

What I need from you

Adjudication Quantum Support

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The referral or response being answered **ESSENTIAL**

Why I need it. What is answered, and to what timetable.

Where you'll find it. Whoever is running the adjudication for you holds the served set

Without it. There is nothing to answer and no timetable to work to, so the response cannot start

2. The quantum claimed with its full build-up **ESSENTIAL**

Why I need it. What is claimed and how it was built.

Where you'll find it. Served with the referral; ask for native files if only PDFs arrived, and the request itself is telling

What good looks like. a live spreadsheet, formulae intact, one tab per head.

Without it. There is no method to test, so nothing can be checked or challenged

3. The records behind each head **IMPORTANT**

Why I need it. What supports or undermines each head.

Where you'll find it. Wherever your QS holds them: valuations, variation instructions, site records, allocation sheets and invoices, sorted by head if they already are

Without it. Heads with nothing behind them are answered as unproved rather than positively disproved, which is the weaker response

4. The timetable, with any agreed extension **ESSENTIAL**

Why I need it. The timetable governs the whole exercise.

Where you'll find it. The adjudicator's directions and any extension correspondence, not a date recalled from memory

Without it. There is no date to work backwards from, so no internal deadline can be set with confidence

5. The executed contract or subcontract, with every amendment, schedule and pricing preamble **ESSENTIAL**

Why I need it. The valuation rules each head has to satisfy, which is what the work tests the method against.

Where you'll find it. The job's commercial folder, the order or acceptance correspondence, or whoever is running the adjudication and holds the served set

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Without it. The valuation method cannot be tested against its governing rules. The response is limited to arithmetic and evidence, with that untested method clearly identified.

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.