



DEVELOPMENT THROUGH PARTNERSHIP

Register of Professional Service Providers

May 2014

Overview

- **Objectives & expectations**
- **cidb Register of Professional Service Providers (RoPSP)**
 - Overview
 - Standards development process
 - cidb strategy
- **cidb Standard for Consultant Performance Reports**
- **Way Forward**
 - cidb Standard for Consultant Performance Reports
 - Framework for Register of Professional Service Providers
 - cidb Standard for Project Manager Performance Reports
 - ...



DEVELOPMENT THROUGH PARTNERSHIP

Objectives & Expectations

Objectives & Expectations

- **Broad agreement on cidb Standard for Consultant Performance Reports**
 - **concept**
 - **content**
 - **recommendations on enhancements**



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cidb Register of Professional Service Providers

Overview (i)

- **cidb Act (2000)**
- **5(2) To promote best practice, the Board:**
 - (g) may establish and maintain a register of suppliers, manufacturers or service providers in the construction industry**

Overview (ii)

- **Initiated in response to calls from industry (CESA)**
- **Subsequent requests from DPW**
- **Likely to be a “Best Practice Register” which can be applied for assessing suitability of Professional Service Providers:**
 - **not a grading system and mandatory application in public sector procurement**
- **Similar to cidb Best Practice Contractor Recognition Scheme that is under development**
- **Links to cidb Best Practice Project Assessment Scheme**

Overview (iii)

Concepts

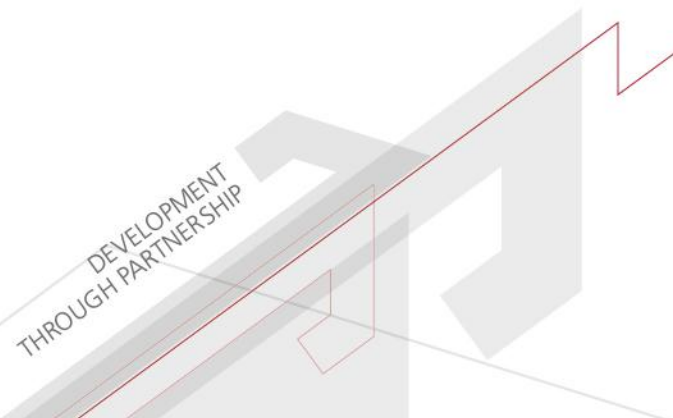
- **Register of Contractors**
 - Grading
 - CoW
- **Best Practice Contractor Recognition Scheme:**
 - performance reports
 - competence standards
 - system standards:
 - CMS, integrity
- **RoPSP?**
 - grading
 - speciality
- **Best Practice RoPSP:**
 - performance reports
 - competence standards
 - system standards:
 - quality, integrity

cidb Register of Professional Service Providers

Fees (Rm)	Enablers; Business, H&S, Quality, Env, etc	Results
Large	SANS/ISO Quality Management Standard	Standard for Performance Reports
	Business Integrity Management System Standard	
Small	Competence Standard	

cidb Register of Professional Service Providers

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Large	SANS/ISO Quality Management Standard	
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Fees (Rm)	Enablers; Business, H&S, Quality, Env, etc	Results
Large		
	Business Integrity Management System Standard	
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cidb Register of Professional Service Providers

Fees (Rm)	Enablers; Business, H&S, Quality, Env, etc	Results
Large		
Small	Competence Standard	

cidb Register of Professional Service Providers

Fees (Rm)	Enablers; Business, H&S, Quality, Env, etc	Results
<p data-bbox="421 596 537 645">Large</p> <p data-bbox="421 1002 537 1051">Small</p>		<p data-bbox="1503 654 1599 1088">Standard for Performance Reports</p>

cidb Register of Professional Service Providers

Fees (Rm)	Enablers; Business, H&S, Quality, Env, etc	Results
Large	SANS/ISO Quality Management Standard	Standard for Performance Reports
	Business Integrity Management System Standard	
Small	Competence Standard	



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Standards Development Process

Standards Development Process

- **Draft Standard**
- **Task Teams**
- **Pilot Projects (where appropriate)**
- **Stakeholder consultations**
- **cidb Board approval and Gazetting of Requirements**
- **Incremental roll-out**
- **.....**



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cidb Strategy

Strategy (i)

- **Short term:**
 - **Intention is to legislate that Consultant Performance Reports will be required to be submitted by the employer (on behalf of the client) to the cidb on completion of consultants' professional service contracts on all prescribed public sector projects**
 - **cidb Best Practice Project Assessment Scheme**

Strategy (ii)

