Knowledge Modules (KMs)

KM-01 — IMME Enquiry

Applies to: IMME Template 01 — *IMME Enquiry*
Template ID: IMME-ENQ-001   **Version:** V1.0

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1) Purpose

The IMME Enquiry is the **formal Instruction to Tender (ITT)**.
It **sets the rules of engagement**, not just the invitation.

Its purpose is to:

- formally invite pricing

- define **exact submission requirements**

- lock **dates, rules, and behaviours**

- force all tenderers into **IMME-controlled formats**

It is not a marketing letter and not a negotiation tool.

---

2) When to Use (Sequence Gate)

Use **only when**:

- the document register is issued or ready

- tender strategy is confirmed

- IMME Method will be enforced

It **must come before**:

- IMME Clarifications (CL-002)

- IMME Tender Queries (TQ-006)

- IMME Pricing Schedule (PS-005 or Portal)

- IMME Tender Return (TR-007)

Once issued, **rules must not change** except by formal clarification.

---

3) Field-by-Field Guidance (Exact to Template)

Header Section

- **Project Name / Reference / Dates**
  → factual only
  → no "TBC" once issued

- **Decision to Tender / Return Date / TQ Cut-off**
  → these dates govern the entire tender
  → IMME AI will warn users: *changing these later creates risk*

Submission Method

"By Email (exporting excel and PDF versions and formally sending) and by communicating 'full and final' tender submission."

IMME intent:

- no portals unless expressly stated

- no rolling submissions

- no partial returns

Project Context

- **Location / Engaging Party / Package Name**
  → defines responsibility and pricing boundary

- **Tentative Dates**
  → must align with later Fee & Programme (FP-014)

Tender Requirements & Documents

This is the **most critical control section**.

Rules enforced:

- ALL documents are held via **one issued link**

- ALL must be reviewed

- ONLY IMME formats are accepted where stated

IMME AI will enforce:

- no substitutions

- no contractor "preferred formats"

- no omissions

Mandatory IMME Submissions (as listed)

IMME AI will guide users to require **exactly** what is listed, including:

- CL-002 (Clarifications)

- TO-003 (where required)

- PS-005 or IMME Portal Pricing Schedule

- TQ-006

- TR-007

- CR-011

- FP-014

- SUB-017 (only where requested)

No additions unless explicitly stated.

Letter of Tender (Critical Control)

The letter **must only**:

- confirm project name

- confirm tender sum (figures & words)

- confirm currency

- include company details

- be signed by authority

IMME AI will **actively warn**:

Any additional narrative = non-compliance risk.

Scope Understanding Statement

This section:

- enforces **Zero Scope Gap**
- removes "priced but not read" behaviour
- is deliberately strong by design

IMME AI will:

- explain why this exists
- discourage soft or watered-down wording

Strengths / Weaknesses

- **Exactly 3 strengths**
- Honest weaknesses encouraged
- No marketing prose

Purpose: transparency, not sales.

Notes to Ensure Tender Is Well Received

This section **locks commercial behaviour**, including:

- strict pricing schedule adherence
- QSOR alignment
- VE only below the line
- no provisional sums unless expressly allowed
- clarifications must be specific

IMME AI will treat this as **mandatory rules**, not guidance.

Tender Queries (TQs)

- Single formal route only
- Global sharing
- Evidence required

- No personal/company identifiers

IMME AI will block:

- informal emails

- phone clarifications

- private responses

Evaluation & Commercial Criteria

This section:

- defines how tenders will be judged

- removes later subjectivity

IMME AI will:

- remind clients this creates audit protection

- warn against post-return criteria changes

Closing, Authority & Licence

- Issuer must be accountable

- Licence notice must remain unchanged

- Confirms Immercial IP protection

---

4) Good Looks Like

"good" means:

- every field completed

- no narrative creep

- strong commercial tone

- absolute clarity on rules

- no ambiguity for tenderers

IMME AI will repeatedly ask:

"Is this enforcing behaviour, or inviting interpretation?"

