

Contractor Attribute Register Database Maintenance Procedure

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Background

In order to streamline the Tender Evaluation process for capital works projects, Wellington Water Ltd has commissioned a system where Contractors can prequalify/ register their non-price attributes. This non-price attribute information is stored in a central database and can be updated continuously, as detailed below.

4 June 2010 – Tenders closed.

20 October 2011 – Non-price attributes finalised and posted to contractors.

30 July 2012 – Database completed and 'livened-up'

Reference Material

1. Hardcopy files (not coded in FileCM – *please see Tom Jolly and Francis Leniston for files*).
2. Electronic files (G:\Drainage & Water\Programme Management Team\Contractor evaluation system).
3. WCC Standard Conditions of Tendering - Section A for Drainage and Water (FileCM / TEMPLATES – excludes ISO forms – see governance – ISO / CONTRACTS / TEM 07 – 00001.001).
4. Contractor Attribute Register – Applicant Information document (held on Wellington Water's external website: <http://wellingtonwater.co.nz/projects/information-for-contractors/>).
5. Quality Assurance check sheet – *Contractor's Evaluation System - Quality Assurance ddmmyyyy.xls* (G:\Drainage & Water\Programme Management Team\Contractor evaluation system).
6. Contractor Attribute Register database (accessed on the SQL Server at the following link: <http://wwmsql01/contractorattregister/>).
7. Contractor Attribute Register database development backup files (accessed on the SQL Server at the following link: [\\Wwmsql01\d\\$\Contractor Register Master Folder](http://wwmsql01/d$/Contractor Register Master Folder)).
8. Contractor Attribute Register database Admin Site (accessed by the database Administrator only on the SQL Server at the following link: <http://wwmsql01/conattadmin/>).
9. Template - Project Completion Contractor Attribute Evaluation Sign-off form (extract from the 'Template – Project Close & Review Report' document) (G:\Drainage & Water\Programme Management Team\Contractor evaluation system).
10. Template - Non-Project Completion Contractor Attribute Evaluation Sign-off form (G:\Drainage & Water\Programme Management Team\Contractor evaluation system).
11. Contractor Attribute Register Database - Database Interface User Guide V 1.01 (G:\Drainage & Water\Programme Management Team\Contractor evaluation system\2012 Register Maintenance\Database User Guides).
12. Contractor Attribute Register Database - Technical Guide V 1.0 (G:\Drainage & Water\Programme Management Team\Contractor evaluation system\2012 Register Maintenance\Database User Guides).

13. Contractor Attribute Register Database - Admin Site User Guide V 1.01 (G:\Drainage & Water\Programme Management Team\Contractor evaluation system\2012 Register Maintenance\Database User Guides).

Database Update Process

Tender Evaluations under the Contractor Attribute Register system shall **always** use database scores for the evaluation (not new assessments by Tender Evaluator).

The Contractor Attribute Register database can be updated in four ways as follows:

1) Project Completion Contractor Attribute Evaluation Update (for Contractors with registered non-price attribute scores)

- 1.1 A Contractor with registered non-price attributes is awarded a Contract using the non-price attribute scores held in the Contractor Attribute Register database.
- 1.2 Within ten working days (the sooner the better) of issue of the certificate of Practical Completion, the Project Manager carries out the following:

- 1.2.1 Completes a project completion evaluation of the Contractor's non-price attribute scores in the form of the 'Project Completion Contractor Attribute Evaluation' (PCCAE) report in the Contractor Attribute Register database interface.

Note: Upon generation of a PCCAE report, the database interface will record the fact that this has occurred (terming it an 'Evaluation'), and flag to other users in the Contractor Status and Contractor Attribute Scores reports, the fact that 'Project Evaluation # 'x' is 'PENDING'. This is to ensure that multiple evaluations are not carried out for one Contractor for one work category at the same time.

Note: The Project Manager evaluates the Contractor's project completion non-price attribute scores using the relevant marking schedule (included in the Contractor Attribute Register - Applicant Information document)

Note: A chronological Evaluation number is automatically assigned to each Evaluation created in the database (ie it is not specific to a category or a Contractor). However, when an Evaluation is created and then 'released' (ie not used by the database Administrator to update the database, but cancelled by its creator) the chronological Evaluation number automatically assigned to it will be lost to the database (there will remain a gap in the Evaluation numbering sequence as a result). The Project Manager must notify the database Administrator accordingly (to ensure a record of this deletion is recorded in the hard copy file of the Evaluation updates to the database).

- 1.2.2 Gains a peer review of their PCCAE.
- 1.2.3 Sends the peer reviewed PCCAE report (in PDF format) to the Contractor and advises them that, ten days from the date of issuing this report to them, the database will be updated accordingly.

