suppliers must have to carry out the assignment.

Please refer to Schedule 10 of the Framework Agreement for further details on professional indemnity insurances.

9. Complete your brief for the project.

This brief is the single most important document at procurement stage for describing the content of your project. Each project is different, but broadly, a clear brief should include the following, in this order:

- Specification:
 - Clear and succinct descriptions of what you are looking for from the supplier
 - Wider project aims (including social value)
 - Delivery timescales of the commission
 - Deliverables of the commission
 - Options for eventual contractor procurement route and effect on the role of the design team and scope of services (i.e., Design and Build, Traditional etc.)
 - Key challenges
 - Project background (including development of the project to date, wider project timescales and deliverables, site plans and location information, client structure, stakeholders etc.)

- Submission requirements and mandatory weightings:

	Page limits by Commission Value		Weighting
	<£150k	>£150k	
Proposed Methodology			
Outline response to brief and approach to positive climate action	2 pages	4 pages	55%
Programme	1 page	1 page	
Social Value Action Plan (completion of template)	1 page (4 actions)	2 pages (5 actions)	
Skills & Experience			
Team summary - relevant experience in response to brief and organisation chart/roles and responsibility	1 pages	4 pages	25%
Approach to assembling a diverse team/skill set	1 page	1 page	
CV	1 page per additional subconsultant		
Financial			
Completion of template	1 page	1 page	20%

- Procurement process information:
 - Submission dates and process
 - Descriptions of assessment process and evaluation criteria. These can be further developed but must comply with the mandatory award criteria set out in the table above
 - Any special terms related to the commission, such as performance standards, proposed payment structure and acceptance criteria

It is important that suppliers are provided with sufficient information to make an informed decision on whether they wish to bid.

Remember that all framework suppliers have already undergone a rigorous two-stage competitive process to qualify onto the framework and so it is encouraged that your brief is specific to your project requirements and of a comparable scale to the commission.

Please note, authorities should bear in mind that too much information in briefing material is not advisable and can often be counterproductive to attracting high quality bids.

Obtaining Bids

10. Issue Expression of Interest

The framework can experience busy periods, and we strongly recommend issuing an Expression of Interest to all suppliers on the lot using the standard template, available from the A+U Framework Management Team. This gives notice and advance warning to the suppliers and can also be helpful to the client in gauging appetite for the commission.

Where possible the Expression of Interest should be accompanied by the project brief with evaluation criteria / weightings and key dates. The time limit for responses should consider the complexity of the project and the time needed by tenderers to submit their bids.

11. Arrange submissions

The A+U Framework Management Team will supply you with the lot suppliers contact information. You will then invite all suppliers in the relevant lot to submit bids in a mini competition.

For commissions by the GLA Group (GLA/ TfL/ LLDC/ OPDC/ MOPAC/ LFB), this should be via the e-tendering portal (i.e SAP Ariba/Delta). Other organisations should use their own e-procurement tendering systems.

Only suppliers that are appointed to the framework can be invited to submit bids. It is not possible to extend the invitation to other organisations.

12. Manage questions and queries

If any questions arise during the process, responses should be issued to all bidders that were invited to bid where in mini completion, or to the assigned supplier where in direct award. To manage clarification questions, specify that all questions should be made via an effective system, (e-tendering, email or similar) and stipulate a timeframe for accepting questions before the closing date.

The project manager must be available to reply to any questions during this period.

13. Correctly obtain and compile submissions

For GLA Group commissions (GLA/ TfL/ LLDC/ OPCD/ MOPAC/ LFB), submissions received by email (by arrangement) will be uploaded to the e-tendering portal.

Ensure that the bids are opened in a way that is compliant with procurement regulations and is objective.

Evaluation

14. Select evaluation panel members

It is advisable for evaluation panels to be diverse and composed of people with a range of skills. When design services are being procured, it is strongly recommended that the evaluation panel includes individuals from a design background and/or who have experience in assessing design quality.

The evaluation panel will undertake the evaluation, clarification meeting and agree on a pass or fail score based on the award criteria set out within the project brief.

15. Have evaluators sign a Declaration of Conflicts of Interests form

Before evaluation can begin, evaluation panel members will need to sign a Declaration of Conflicts of Interests form to declare that evaluators do not have a financial interest or an affiliation with suppliers that have submitted proposals.