---

5) Checks & Controls

Fail immediately if:

- dates missing or inconsistent

- IMME templates not enforced

- letter requirements relaxed

- provisional sums implied

- submission rules unclear

This document succeeds or fails the entire tender.

---

6) Portal & Academy Alignment

- Links to **IMME Portal Pricing Schedule**

- Anchors later templates automatically

- Sets behavioural tone for entire IMME workflow

KM-01 STATUS

✓ Fully artefact-validated
✓ Gold-example aligned
✓ Field-accurate
✓ Ready for IMME AI use
✓ Locked unless template version changes

KM-02 — IMME Clarifications

Applies to: IMME Template 02 — *IMME Clarifications*
Template ID: IMME-CL-002   **Version:** V1.0

---

1) Purpose

IMME Clarifications is the **single, controlled register** for aligning **scope, assumptions, and interpretations** during tendering.
It **records questions and positions**; it does **not** reprice scope or renegotiate terms.

Its purpose is to:

- remove ambiguity before tender return

- create a fair, auditable record

- prevent hidden assumptions

- lock the tender basis at close

---

2) When to Use (Sequence Gate)

Use **after**:

- IMME Enquiry (KM-01) is issued

Use **during**:

- the live tender period, up to the stated cut-off

Must be **closed before**:

- IMME Tender Return (KM-07)

- IMME Levelling (KM-08)

Once closed, **no new entries** are permitted unless the enquiry is formally reissued.

---

3) Field-by-Field Guidance (Exact to Template)

Important: IMME-CL-002 is a **spreadsheet register**. IMME AI will guide users **row-by-row**, not narratively.

Core Register Columns

- **Clarification / Ref No.**
  → unique, sequential, never reused

- **Subject / Package / System**
  → specific (e.g. "LV containment – risers"), never "general"

- **Clarification / Query**
  → one issue per row
  → factual, concise, evidence-led
  → no commercial positioning

- **Response / Position**
  → clear and unambiguous
  → states the position, not an argument

- **Impact (Time / Cost / Scope)**
  → "No impact" must be stated explicitly if applicable
  → do not quantify unless instructed

- **Applies To**
  → all tenderers or named party
  → global sharing is the default

- **Status / Date**
  → open / closed with dates
  → closed means locked

IMME AI will **not** suggest adding columns or free-text notes outside these fields.

---

4) Good Looks Like

"good" means:

- **one issue per line**

- explicit references to drawings/specs

- clear, short responses

- impacts stated plainly

- no blanket exclusions

The gold example shows that **brevity and precision** are the control mechanism.

---

5) Checks & Controls

Fail immediately if:

- "general" or global disclaimers appear
- multiple issues are bundled into one row
- impacts are implied but not stated
- responses are opinion-based
- private responses are issued outside the register

Mandatory behaviour enforced by IMME AI

- Share applicable responses globally
- Close the register at cut-off
- Prevent late additions without reissue
- Prevent use of clarifications to silently reprice

---

6) Portal & Workflow Alignment

- May be mirrored or managed in **IMME Portal comments / voting**
- Final register must reflect the **single source of truth**
- Feeds directly into:
  - IMME Tender Return (KM-07)
  - IMME Levelling (KM-08)

KM-02 STATUS

✓ Fully artefact-validated
✓ Spreadsheet-accurate
✓ Gold-example aligned
✓ No invented fields or behaviour
✓ Ready for IMME AI guidance

Applies to: IMME Template 03 — *IMME Take-Off*
Template ID: IMME-TO-003   **Version:** V1.0

---

1) Purpose

IMME Take-Off is a **structured measurement workbook** used to **record quantities and scope breakdowns** for MEP systems in a consistent IMME format.

It is:

- a **measurement record**

- a **scope transparency tool**

- an **input to later IMME templates**

It is **not** a pricing document and **not** a design narrative.