- 1.3 On the tenth day (or earlier if the Contractor confirms agreement of the scores before then) after the date of issue of the PCCAE report to the Contractor, the Project Manager carries out the following:
 - 1.3.1 Includes any comments from the Contractor/ adjusts the Contractor's non-price attribute scores in the PCCAE if relevant, and obtains the Programme Management Team Manager's approval of the PCCAE (on the 'Template – Project Completion Contractor Attribute Evaluation Sign-off form' document (extract from the 'Template – Project Close & Review Report')).
 - 1.3.2 Advises the Contractor of any changes to the PCCAE report previously provided to them and sends a final approved PCCAE report (in PDF format) to the Contractor (if any changes have been made).
 - 1.3.3 Provides a copy of the approved PCCAE report and Sign-off form to the database Administrator in hard copy. Additionally advises the database Administrator as to the relevant Contractor, Category and the PCCAE number to use to update the database automatically that day.
- 1.4 On the tenth day (or earlier if the Contractor confirms agreement of the scores before then) after the date of issue of the PCCAE report to the Contractor, the database Administrator performs the database update at the request of the Project Manager. The approved PCCAE, held within the database interface, is used to perform the update. The database Administrator is to keep a hard copy file of the 'Evaluation' updates to the database.
- 1.5 END

2) Tender Submission or Periodic Contractor Attribute Register Application Submission Update (for Contractors with registered non-price attributes)

- 2.1 A Contractor with registered non-price attributes may submit additional non-price attribute documentation at the time of Tender in accordance with the Tender Documents or at any other time they believe it relevant to do so. This additional information will only be assessed if the Contractor provides a cover letter with their submission that identifies how the additional information varies that previously assessed. A Contractor with registered non-price attributes must advise of any detrimental changes to their non-price attribute information, as held by Wellington Water at that time. Failure to do this will disqualify the Contractor from Tendering until such a time as they resubmit their non-price attributes in their entirety for a full re-evaluation.
- 2.2 The recipient of the additional non-price attribute documentation carries out the following (time being of the essence):
 - 2.2.1 Convenes the Evaluation Committee (panel of three assessors, one of which must be an external party to Wellington Water) and provides them with a copy of the additional non-price attribute documentation and cover letter, the relevant Contractor Attribute Scorecard (generated in the Contractor Attribute Register database interface), and the relevant marking schedule (included in the Contractor Attribute Register - Applicant Information document).

Note: The Evaluation Committee evaluates the Contractor's additional non-price attribute documentation using the relevant marking schedule (included in the Contractor Attribute Register - Applicant Information document).

- 2.2.2 Carries out their evaluation of the Contractor's non-price attribute scores in the form of the 'Non-Project Completion Contractor Attribute Evaluation' (N-PCCAE) report in the Contractor Attribute Register database interface.

Note: Upon generation of a N-PCCAE report, the database interface will record the fact that this has occurred (terming it an 'Evaluation'), and flag to other users in the Contractor Status and Contractor Attribute Scores reports, the fact that 'Non-Project Evaluation # 'x' is 'PENDING'. This is to ensure that multiple evaluations are not carried out for one Contractor for one work category at the same time.

Note: The recipient of the additional information should perform their 'draft' Evaluation in the database interface as soon as practicable (to flag this to other users, whilst the other members of the Committee carry out their scoring).

Note: A chronological Evaluation number is automatically assigned to each Evaluation created in the database (ie it is not specific to a category or a Contractor). However, when an Evaluation is created and then 'released' (ie not used by the database Administrator to update the database, but cancelled by its creator) the chronological Evaluation number automatically assigned to it will be lost to the database (there will remain a gap in the Evaluation numbering sequence as a result). The recipient of the additional non-price attribute documentation must notify the database Administrator accordingly (to ensure a record of this deletion is recorded in the hard copy file of the Evaluation updates to the database).

- 2.2.3 Collates the Evaluation Committee's individual scores and any comments, updates the N-PCCAE in the Contractor Attribute Register database interface, and obtains the agreement of the Evaluation Committee for the final combined assessment.
 - 2.2.4 Obtains the Programme Management Team Manager's approval of the N-PCCAE report (on the 'Template - N-PCCAE Sign-off form' document).
 - 2.2.5 Provides a copy of the approved N-PCCAE report and Sign-off form to the database Administrator in hard copy. Additionally advises the database Administrator as to the relevant Contractor, Category and the N-PCCAE number to use to update the database automatically that day.
- 2.3 The database Administrator then performs the database update that day (time being of the essence) from the approved Non-Project Completion Attribute Evaluation, held within the database interface, at the request of the Project Manager. The database Administrator is to keep a hard copy file of the 'Evaluation' updates to the database.
 - 2.4 The recipient of the additional non-price attribute documentation then sends the approved N-PCCAE report (in PDF format) to the Contractor.

