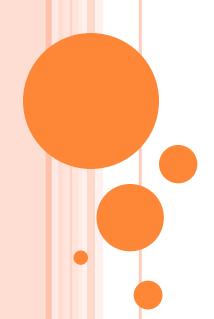
Streamlining Procedures for Major Repairs with Nonrecurrent Grant exceeding \$2 Million Conducted by Direct Subsidy Scheme (DSS) Schools



16 October 2014

1. Workflow for Major Repairs (MR) with Non-recurrent Grant exceeding \$2M for DSS schools

Part 1: Application for non-recurrent grant exceeding \$2M for carrying out MR (1)

	Tasks	Action Parties	Remarks
A . <i>A</i>	Application Process		
	To consider employing a qualified technical advisor	School	Preferably before receiving EDB's call circular letter.
	To issue a call circular letter	EDB	Normally issued in April / May each year.

Part 1: Application for non-recurrent grant exceeding \$2M for carrying out MR (2)

	Tasks	Action Parties	Remarks	
	(i) To complete the application form;	School (preferably with		
	(i) To submit the required documents stated in the call circular letter, • e.g. layout plans with dimensions and locations; and	" the help of Technical Advisor)		
	(iii) To provide copy of previous approval letters (together with lists of the approved items) of all applications approved within the past 5 years			

Part 1: Application for non-recurrent grant exceeding \$2M for carrying out MR (4)

	Tasks			Action Parties	Remarks
	Joint Site Inspection			EDB, ArchSD & School (together with Technical Advisor)	
♦	To inform schools application results.	of	the	EDB	March / April of the following year

Part 2: Procedure for conducting the MR after applications have been approved (1)

Tasks A. Appointment of Architectural /	Action Parties Quantity Su	Remarks rveying Consultants
To prepare 2 tender documents for appointing: (i) an Architectural Consultant; and (ii) a Quantity Surveying (QS) Consultant	School	 To prepare separately at the same time To consider employing a suitably qualified technical advisor under the school-based procurement procedures

Part 2: Procedure for conducting the MR after applications have been approved (2)

	Tasks	Action Parties	Remarks
	To submit to REO (copied to ArchSD) the following documents for comments / advice:	School and EDB	The <u>draft</u> tender documents to ArchSD must be in <u>hardcopy</u> .
	(i) the 2 tender documents; and (ii) the 2 tenderer lists		
•	To incorporate the comments of ArchSD	School	
	REO to approve:	EDB	
	(i) the 2 tender documents; and (ii) the 2 tenderer lists	and ArchSD	

Part 2: Procedure for conducting the MR after applications have been approved (3)

	Tasks	Action Parties	Remarks
	To issue separate "Expression of Interest" (EoI) to invite tenderers for:	School	
	(i) Architectural Consultant; and (ii) QS Consultant		
\	To issue tender documents to those potential tenderers who have expressed interest.	School	

Part 2: Procedure for conducting the MR after applications have been approved (4)

	Tasks	Action Parties	Remarks
	To open tender to assess the proposals returned by potential tenderers.	School	
\(\)	To propose the conforming (i) Architectural Consultant and (ii) QS Consultant with recommended fees for REO's approval.	School	
	To appoint (i) an Architectural Consultant and (ii) a QS Consultant after obtaining REO's approval.	School EDB ArchSD	

Part 2: Procedure for conducting the MR after applications have been approved (5)

Tasks B. Appointment of the Works		Action Parties Contractor	Remarks	
	To prepare the works tender documents. (Basically repeat the steps in Part 2(A).)	School	Prepared by Architectural Consultant & QS Consultant	
\	To appoint a contractor.	School		

Part 2: Procedure for conducting the MR after applications have been approved (6)

	Tasks	Action Parties	Remarks
C.	Making Payment Claims for Ap	proved MR Wo	rks
	To carry out the MR.	Contractor	
	To arrange with REO on the cashflow requirement for payment.	School and EDB	

2. Communication Enhancement among DSS Schools, ArchSD and EDB (1)

Existing Communication

 Communication between DSS schools and ArchSD should be in correspondence via REO.

2. Communication Enhancement among DSS Schools, ArchSD and EDB (2)

Enhanced Communication

- To speed up the process:
 - Correspondence* from schools to REO can be copied to ArchSD as necessary.
 - Correspondence from ArchSD to REO would be copied to DSS schools as necessary.
 - * The draft tender documents intended for ArchSD's vetting must be in hardcopy.
- For schools' subsequent minor revisions, email communication between DSS schools and AchSD might be used. (emails c.c. to REO)

2. Communication Enhancement among DSS schools, ArchSD and EDB (3)

 Provision of contact officer of ArchSD to DSS schools for <u>informal</u> contact / advice.

- Revised version (if any) of tender document template will be provided to DSS schools via REO immediately.*
 - * In case the process is almost complete, schools may negotiate with REO to continue to use the existing version of the tender document template.

3. Non-recurrent Grants for Approved MR Projects

Within budget (but with under-expenditure and over-expenditure of individual items):

Expenditure of each item would still be covered within the approved budget.

THANK YOU!