---

2) When to Use (Sequence Gate)

Use **after**:

- IMME Enquiry (KM-01)

- IMME Clarifications (KM-02), where applicable

Use **when**:

- design information is sufficient to measure

- quantities are required to support pricing or benchmarking

Use **before**:

- IMME Cost Plan (KM-04)

- IMME Pricing Schedule (KM-05)

IMME AI will warn users **not to measure beyond issued information**.

---

3) Sheet-by-Sheet / Field-Accurate Guidance

Important: IMME-TO-003 is an **Excel workbook**. Guidance will follow **existing sheets and columns only**.

System Structure

- Measurement is organised by **MEP systems and sub-systems**

- Users must keep **IMME system hierarchy**

- No re-ordering or bespoke groupings

Quantity Rows

Typical controlled fields include:

- **Description** → clear, measurable, non-ambiguous

- **Unit** → consistent with IMME conventions

- **Quantity** → measured, not assumed

- **Location / Reference** → drawing, spec, or model reference

- **Notes / Assumptions** → only where unavoidable

IMME AI will **not** suggest adding:

- lump-sum rows

- narrative scope statements

- pricing columns

---

4) Good Looks Like

"good" means:

- one measurable item per row

- clean descriptions that can be audited

- consistent units

- references for **every quantity**

- assumptions stated **once**, not repeatedly

The gold example shows that **discipline and repetition control risk**.

---

5) Checks & Controls

Fail immediately if:

- quantities have no reference

- items are described narratively

- units are mixed inconsistently

- scope is measured beyond the enquiry documents

- pricing or rates appear anywhere

IMME AI will actively challenge:

- "for completeness" quantities

- assumed builder's work

- duplicated measurement across systems

---

6) Portal & Workflow Alignment

- Take-Off quantities may:

  - feed IMME Cost Plan

  - inform IMME Pricing Schedule

  - support Substantiation (KM-17) later

- The Take-Off itself remains a **static measurement record**

KM-03 STATUS

✓ Fully artefact-validated
✓ Spreadsheet-accurate
✓ Gold-example aligned
✓ No invented fields or behaviour
✓ Ready for IMME AI guidance

KM-04 — IMME Cost Plan

Applies to: IMME Template 04 — *IMME Cost Plan*
Template ID: IMME-CP-004   **Version:** V1.0

---

1) Purpose

IMME Cost Plan is a **controlled narrative report** that **summarises and explains** outputs produced elsewhere (primarily the **IMME Cost Plan Generator** and related appendices) but the template also0 can be used independently.
The excel template **does not calculate costs** itself, the IMME proprietary software version does.

Its role is to:

- present benchmark-based cost intelligence at the relevant design stage

- explain assumptions, exclusions, and risks **without duplicating data**

- signpost the authoritative appendices that hold the detail

---

2) When to Use (Sequence Gate)

Use **after**:

- scope intent is defined (IMME-SOW-013 where produced)

- clarifications are logged (IMME-CL-002)

- benchmark data is available via the Generator

Use **before**:

- tender pricing (IMME-PS-005 / Portal)

- formal procurement decisions

---

3) Section-by-Section Guidance (Exact to Template)

Front Matter

- **Prepared for / by / date / project** → factual only

- **Overview** → fixed wording referencing the © IMME Cost Plan Generator (do not edit)

Table of Contents

- Fixed structure; do not reorder.

---

1. Executive Summary & Project Description

- Short description of the project **only**

- No pricing narrative; no technical solutions

2. Scope of Works Summary

(Refer to IMME-SOW-013 if produced)

- **Summary only** (or "See attached")

- Do **not** restate drawings/specs

- This section acts as a **signpost**, not a rewrite

3. Clarifications & Exclusions

(Refer to IMME-CL-002)

- Reference the register

- Do not restate items

4. Cost Plan Breakdown

(Refer to appendix: IMME Cost Plan)

- **No tables here**

- All numeric detail lives in the appendix / Generator output

5. Key Risks / Unknowns to Discuss

- **List format** (as provided)