2.5 Tender evaluation then commences (if relevant), using scores from the Contractor Attribute Register database.

2.6 END

3) Tender Submission or Periodic Contractor Attribute Register Application Submission Update (for Contractors without registered non-price attributes)

3.1 A Contractor without registered non-price attributes may submit their non-price attribute documentation at the time of Tender in accordance with the Tender Documents, or may apply for registration in accordance with the Contractor Attribute Register - Applicant Information document at any other time they believe it relevant to do so.

3.2 The recipient of the non-price attribute documentation carries out the following (time being of the essence):

3.2.1 Convenes the Evaluation Committee (panel of three assessors, one of which must be an external party to Wellington Water) and provides them with a copy of the non-price attribute documentation, and the relevant marking schedule(s) (included in the Contractor Attribute Register - Applicant Information document).

Note: The Evaluation Committee evaluates the Contractor's non-price attribute documentation using the relevant marking schedule(s) (included in the Contractor Attribute Register - Applicant Information document).

3.2.2 Collates the Evaluation Committee's individual scores and any comments, and obtains the agreement of the Evaluation Committee for the final combined assessment(s).

3.2.3 Obtains the Programme Management Team Manager's approval of the Evaluation Committee's Evaluation(s) (on the N-PCCAE Sign-off form(s)).

3.2.4 Provides a copy of the approved Evaluation Committee's Evaluation(s) and Sign-off form(s) to the database Administrator in hard copy and advises them to add the Contractor for the relevant Category(ies) to the database.

3.3 The database Administrator then enters the Contractor (where relevant) and their non-price attribute scores into the database via the Admin Site the day they are given the approved Evaluation Committee's Evaluation(s) (time is of the essence). The database Administrator is to keep a hard copy file of the 'Evaluation' updates to the database.

3.4 The recipient of the non-price attribute evidence then sends a 'confirmation of registration'/ 'rejection of registration' letter to the Contractor (See templates at G:\Drainage & Water\Programme Management Team\Contractor evaluation system\2011 Register Commencement). If the advice letter is a 'confirmation of registration' letter, the Contractor Attribute Register Scorecard(s) is to be included with this letter.

3.5 Tender evaluation then commences (if relevant), using scores from the Contractor Attribute Register database.

3.6 END

4) Instant Attribute Amendment Update (for Contractors with registered non-price attribute scores)

4.1 A Contractor with registered non-price attributes has their score instantly amended, based on evidence that Wellington Water gains/ becomes aware of (without submission from the Contractor necessarily), for example:

- a. If a health and safety issue, that impacts on their health and safety score, occurs (Wellington Water project or external project).
- b. If a Contractor applies for a score change with good reason (i.e. they've improved their internal quality management/ accreditation systems to ISO accreditation)

4.2 The recipient of the evidence carries out the following (time being of the essence):

4.2.1 Convenes the Evaluation Committee (panel of three assessors, one of which must be an external party to Wellington Water) and provides them with a copy of the evidence, the relevant Contractor Attribute Scorecard(s) (generated in the Contractor Attribute Register database interface), and the relevant marking schedule(s) (included in the Contractor Attribute Register - Applicant Information document).

Note: The Evaluation Committee evaluates the Contractor's additional non-price attribute evidence using the relevant marking schedule (included in the Contractor Attribute Register - Applicant Information document).

4.2.2 Carries out their evaluation of the Contractor's non-price attribute scores in the form of the 'N-PCCAE' report in the Contractor Attribute Register database interface.

Note: Upon generation of a N-PCCAE report, the database interface will record the fact that this has occurred (terming it an 'Evaluation'), and flag to other users in the Contractor Status and Contractor Attribute Scores reports, the fact that 'Non-Project Evaluation # 'x'' is 'PENDING'. This is to ensure that multiple evaluations are not carried out for one Contractor for one work category at the same time.

Note: The recipient of the evidence should perform their 'draft' Evaluation in the database interface as soon as practicable (to flag this to other users, whilst the other members of the Committee carry out their scoring).

Note: A chronological Evaluation number is automatically assigned to each Evaluation created in the database (ie it is not specific to a category or a Contractor). However, when an Evaluation is created and then 'released' (ie not used by the database Administrator to update the database, but cancelled by its creator) the chronological Evaluation number automatically assigned to it will be lost to the database (there will remain a gap in the Evaluation numbering sequence as a result). The recipient of the evidence must notify the database Administrator accordingly (to ensure a record of this deletion is recorded in the hard copy file of the Evaluation updates to the database).