16. Undertake evaluation

A preliminary technical assessment of the submission will be undertaken. This will be followed by shortlisting of suppliers who may be invited to a post tender clarification meeting if required. This must be made clear in the procurement documents.

The evaluation panel should individually assess and score each bid against the evaluation criteria. Each score should be supported with detailed comments. A template evaluation score sheet matrix is available on request. A clear evaluation approach is needed, otherwise there will be no mechanism for which to explain the award decision. Your procurement teams should support on this.

17. The evaluation panel meet and agree a consensus score for each submission.

18. Carry out a Post Tender Clarification Meeting

When design services are being procured, it is advisable to carry out a post tender clarification meeting as part of the assessment so that the qualitative aspects of the consultant's response can be fully assessed.

As with the wider assessment, notes should be recorded of the interview assessment, as unsuccessful suppliers may request further debriefing about their proposals. This debriefing should preferably be done in writing.

19. Arrive at an agreed preferred bid

The outcome of the full evaluation process will indicate the preferred supplier. The evaluation panel together arrive at the preferred bid.

The supplier with the highest score is selected because this is both the best response to the brief, and the most economically advantageous tender. Please liaise with your procurement teams before any tenders are commenced to ensure that all evaluation criteria is clear in the procurement documents.

4.4 Making an Appointment: A step-by-step guide

1. Prepare the A+U Framework standardised call-off contract

The framework includes a standardised contract produced specifically for this task, so this is done by simply filling in the Schedule 6 of the Framework Agreement to produce the call-off contract.

No changes to the terms set out in the framework agreement are permitted. However, Attachment 3 of Schedule 6 provides space for supplementing basic terms to reflect circumstances for the individual call-off only. Any special conditions that the authorities and public sector organisations wish to incorporate in the call-off contract, must be relevant to the project only. Special conditions cannot be used to alter and/or supersede the clauses in the framework agreement.

Neither the GLA nor TfL will be involved in the negotiation of terms and conditions of a call-off contract between the authorities and the selected supplier. The GLA and TfL are only responsible for the overarching Framework Agreement. If any dispute arises in relation to the call-off contract, then documents should be consulted in the following order:

- First: The call-off contract
- Second: The Framework Agreement
- Third: The scope and any other documents included in the call-off contract

Amendments to the call-off contract must be agreed with the Framework Management Team and must be drawn from a standard form of contract preferably in common usage and tested by case law. Additional terms should not duplicate, contradict, or undermine any of the clauses stated in the framework agreement. The contracting authority is responsible for the legal status of a contract

with additions. The GLA/TfL does not review such arrangements and has no liability in such cases.

2. Issue the call-off contract to the supplier for signing

For GLA Group projects (GLA/ TfL/ LLDC/ OPDC/ MOPAC/ LFB), this will be done by TfL Commercial. Other organisations should use their legal and / or commercial team.

A copy of the counter-signed contract must be kept on the project file. A line manager with the appropriate level of delegated procurement authority should counter-sign contracts.

3. Report the outcome of mini competitions to the Framework Management Team

This is done by completing the A+U Framework Procurement Summary Form.

The information required for the online form includes:

- Project information
- Value of contract (agreed supplier fee)
- Mini competition / direct award process
- Name of successful supplier
- Start and end date of contract

Feedback on your experience of using the A+U Framework is also requested so that processes can be continually improved.

Copies of evaluation score sheets with comments made by the evaluation panel should be retained on file for audit purposes

4.5 FAQs – Part Two

Why are the submission requirements at Call-Off stage mandatory?

A key ambition of the A+U Framework is to reduce the resource burden of procurement exercises on both Users and Suppliers. The volume of information that can be requested is capped to prevent unnecessary and abortive work being carried out. Page limits increase in line with the size and complexity of the project being procured.

Why does the supplier for a Direct Award need to be agreed with the Framework Management Team?

The direct award mechanism is a useful tool for panel users however, there is potential to entrench bias and distribute work inequitably if the process is not managed effectively. To promote an equitable distribution of work between suppliers who have been awarded a place on the framework, the process is closely managed by the A+U Framework Management Team.

Are there a minimum number of responses required for a mini-competition to be deemed valid?

All suppliers appointed to the lot should be given the opportunity to respond, but there is no requirement for a minimum number of responses to be received in order to proceed with the procurement exercise.