- Risks only; no pricing or mitigation plans

- Keep concise; avoid duplication

6. Programme Overview

(Refer to IMME-FP-014)

- Reference only

- No programme re-narration

7. Other IMME 1–19 Appendices

- List relevant templates **by number and title only**

Closing / Issuance

- Issuer details completed

- Licence text remains unchanged

---

4) Good Looks Like

"Good" means:

- the report is **short and readable**

- all numbers live in appendices

- every section either **summarises** or **references**

- risks are stated plainly, not costed

The gold example shows the Cost Plan as a **navigation document**, not a calculator.

---

5) Checks & Controls

Fail immediately if:

- costs are inserted into the narrative sections

- drawings/specs are rewritten

- appendices are duplicated

- risks are priced or mitigations proposed

IMME AI will enforce:

- reference over repetition

- brevity over narrative

- appendix-led detail

---

6) Portal & Workflow Alignment

- Numeric data sourced from the **IMME Cost Plan Generator**

- Clarifications via **IMME-CL-002**

- Programme via **IMME-FP-014**

- This document **binds the story**, it does not hold the data

---

KM-04 STATUS

✓ Fully artefact-validated
✓ Section-accurate
✓ Gold-example aligned
✓ No invented fields or advice
✓ Ready for IMME AI guidance

KM-05 — IMME Pricing Schedule

Applies to: IMME Template 05 — *IMME Pricing Schedule*
Template ID: IMME-PS-005   **Version:** V1.0

---

1) Purpose

IMME Pricing Schedule is the **controlled pricing workbook** for tendering.
It enforces a **fixed commercial structure** so all tenderers price **exactly the same scope, in the same order**, enabling true like-for-like comparison.

Importantly, this is intended as a secondary option, with the primary approach being the use of the IMME Portal Pricing Software. However, as the portal requires user login and client/company setup, the Excel template is provided to allow wider coverage where this is not practical for the QS practitioner.

It:

- captures **tenderer prices only**

- **does not explain scope**

- **does not negotiate**

- **does not permit structural change**

---

2) When to Use (Sequence Gate)

Use **after**:

- IMME Enquiry (KM-01)

- IMME Clarifications (KM-02), where applicable

- IMME Take-Off (KM-03) and/or IMME Cost Plan (KM-04)

Use **before**:

- IMME Tender Return (KM-07)

- IMME Levelling (KM-08)

Once issued, the structure is **locked**.

---

3) Sheet-by-Sheet / Field-Accurate Guidance

Important: IMME-PS-005 is an **Excel pricing schedule**. IMME AI will guide users **only within existing sheets and columns**.

Pricing Structure

- Rows are **pre-defined IMME scope items**

- Order must **not** be changed

- Descriptions must **not** be edited

Tenderer Input Columns

Typical controlled inputs include:

- **Unit rate**

- **Extended value**

- **Total summary lines**

IMME AI will enforce:

- pricing in **all required cells**

- use of **issued quantities only**

- no hidden build-ups

Options / VE / Below-the-Line Items

- Only permitted **where the template provides space**

- Must be clearly separated from base scope

- No cross-contamination with base pricing

Totals & Summaries

- Calculated fields must **not** be overwritten

- Tender sum is derived, not typed arbitrarily

---

4) Good Looks Like

"good" means:

- every applicable line priced

- no structural edits

- no narrative entries

- options clearly isolated

- totals reconcile automatically

The gold example shows that **discipline equals comparability**.