- 4.2.3 Collates the Evaluation Committee's individual scores and any comments, updates the N-PCCAE in the Contractor Attribute Register database interface, and obtains the agreement of the Evaluation Committee for the final combined assessment.
- 4.2.4 Obtains the Programme Management Team Manager's approval of the N-PCCAE report (on the 'Template - Non-Project Completion Contractor Attribute Evaluation Sign-off form' document).
- 4.2.5 Provides a copy of the approved N-PCCAE report and Sign-off form to the database Administrator in hard copy. Additionally advises the database Administrator as to the relevant Contractor, Category and the N-PCCAE number to use to update the database automatically that day.
- 4.3 The database Administrator then performs the database update that day (time being of the essence) from the approved Non-Project Completion Attribute Evaluation, held within the database interface, at the request of the recipient of the evidence. The database Administrator is to keep a hard copy file of the 'Evaluation' updates to the database.
- 4.4 The recipient of the evidence then sends the approved N-PCCAE report (in PDF format) to the Contractor.
- 4.5 END

Database Maintenance

The non-price attribute scores held in the Contractor Attribute Register database are valid for 5 years. Once a period of 5 years or greater has elapsed since the latest update, the database interface will record this fact by automatically assigning an 'Expired' Status in the Contractor Status Report section of the database interface. It is the Contractor's responsibility to monitor their 'Registered' status in the Contractor Attribute Register. The database Administrator will endeavour to advise the Contractor that their scores have expired, once this has occurred, however Wellington Water accept no liability as a result of a failure to do so. Any Contractor with 'Expired' scores for a particular Category, that wishes to Tender for work in that Category, will be required to resubmit their non-price attribute information for the relevant category in accordance with the Contractor Attribute Register - Applicant Information document, and the Tender Documents where relevant.

For Project Completion Contractor Attribute Register Evaluations the 'New Register Score' is calculated as an average of the 'Evaluation Score' and the pre-existing 'Register Score' for all sub-attributes, except for the Qualifications/ Training and Construction Skills sub-attributes of the Technical Skills non-price attribute, and Quality Management Systems sub-attribute of the Management Skills non-price attribute, where the Evaluation Score, and therefore the New Register Score, is a 100% replacement of the pre-existing Register Score. For Non-Project Completion Contractor Attribute Register Evaluations the Evaluation Score, and therefore the New Register Score, is a 100% replacement of the pre-existing Register Score.

In addition to the maintenance of the non-price attribute data held in the Contractor Attribute Register database, as outlined in the Database Update Process above, the database can be modified via the Admin Site. The 'Admin Site' allows for uncontrolled modification of the database. For this reason, only the Database Administrator can access this site.

In order to introduce some future proofing of the Contractor Attribute Register database, an 'Admin Site' has been developed. This allows Wellington Water to carry out the following modifications, as required, without having to employ an external party:

1. Add/ remove database Administrators.
2. Add new Contractors and new categories for existing Contractors.
3. Add sub-attribute scores for new Contractors or existing Contractors with new categories.
4. Modify the Contractor, Attribute and Sub-Attribute names.
5. Modify the percentage weightings of the Sub-Attribute scores.
6. Alter the number of Sub-Attributes (it should be noted here that this modification is cumbersome via the 'Admin Site' and the database developer advised that they did not know what errors might be generated in the reports if such changes were made. It is therefore likely, that Wellington Water would need to re-engage the database developer should such a structural change to the Contractor Attribute Register database be required.

Responsibilities

Name	Responsibility
Tom Jolly	<ul style="list-style-type: none"> Contractor Attribute Register main point of contact and secondary database Administrator.
Francis Leniston	<ul style="list-style-type: none"> Database Administrator.
Kevin Robertson	<ul style="list-style-type: none"> Programme Management Team Manager.
Pratik Kumar (DTSI)	<ul style="list-style-type: none"> Database developer.
Mark Avery (Teemay Consultants Ltd) (or others as required)	<ul style="list-style-type: none"> External Assessor member of the Evaluation Committee
Pat Scahill	<ul style="list-style-type: none"> Quality assurance of database

Key Contacts

Wellington Water		
Name	Contact No	Email
1 Tom Jolly	912 4439	tom.jolly@wellingtonwater.co.nz
2 Francis Leniston	912 4428	francis.leniston@wellingtonwater.co.nz
3 Kevin Robertson	912 4433	kevin.robertson@wellingtonwater.co.nz
4 Pat Scahill	912 4430	pat.scahill@wellingtonwater.co.nz

Others		
Name	Contact No	Email
1 Pratik Kumar	498 7853	pratik.kumar@dtsl.co.nz
2 Mark Avery	939 1628	teemay@paradise.net.nz

Records

Title	File Reference	
	Hard Copy	Electronic Copy

Related Procedures

Procedure	Title