- **Long term:**
 - **Encourage public sector clients to use the recognition information within the RoPSP as input into eligibility or functionality criteria**
 - in line with the PPPFA and the SFU
 - subject to the rate of accumulation of **Consultant Performance Reports**
 - **guidelines**

cidb Best Practice Contractor Recognition Scheme

Contractor Grades 7 to 9	Maximum Number of Bid Evaluation Points	
	Complex Projects	Simple Projects
Evaluation Criteria		
Track record and experience:	30	25
• cidb Contractor Performance Reports	X	X
• Other objective criteria (specify)	30-X	25-X
Organisation & staffing:	15	20
• cidb Competence Assessment	Y	Y
• Other objective criteria (specify)	15 - Y	20 - Y
Management Systems:	15	10
• cidb Best Practice: Construction Management Systems	Z	Z
• Other objective criteria (specify)	15 - Z	10 - Z
Plant and equipment	15	15
References	10	15
Programme Schedule	15	15
Threshold (minimum out of 100)	60	50



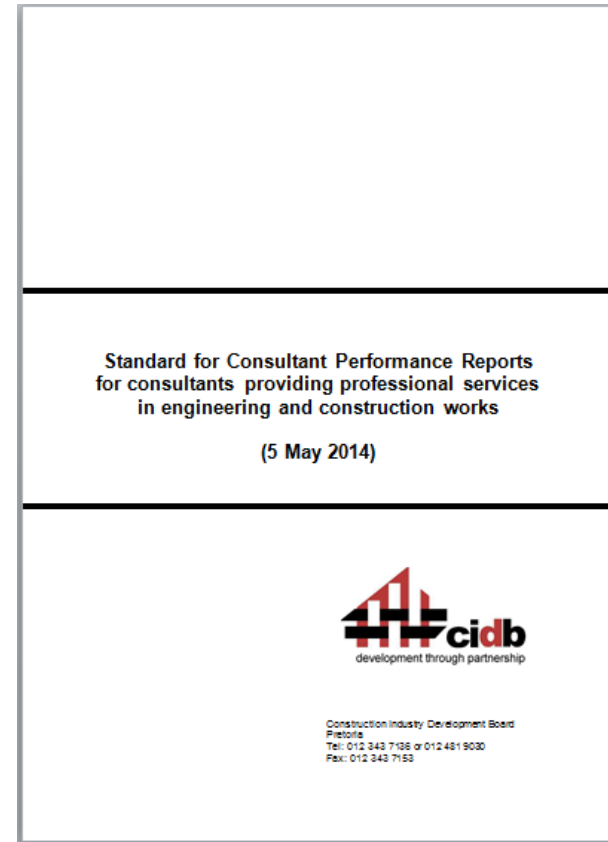
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Consultant Performance Reports

Scope

Scope (i)

- The standard provides for uniform and consistent method of assessment of performance of a consultant:
 - time management;
 - management and suitability of consultant's personnel;
 - management of subconsultants and other suppliers;
 - standard of service; and
 - co-operative relations



Scope (ii)

- **Consultant Performance Reports can be used, amongst others, for the purpose of managing procurement risks through:**
 - **assessing the suitability of consultants for pre-qualification, selective tender lists or expressions of interest; and**
 - **adjudication for the award of a contract**

Scope (iii)

- **The standard is applicable to consultants engaged in:**
 - **Engineering,**
 - **Architectural,**
 - **Quantity Surveying,**
 - **Project Management,**
 - **Landscape Architecture, and**
 - **Health and Safety professions**

Scope (iv)

- **The standard is applicable to consultants engaged in classes of construction works as classified by the cidb:**
 - **General Building (GB),**
 - **Civil Engineering (CE),**
 - **Mechanical Engineering (ME),**
 - **Electrical Engineering (EE), and**
 - **Special classes of construction works (SB)**



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Consultant Performance Reports

Consultant Performance Information

Consultant Performance Information (i)

Evaluation Criteria	Grading			
	Poor (-1)	Adequate (0)	Good (1)	Excellent (2)
Definition	Well below the acceptable standard of performance	Meets the acceptable standard of performance	Standard often exceeds the acceptable standard of performance	Standard well above the acceptable standard of performance
TIME MANAGEMENT				
ability to meet programmed milestones	-1	0	1	2
timely allocation of appropriate resources to critical activities	-1	0	1	2
overall progress of the work	-1	0	1	2
timely submission of progress reports	-1	0	1	2
Sub - total				
Average (A) = Sub - total / 4				

Consultant Performance Information (ii)