---

5) Checks & Controls

Fail immediately if:

- rows are added, removed, or reordered

- descriptions edited

- narrative text inserted

- provisional sums added outside permitted fields

- calculations overridden

IMME AI will actively block:

- contractor-preferred formats

- alternative schedules

- pricing outside the template

---

6) Portal & Workflow Alignment

- Where available, the **IMME Portal Pricing Schedule** is the live equivalent

- This Excel artefact remains the **authoritative tender return format**

- Feeds directly into:

  - IMME Tender Return (KM-07)

  - IMME Levelling (KM-08)

KM-05 STATUS

✔ Fully artefact-validated

✔ Spreadsheet-accurate

✔ Gold-example aligned

✔ No invented fields or behaviour

✔ Ready for IMME AI guidance

KM-06 — IMME Tender Query

Applies to: IMME Template 06 — *IMME Tender Query*
Template ID: IMME-TQ-006   **Version:** V1.0

---

1) Purpose

IMME Tender Query is the **formal, controlled register** for raising and responding to tender queries during the enquiry period.

It exists to:

- capture **specific questions**

- issue **formal responses**

- maintain **fairness and auditability**

- prevent informal or private clarification

It is **not** a negotiation tool and **not** a place for commercial positioning.

---

2) When to Use (Sequence Gate)

Use **after**:

- IMME Enquiry (KM-01) is issued

Use **during**:

- the live tender period, up to the stated TQ cut-off

Must be **closed before**:

- IMME Tender Return (KM-07)

- IMME Levelling (KM-08)

Once closed, **no new queries** may be added without formal reissue.

---

3) Field-by-Field Guidance (Exact to Template)

Important: IMME-TQ-006 is an **Excel register**. IMME AI will guide users **row-by-row**, using only the existing columns.

Core Register Columns

- **TQ Ref**
  → unique, sequential, never reused

- **Query Description**
  → one clear question per row
  → factual and concise
  → no compound or multi-part queries

- **Supporting Reference**
  → drawing, spec, or document reference
  → mandatory where available

- **Response**
  → clear, unambiguous position
  → no opinion or negotiation language

- **Impact (if any)**
  → "No impact" must be stated if applicable
  → do not quantify unless expressly instructed

- **Applies To**
  → all tenderers by default
  → exceptions must be explicit

- **Status / Dates**
  → open / closed with dates
  → closed means locked

IMME AI will **not** suggest adding columns, notes, or free-text commentary outside these fields.

---

4) Good Looks Like

"good" means:

- **one question per row**

- references included

- neutral wording

- responses that remove ambiguity

- impacts stated explicitly

The gold example shows that **clarity and discipline** protect the tender process.

5) Checks & Controls

Fail immediately if:

- queries are bundled together

- commercial positions are implied

- responses are informal or verbal

- private responses are issued outside the register

- late queries are accepted without reissue

IMME AI will enforce:

- global sharing where applicable

- strict cut-off adherence

- closure of the register before tender return

6) Portal & Workflow Alignment

- May be mirrored or managed via **IMME Portal comments / voting**

- Final Excel register remains the **authoritative tender record**

- Feeds directly into:

  - IMME Tender Return (KM-07)

  - IMME Levelling (KM-08)

KM-06 STATUS

✔ Fully artefact-validated
✔ Spreadsheet-accurate
✔ Gold-example aligned
✔ No invented fields or behaviour
✔ Ready for IMME AI guidance

KM-07 — IMME Tender Return

Applies to: IMME Template 07 — *IMME Tender Return*
Template ID: IMME-TR-007   **Version:** V1.0

---

1) Purpose

IMME Tender Return is the **formal submission wrapper**.
It **confirms compliance, price, scope understanding, and programme allowances** and lists the **mandatory enclosures**—nothing more.

It is **not** a pricing document, **not** a scope rewrite, and **not** a negotiation letter.

---

2) When to Use (Sequence Gate)

Use **after**:

- IMME Enquiry (KM-01)

- IMME Clarifications (KM-02) and Tender Queries (KM-06) are closed

- IMME Pricing Schedule (KM-05 / Portal) is completed

Must be **issued once only** at tender return.
No amendments after the deadline.

---

3) Section-by-Section Guidance (Exact to Template)

Header / Project Details

- **Project name, reference, company details, date**
  → factual only; must match the enquiry.

Pricing Information

- **Tender sum (figures)** stated here.

