



Australian Government

CPPBDN6105 Manage the tendering and contract administration process for a client

Release: 1

CPPBDN6105 Manage the tendering and contract administration process for a client

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 11.0.

Supersedes and is not equivalent to CPPBDN8005A Manage the tendering and construction process for a client. Updated to meet the Standards for Training Packages 2012.

Application

This unit specifies the skills and knowledge required to oversee the development of tenders and subsequent awarding and management of contracts for the completion of a building project on behalf of a client post design. It requires high levels of communication, negotiation and problem-solving skills together with a detailed understanding of the construction and quality control processes required.

This unit is suitable for experienced building designers draw on their broad theoretical and technical knowledge and high-level communication skills to oversee tender and contract management.

This unit forms part of the licensing requirements for people engaged in building design in some states and territories. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

Nil.

Unit Sector

Building Design

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

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|---------------------------------------|---|
| 1 Prepare tender on behalf of client. | 1.1 Negotiate client expectations of role, level of service and project provisions. |
| | 1.2 Determine budget, timeframe and related parameters for |

- letting a tender to complete project construction.
- 1.3 Prepare tender documentation that addresses requirements for the build.
 - 1.4 Identify legal advice required to finalise preparation of the tender.
 - 1.5 Establish tender process that secures a competitive number of responses.
- 2 Oversee selection of contractor.
- 2.1 Review tender submissions against predetermined evaluation criteria.
 - 2.2 Seek costing advice as required from relevant professionals.
 - 2.3 Identify legal, accounting or other professional advice required to protect best interests of client.
 - 2.4 Advise client of strengths and weaknesses of all tender bids.
 - 2.5 Advise successful and unsuccessful respondents of the outcome of the tender process.
- 3 Award contract.
- 3.1 Determine form of building contract appropriate to size and level of project.
 - 3.2 Establish deliverables, timelines, payment schedule, penalties, insurance and indemnity requirements for contract.
 - 3.3 Consult with contracted builder to establish business relationship and processes to monitor and guide construction.
 - 3.4 Clarify and confirm project plans and specifications with builder.
 - 3.5 Manage constraints and potential risks to ensure the best possible outcomes for the client.
 - 3.6 Assist client to conclude negotiations with preferred contractor ensuring an effective, efficient and transparent process.

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| 4 | Manage completion of building project. | 4.1 | Monitor and report project progress and costs to client in a timely manner. |
| | | 4.2 | Amend plans and specifications with client consent. |
| | | 4.3 | Negotiate contract variations between client and builder. |
| | | 4.4 | Authorise progress and other agreed payments according to performance requirements of contract. |
| | | 4.5 | Investigate, negotiate and mediate disputes or concerns regarding quality, cost or timeliness. |
| | | 4.6 | Meet reporting requirements during project. |
| | | | |
| 5 | Finalise building project. | 5.1 | Confer with builder to correct identified building defects. |
| | | 5.2 | Monitor and report to client corrective actions taken to address defects. |
| | | 5.3 | Prepare final inspection report of building outcomes for client. |

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- reading skills to:
 - interpret and apply complex technical information in contracts and tender specifications
 - analyse tender responses against set criteria
- numeracy skills to monitor project budget
- written and oral skills to communicate appropriately for the audience and situation.

Unit Mapping Information

Supersedes and is not equivalent to CPPBDN8005A Manage the tendering and construction process for a client.

Links

Companion volumes to this training package are available at the VETNet website -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPBDN6105 Manage the tendering and contract administration process for a client

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- developing tender documentation
- evaluating tender submissions for the project
- documenting the management of the contract

for one Class 2-9 building design project, as defined by the National Construction Code (NCC).

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- relevant legislative, industry and organisational requirements:
 - work health and safety (WHS)
 - preparation of specifications
 - contractual requirements and business implications
 - planning requirements, schemes and processes
 - construction materials and methods
 - requirements relating to building design projects:
 - Australian Standards
 - NCC deemed-to-satisfy (DTS) and alternative solution requirements
 - environmental and sustainability requirements
 - local, state and national codes and standards
 - sources of reliable information on compliance requirements
 - methods to monitor progress and quality; and negotiate contract variations
- scope of authority and procedures for contract administration and management
- workplace resource requirements to undertake large and complex projects
- budget and costs:

- business administration and management costs
- business insurances, including professional indemnity insurance
- professional fees to lawyers and accountants
- staff salaries and associated on-costs
- subcontractor costs
- technology costs
- risk management:
 - constraints and potential risks
 - defects due to poor workmanship
 - WHS
 - reliance on gaining timely input from external professionals
 - time delays due to weather, or material or service availability.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations. Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting where these skills and knowledge would be performed. This includes access to:

- computer with internet access and word processing software
- relevant regulations, codes, standards, workplace policies and procedures
- technical references with current information on building design and construction.

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