

10 Point Scorecard

		-2 marks	-1 mark	+2 marks
1	Parties Is your Contractor willing to work together (co-operate) and ...	A company with a reputation for claims, running late or incompetence?	A new company, or of unknown financial standing and experience?	A reputable company, of good financial standing, known experience and correctly identified?
2	Works Is the description of the initial works ...	Incomplete or generic, and no reference to works documents?	With some detail, but no reference to works documents?	Complete, detailed, with reference to works documents which clarify elements to be provided?
3	Price Is the price for the initial works ...	Not stated or subject to a limit bearing no relation to the initial works?	Reasonable/proven costs only with no element of profit?	Clearly stated and sufficient for the initial works?
4	Time Are the start and completion dates ...	Unclear, incomplete and unrealistic?	By reference to whole project?	Clear, complete and relating to the initial works only?
5	Quality Are the standards for works, goods, and services ...	Based on fitness for purpose?	By reference to the proposed standard form only?	Based on reasonable skill and care/ or relevant works documents?
6	Risk Are the ground risks ...	Not listed, with no reference to survey, and not allocated?	Listed by reference to site surveys, but not priced?	Known and priced?
7	Limits Is the letter of intent limited to ...	A specific sum or date (unrelated to the initial works)?	No specific limit?	A sum related to the cost of initial works and for the Contractor?
8	Procedures Are the procedures for payment, changes and extensions ...	Included by reference to the full contract?	Unclear or (for payment) rely on the implied statutory procedure?	Clear for payment and change; extension procedure is linked to delay damages?
9	Remedies Is the parties' right to terminate ...	Non-existent?	For the client only on written notice?	For both parties in defined circumstances and on written notice?
10	Aims Does your letter of intent come to an end ...	Yes with a fixed expiry date, not linked to the time to complete the initial works?	No provision for it to end (contractor gets reasonable costs if it continues to provide works)	Ends naturally once initial works are complete, combined with right for parties to terminate
Total Score				

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