- Detailed pricing **must** be via:

  o   IMME Pricing Schedule (Excel/PDF), and

  o   BoQ/SOR **only where applicable and referenced**.

- IMME AI will warn: **no narrative pricing here**.

Scope of Works

- Fixed compliance wording:
    - confirms coverage of the enquiry information set,
    - confirms pricing for all necessary works to meet requirements.
- **Do not rewrite scope**.
- Clarifications are referenced, not repeated.

Clarifications & Exclusions

- Must reference **IMME-CL-002** only.
- No free-text exclusions elsewhere.

Prelims Duration

- **Start/Completion dates** and **weeks allowed** must be populated.
- Dates must align with **IMME-FP-014**.
- IMME AI will challenge missing or inconsistent durations.

Compliance Statement

- Confirms strict compliance.
- Any deviations **must** sit in IMME-CL-002—nowhere else.

Validity Period

- Fixed statement (6 months unless otherwise instructed).

Contact Information

- Named contact for tender queries only.

Enclosures (Critical Control)

The enclosure list is **mandatory and exhaustive**, including:

- IMME-CL-002 (Clarifications)
- IMME-TO-003 (Take-Off, where requested)
- IMME-PS-005 or Portal Pricing Schedule
- IMME-TQ-006
- IMME-TR-007 (this document)
- Company letterhead quotation letter (with director/authorised signatory)

- IMME-CR-011 (Contract Review)

- Quantified SOR aligned to the Pricing Schedule

- IMME-FP-014 (Fee & Programme)

- IMME-SUB-017 **only where requested**

- Scope understanding statement

- **3 key strengths** and **any weaknesses**

IMME AI will **not** allow additions or substitutions.

---

4) Good Looks Like

"Good" means:

- every field completed,

- sums and dates consistent,

- no narrative creep,

- enclosure list fully satisfied,

- director/authorised signatory confirmed.

The gold example shows **discipline and completeness**—nothing extra.

---

5) Checks & Controls

Fail immediately if:

- pricing appears outside the Pricing Schedule,

- scope is rewritten,

- clarifications duplicated,

- enclosures missing,

- submission unsigned or authority unclear.

IMME AI will treat this as a **compliance gate**.

---

6) Portal & Workflow Alignment

- Pricing via **IMME Portal / IMME-PS-005**

- Clarifications & TQs via **IMME-CL-002 / IMME-TQ-006**

- Feeds directly into **KM-08 (Levelling)**

KM-07 STATUS

✓ Fully artefact-validated

✓ Section-accurate

✓ Gold-example aligned

✓ No invented fields or behaviour

✓ Ready for IMME AI guidance

KM-08 — IMME Levelling

Applies to: IMME Template 08 — *IMME Levelling*
Template ID: IMME-LEV-008   **Version:** V1.0

---

1) Purpose

IMME Levelling is a **comparison and normalisation workbook**.
It takes **submitted tender prices** and aligns them to a **common IMME basis** so differences are visible, explainable, and auditable.

It:

- compares **what was priced,** not what should have been priced

- normalises **scope differences only where evidenced**

- preserves original tender positions

It **does not** renegotiate prices and **does not** create value.

---

2) When to Use (Sequence Gate)

Use **after**:

- IMME Tender Return (KM-07) is complete and compliant

- IMME Pricing Schedule(s) are final

Use **before**:

- IMME Recommendation (KM-09)

Levelling must be completed **before any recommendation is drafted**.

---

3) Sheet-by-Sheet / Field-Accurate Guidance

Important: IMME-LEV-008 is an **Excel levelling schedule**. IMME AI will guide users **only within the existing sheets and columns.**

Base Tender Inputs

- **Tenderer name**

- **Submitted tender sum**

- **Reference to Pricing Schedule**

These values are **copied exactly** from tender returns.
IMME AI will warn: **never overwrite original tender sums**.

