

What I need from you

Post-Tender Negotiation & Award

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The position as it stands **ESSENTIAL**

Why I need it. It is the thing being negotiated from.

Where you'll find it. On the buying side, the levelling schedule and recommendation, from the relevant service if this practice produced it. On the bidding side, the buyer's queries or levelling questions together with the price you submitted, and the relevant service report where one was produced, because its findings are the position the price is defended from.

Without it. There is no starting position, so nothing can be built

2. The ITT as issued, with every addendum **ESSENTIAL**

Why I need it. What the price was built to answer, and what has changed since.

Where you'll find it. The enquiry email or the portal download, unedited, plus every addendum in the order issued.

Without it. Movements are tested against the original pack when the pack has moved, so an item already resolved by addendum is negotiated again

3. Every qualification and exclusion in play, priced **ESSENTIAL**

Why I need it. They are the items being traded, and an unpriced item cannot be traded.

Where you'll find it. The submissions themselves, and the qualifications schedule from the relevant service where that ran. Where a value has not been put on an item, say so and it is priced.

Without it. Items go on the table with no value, so what is given and what is got cannot be compared

4. The tender validity period and its expiry date **ESSENTIAL**

Why I need it. It is the hard edge on the whole service.

Where you'll find it. The ITT itself, on the invitation letter or the covering instructions.

Without it. There is no way to know whether the price being negotiated still stands

5. Your negotiating limits **ESSENTIAL**

Why I need it. The target and walk-away position are yours to decide.

Where you'll find it. Ask directly: the figure they will go to, the items they will not concede at any price, and who on their side may agree what. Put it in writing and have them confirm it.

Without it. I cannot set your commercial limits for you; you must confirm them before negotiation

6. The scope and exclusions document IMPORTANT

Why I need it. The boundary every movement is measured against.

Where you'll find it. The enquiry pack, from the relevant service where this practice assembled it.

Without it. A movement that is really a scope change is recorded as a price change

7. The programme the price is attached to IMPORTANT

Why I need it. Prelims and resourcing move with the period, and a period change is a price change.

Where you'll find it. Your current accepted programme, or the tender programme if the works have not started.

Without it. A movement in the programme is agreed without its price consequence being stated

8. The form of subcontract or contract intended IMPORTANT

Why I need it. Some qualifications attack the terms rather than the price, and those are settled differently.

Where you'll find it. Your buying department's standard order or subcontract template, with whatever amendments you normally apply.

Without it. A qualification that amends the contract is traded as though it were a price item

9. The priced pricing schedule behind the price being negotiated IMPORTANT

Why I need it. Provides the tenderer's own rates for an item that has not been valued in the return or adjusted during comparison.

Where you'll find it. On the buying side, send the recommended tenderer's own full priced schedule as submitted, not just the summary. On the bidding side, send the priced schedule you submitted.

Without it. An item with no supplied value and no adjustment from the tender comparison has no rate source for pricing

10. The other tenderers' priced returns. Buying side only IMPORTANT

Why I need it. Provides a traceable alternative rate where the tenderer's own schedule contains no rate for the work.

Where you'll find it. The tender returns as collected on the closing date, from the relevant service where this practice levelled them. On the bidding side this input does not exist and is not asked for: a bidder does not hold the other returns, and this alternative rate source is unavailable to them.

Without it. An item the tenderer did not price anywhere has no alternative tender rate to draw on

11. The budget or allowance for the package IMPORTANT

Why I need it. Checks the compared totals against your budget and identifies a walk-away position that already exceeds what you can spend.

Where you'll find it. Your cost plan or the allowance held by whoever authorised the package. If I already hold it from the earlier tender review, identify that version. A provisional amount is useful; send its date and build-up where they exist.

Without it. The review's budget test cannot run, so a walk-away above the budget is discovered after the negotiation rather than before it

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.