

What I need from you

Procurement Strategy & Buying Schedule

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 construction programme, with trade start dates **ESSENTIAL**

Why I need it. Every buy-by date is worked back from a site date.

Where you'll find it. Your programme software export, with the revision number and date on it. If it is still moving, say which dates are firm.

Without it. There are no site dates, so no buy-by date can be derived and the schedule has no spine

2. Drawings and specification, at whatever stage **ESSENTIAL**

Why I need it. What is being bought, and where the packages divide.

Where you'll find it. The design team's issue, at whatever stage it has reached. Incomplete is fine and expected; say what stage it is at.

Without it. The packages cannot be drawn, because there is nothing to divide

3. The budget or cost plan, by element or trade **ESSENTIAL**

Why I need it. What each package has to be bought within.

Where you'll find it. Your own cost plan, or the budget held by whoever authorised the works. Send its date and its build-up.

Without it. Packages carry no allowance, so the schedule says when to buy but not what it may cost

4. Any packages already let or committed **ESSENTIAL**

Why I need it. They are out of scope and their boundaries are fixed.

Where you'll find it. Your buying record or order register, with the value and the scope of each as placed.

Without it. A package already let is repackaged on paper, and its interfaces are drawn against a boundary that no longer exists

5. The intended subcontract form, and the enquiry and order periods you normally use **IMPORTANT**

Why I need it. The periods that every buy-by date is worked back through.

Where you'll find it. Your buying department's standard order, and whoever runs the buying can usually say the periods from memory.

Without it. Standard periods are assumed, and every buy-by date on the schedule rests on the practice's assumption rather than your own process

6. Known long-lead items and any directed suppliers IMPORTANT

Why I need it. Lead time, not package value, is what makes a package urgent.

Where you'll find it. Your own experience of the trades on this job, plus anything the design team has flagged. Directed or nominated suppliers usually sit in the employer's requirements.

Without it. Long leads are found by the tenderers rather than by the schedule, which is months too late to act on

7. What the main contract says about subletting IMPORTANT

Why I need it. Some packages cannot be let to whom you like, or not without consent.

Where you'll find it. Your own executed main contract, the subletting and assignment clauses.

Without it. A package is scheduled to a route the main contract does not permit, and the consent period is not in the buy-by date

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.