Adjustments / Normalisation

- **Adjustment description** → factual, specific

- **Reason / reference** → clarification, exclusion, error

- **Value of adjustment** → transparent and evidenced

Rules enforced:

- Adjustments must be **visible**

- One adjustment per line

- No bundled or unexplained changes

Adjusted Tender Totals

- Calculated fields only

- Used for **comparison**, not for agreement

IMME AI will prevent:

- hidden adjustments

- rounding to "preferred" outcomes

- altering formulas

---

4) Good Looks Like

"good" means:

- original tender sums preserved

- few, well-justified adjustments

- clear references to clarifications or scope items

- consistent treatment across tenderers

The gold example shows that **restraint** is the control.

---

5) Checks & Controls

Fail immediately if:

- original tender figures are overwritten
- adjustments lack references
- different rules applied to different tenderers
- totals are manually edited

IMME AI will actively enforce:

- transparency
- consistency
- traceability back to IMME artefacts

---

6) Portal & Workflow Alignment

- Pricing data from **IMME Portal / IMME-PS-005**
- Clarifications from **IMME-CL-002**
- Outputs feed directly into:
  - **KM-09 (IMME Recommendation)**

KM-08 STATUS

✔ Fully artefact-validated
✔ Spreadsheet-accurate
✔ Gold-example aligned
✔ No invented fields or behaviour
✔ Ready for IMME AI guidance

KM-09 — IMME Recommendation

Applies to: IMME Template 09 — *IMME Recommendation*
Template ID: IMME-REC-009   **Version:** V1.0

---

1) Purpose

IMME Recommendation is a **structured professional advisory report**.
It documents the **procurement process undertaken**, the **commercial analysis performed**, and provides a **reasoned recommendation** to support the client's decision.

It:

- explains *how* the outcome was reached

- records *why* one option is preferred

- protects the QS through transparency and audit

It **does not** make the decision and **does not** guarantee outcomes.

---

2) When to Use (Sequence Gate)

Use **after**:

- IMME Levelling (KM-08) is complete

- tender compliance is confirmed

- material risks are understood

Use **before**:

- IMME Contract / Subcontract Agreement (KM-10)

- any instruction to appoint

This document supports a decision; it does not instruct one.

---

3) Section-by-Section Guidance (Exact to Template)

Front Page

- **Prepared for / by / date / project**
  → factual and complete
  → author accountability is critical

Executive Summary

- High-level overview of:
    - tender process
    - analysis undertaken
    - outcome direction
- No new data introduced here
- Must remain neutral and factual

Contents

- Fixed structure
- Do not reorder or rename sections

1. Tender Process Overview

Populate factual data only:

- enquiry issue date
- number of enquiries
- bids received
- bidders who declined

Purpose:

- demonstrate a fair and open process
- create audit protection

2. Bid Evaluation Criteria

- Use the **fixed criteria and weightings** provided
- Do not change percentages unless the enquiry explicitly allowed it
- IMME AI will warn: *changing criteria post-return invalidates fairness*

3. Bid Analysis & Comparison

- Summary table of:
    - submitted bid values
    - plug / allowance adjustments (if applicable)
- No levelling logic explained here — this is **summary only**
- Detailed normalisation remains in **IMME-LEV-008**

---

4. Key Bidder Notes

- Material observations only
- Risk-based, factual
- No opinionated or emotive language

IMME AI will discourage:

- commentary that belongs in levelling or contract review
- repetition of strengths/weaknesses

---

5. Commercial Offer Strengths and Weaknesses

- Short, balanced entries per bidder
- Reflect:
    - capability
    - risk
    - commercial clarity
- Avoid marketing-style praise or criticism

The gold example shows:

- honesty over sales language
- risks stated plainly

---

6. Recommendation

This is the **only place** a recommendation appears.

Rules enforced:

- recommendation must:
  - reference evidence
  - remain non-directive
- wording must preserve client discretion

Mandatory statement (must remain):

"This assessment is provided to support the client's decision-making and should not be interpreted as a directive or guarantee."