Evaluation Criteria	Grading			
	Poor (-1)	Adequate (0)	Good (1)	Excellent (2)
Definition	Well below the acceptable standard of performance	Meets the acceptable standard of performance	Standard often exceeds the acceptable standard of performance	Standard well above the acceptable standard of performance
MANAGEMENT AND SUITABILITY OF CONSULTANT'S PERSONNEL				
appropriateness of skills and experience of personnel assigned to the work	-1	0	1	2
adequacy of the number of personnel assigned to the work	-1	0	1	2
Sub - total				
Average (B) = Sub - total / 2				

Consultant Performance Information (iii)

Evaluation Criteria	Grading			
	Poor (-1)	Adequate (0)	Good (1)	Excellent (2)
Definition	Well below the acceptable standard of performance	Meets the acceptable standard of performance	Standard often exceeds the acceptable standard of performance	Standard well above the acceptable standard of performance
MANAGEMENT OF SUBCONSULTANTS AND OTHER SUPPLIERS				
timely completion of subconsultant services and other subcontracted work	-1	0	1	2
Skill and commitment in management of subconsultants and other suppliers	-1	0	1	2
coordination of interfaces	-1	0	1	2
observance of equitable terms of payment for all parties down the payment chain	-1	0	1	2
payment to all subconsultants, subcontractors and suppliers in accordance with the conditions of their engagement or contract	-1	0	1	2
Sub - total				
Average (C) = Sub - total / 5				

Consultant Performance Information (iv)

Evaluation Criteria	Grading			
	Poor (-1)	Adequate (0)	Good (1)	Excellent (2)
Definition	Well below the acceptable standard of performance	Meets the acceptable standard of performance	Standard often exceeds the acceptable standard of performance	Standard well above the acceptable standard of performance
CO-OPERATIVE RELATIONSHIPS				
adoption and commitment to a cooperative contracting approach with clients, subconsultants, contractors and suppliers	-1	0	1	2
commitment to resolving issues through open and effective communication with a non-adversarial approach	-1	0	1	2
general cooperation and responsiveness, adherence to commitments	-1	0	1	2
response to instruction	-1	0	1	2
response to problems and changing circumstances	-1	0	1	2
Sub - total				
Average (D) = Sub - total / 5				

Consultant Performance Information (v)

STANDARD OF SERVICE				
compliance with brief	-1	0	1	2
quality of service at Preliminary design stage (including feasibility study, sketch design, estimate preliminary proposal, comprehension of nature and extent of work involved)	-1	0	1	2
quality of service at Design Development and Tender Stage (including working drawings, tender documents, actual surveying, preliminary report and proposal development)	-1	0	1	2
quality of service during Construction (including site supervision, contract administration, control of production process and final report)	-1	0	1	2
adherence to budget	-1	0	1	2
achievement of expected value for money	-1	0	1	2
reviews and reports delivered in accordance with the brief	-1	0	1	2
Sub - total				
Average (E) = Sub - total / 7				
Total = A + B + C + D + E				
Aggregated score = Total / 5				



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Consultant Performance Reports

Requirements

Submission of Performance Reports

- **Completed Consultant Performance Reports must be submitted by reporting officer to employer's representative:**
 - no dispute, within 15 days of date of completion of a contract; or
 - a dispute exists, within 15 days of date of receipt of outcome of dispute

Completion of Performance Reports (i)

- **Reporting officer is responsible for completion of Consultant Performance Reports on behalf of employer on completion of consultant's contract**
- **Reporting officer must:**
 - **be experienced in management of consultants; and**
 - **have frequent and direct liaison with consultant**
- **Consultant Performance Report must be discussed with consultant, providing opportunity to comment on assessment**

Completion of Performance Reports (ii)

- **Reporting officer must respond to any issues raised by consultant in writing, and consultant's comments and written response by reporting officer must form part of Consultant Performance Report**
- **Consultant Performance Report must be signed-off by employer's representative**
- **Consultant Performance Reports must be signed off by reporting officer, consultant and employer's representative**

Right of Reply/Appeal

- **Where significant differences of opinion exist between reporting officer and consultant which cannot be resolved by the parties, the consultant has opportunity to independent review of Consultant Performance Report by mutually agreed adjudicator, as stipulated in contract**
- **Consultant Performance Report after adjudication must be signed by adjudicator and witnessed by reporting officer and consultant**
- **Reporting officer to forward copy of Consultant Performance Report to employer**

Interim Performance Reports

- **Interim Consultant Performance Reports should be completed monthly at progress meetings between reporting officer and consultant, and should be filed with minutes of meetings**



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Way forward

Way Forward

- **cidb Standard for Consultant Performance Reports**
 - Pilot study
- **Framework for Register of Professional Service Providers**
- **cidb Standard for Project Manager Performance Reports**
- ...



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Thank You

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