

**Appendix 2:  
Competition Standard Pool Construction  
Risk Register**

Risk Score **Impact Score:** 1 =Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic **Probability Score:** 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

No.	Risk Description Link to Corporate Obj	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk	
		I	P			I	P	Action:	Outcome required:	Q 1	Q 2	Q 3	Q 4	I	P
					Mitigating Control: Level of Effectiveness: (HML)			Action: Action Owner:	Outcome required: Milestone Date:	⊗	⊗	⊗	⊗		
								Mitigating Control: Control Owner:		⊕	⊕	⊕	⊕		
1	Bidders may decide to withdraw from the tender process projects	4	2	Other more interesting projects  Conflicting work demands	All of the bidders have been provided with a lot of background information about the project and invited to a bidder day. Contact arrangements provided to enable the tender process to be easier to complete	4	2	Action: Accept Action Owner: D Darch  Mitigating Control: Bidders encouraged to bid and are aware of proximity of works Control Owner: Deborah Darch	Outcome required: four bidders submit tenderes  Milestone Date: Tender Return Date – 25 Feb 2011						
2	Selected Contractor is unable to price for all of the required work packages within budget	4	3	Some of the tendered work packages are specialist and there may be limited competition. Price of raw materials changes.	Open book approach. Pre-contract value-engineering. All four bidders have advised that they can deliver to the final contract for the contract sum.	3	3	Action: Avoid Action Owner: Ensure competition is maximised  Mitigating Control:Key message to bidders that competition pool will only go ahead if within budget Control Owner: J Iubbock	Outcome required: bid received within budget  Milestone Date: Contract Award Date – May 2011						

							Jane Lubbock								
3	Delay in the tender process	3	3	Delayed appointment of the contractor, potentially compromising the completion date of the project and exceeds cost and completion date	Careful management of the tender process to keep the project on track.	3	3	Action: Avoid Action Owner: Ensure tender process is kept in track  Mitigating Control: Key message to bidders that competition pool will only go ahead if within budget Control Owner: Jane Lubbock	Outcome required: bid received within budget  Milestone Date: Contract Award Date – May 2011						
5	Potential interface and cost premiums associated with novated specialists. Allocation of work to packages may be informed by the contractor's allocation of risk rather than by the client's interests in terms of quality and so on	3	3	Lack of clarity of where responsibility and accountability lies between professional advisors and lead contractor	Ensure the contract is signed and completed by all parties and fully understood before next phase. All novation to take place as soon as contract is signed	3	2	Action: Avoid Action Owner: Ensure contract documentation is signed by all parties before next phase commences  Mitigating Control: Project manager to ensure all parties understand and agree to contract terms Control Owner: Jane Lubbock	Outcome required: bid received within budget  Milestone Date: Contract Award Date – May 2011						

Comment [i1]: This is rather jargony

