

ANNEXURE 3

Selection Procedure

Introduction

The *Employer* has entered into a number of framework agreements with *framework consultants*, including the *Consultant*.

The *Employer* has formed Framework Lots which are set out in the Framework Information.

The purpose of this *selection procedure* is to provide guidance on how the *Employer* selects *framework consultants* from the Framework Lots who will be instructed to submit quotations under Clause 15.1 of the Framework Agreement.

Selection of framework consultants to submit quotations

The *Employer* will invite one or more *framework consultant(s)* to submit a quotation in accordance with the quotation procedure in Annexure 4.

Circumstances where the *Employer* may instruct one *framework consultant* to submit a quotation are:

- When the *Employer* is satisfied, at its sole discretion, that the *framework consultant* who would deliver the most economically advantageous service can be determined on the basis of the original framework competition;
- When the *services* are required as a matter of urgency;
- When for technical or specialist reasons the *services* would best be performed by one *framework consultant*;
- When there are periods of high resource pressure and when in HS2 Ltd's opinion it is beneficial to allocate work so as to make best use of the overall resources available on the framework;
- When *services* not included in an original Package Order become necessary and cannot for technical or economic reasons be carried out by another *framework consultant* or are necessary to the later stages of the performance of the original Package Order; and
- When the *services* are a repetition of *services* carried out under the original Package Order.

The *Employer* will invite suitable *framework consultants* when instructing more than one *framework consultant* to submit a quotation. The *Employer* will select suitable *framework consultants* to submit a quotation for a Package Order based upon relevant factors which may include the following:

- The terms of the Framework Agreement with the *framework consultant*;
- The delivery capacity of the *framework consultant*;
- The current financial standing of the *framework consultant*;
- Any special technical ability of the *framework consultant*;
- Consideration of programme requirements and delivery risks;
- The number of previous quotation opportunities offered to the *framework consultant*;
- Preferences of the *framework consultant*; and

- The past performance of the *framework consultant* in relation to any Package Order awarded under the Framework Agreement.

If necessary, the *Employer's* reasons for the decision regarding the *framework consultants* instructed to submit a quotation will be provided to *framework consultants* in the relevant Lot at the start of the Package Order competition.

Selection of Lot 1 framework consultants to submit quotations for valuation services

The nature of, and procedures relating to, Lot 1 valuation services require a different approach to the selection of *framework consultants*. The procedures normally include provision for property owners to select a valuation firm as one of two firms which will provide valuations as part of the process for determining offer price. The *Employer's* selection procedure is aimed at ensuring a fair allocation of opportunities across the *framework consultants* to provide valuation services.

When the *Employer* identifies the need for a valuation of a property asset the *Employer* will select a list of at least 5 *framework consultants*, subject to there being at least that number being available to provide the required services. The selection process will take account of the *framework consultants'* capacity to undertake the work to the required timetable; property type; their ability to provide the service in the particular geographical location; and the previous opportunities that a *framework consultant* has been given to provide valuation services.

Normally a property owner will be given the opportunity to choose one firm from the list of the five *framework consultants* to give an element of independence. The *Employer* will then normally choose the other *framework consultant* to produce a list of two who will undertake valuations as part of the procedure for determining the property value and hence offer price. If the valuations are within 10% of each other then the average will be taken. If the valuations are not within 10% of each other, the property owner will choose a third valuer from the original list of five. The *Employer* will base its selection of the *framework consultant* on the cost of the services but will take account of any case specific factors which would allow a *framework consultant* to offer better value. The *Employer* will manage the selection process to provide fair and equal opportunities to the *framework consultants* as far as is reasonably possible.

Should any performance issues arise in the delivery of services by a *framework consultant* then the *Employer* reserves the right to exclude that *framework consultant* from the consideration of firms to be selected for valuation opportunities until the *framework consultant* has demonstrated to the *Employer* that they have rectified the causes of the performance issues.