---

7. Appendices

- List IMME artefacts only
- Must match the actual documents used
- No external or informal documents listed

Issuance & Acknowledgement

- Issued by / on behalf of / acknowledged by
- Creates a clear record of responsibility and receipt

---

4) Good Looks Like

"Good" means:

- factual tone throughout
- no surprises for the client
- risks clearly stated
- recommendation clearly reasoned but restrained
- full alignment with levelling outputs

The gold example demonstrates **professional restraint**, not advocacy.

---

5) Checks & Controls

Fail immediately if:

- recommendation language becomes directive

- criteria are changed retrospectively

- levelling logic is rewritten here

- risks are softened or omitted

- appendices do not match reality

IMME AI will treat this as an **advisory boundary document**.

---

6) Portal & Workflow Alignment

- Inputs from:

    o IMME-LEV-008

    o IMME-CL-002

    o IMME-TQ-006

    o IMME-PS-005 / Portal

- Outputs feed directly into:

    o **KM-10 (Contract / Subcontract Agreement)**

KM-09 STATUS

✔ Fully artefact-validated
✔ Section-accurate
✔ Gold-example aligned
✔ Advisory (not directive) boundary enforced
✔ Ready for IMME AI guidance

(CONCEPT CONTRACT)

Applies to: IMME Template 10 — *IMME Contract–Subcontract Agreement*
Template ID: IMME-CSA-010   **Version:** V1.0

---

1) Purpose

IMME-CSA-010 is a **plain-language concept contract prototype**.
It exists to:

- demonstrate how contracts *could* be clearer and more digital-ready,

- provide a **discussion, workshop, and design lens**, and

- align contract structure with the **IMME Method artefacts**.

It is **not** an industry-approved contract form.

---

2) Absolute Boundary (Legal & Use Caveat — enforced)

This artefact **must never** be presented or implied as:

- a replacement for **JCT / NEC / FIDIC** or any national standard form,

- a finished or approved legal contract,

- legal advice.

Mandatory IMME AI behaviour
IMME AI will **always state**:

This document may only be used on a live project **after review and approval by the user's own legal advisers**, and recognising that funders, insurers, and counterparties may require standard forms.

This caveat **overrides all other guidance**.

---

3) When to Use (Correct Context)

Use **only**:

- as a **conceptual reference**

- as a **workshop appendix**

- as a **thinking tool** alongside standard contracts

- as a **future-state discussion artefact**

Do **not** use as:

- a default appointment

- a binding agreement without legal adaptation

---

4) Structural Logic (What the Template Is Teaching)

Role-Based Contracting

- Two roles only:

    o **Engaging Party**

    o **Delivering Party**

- This is deliberate to:

    o remove jargon,

    o simplify obligations,

    o enable digital tagging later.

Appendix-Led Control (Critical IMME Alignment)

The contract **does not repeat detail**.
Instead, it **binds to IMME artefacts**, including:

- IMME-SOW-013 (Scope of Works)

- IMME-PS-005 / Portal Pricing Schedule

- IMME-FP-014 (Programme)

- IMME-CR-011 (Contract Review)

IMME AI will reinforce:

The power of this contract is in what it *references*, not what it repeats.

Commercial Mechanics (High-Level Only)

The document:

- defines **where** Contract Sum lives,
- defines **how** variations are valued,
- defines **how** time and payment operate,

but deliberately avoids:

- jurisdiction-specific drafting,
- exhaustive risk allocation.

---

5) Good Looks Like

"Good" means:

- fields completed clearly,
- appendices correctly referenced,
- no attempt to "legalise" the language,
- clear acknowledgement that this is a **prototype**.

The gold example shows **how it might look**, not how it *must* be used.

---

6) IMME AI Guardrails (Non-Negotiable)

IMME AI will:

- repeat the legal caveat whenever KM-10 is discussed,
- refuse to advise on enforceability,
- redirect users to legal advisers for live use,
- frame this document as **thought leadership**, not instruction.

IMME AI will **not**:

- compare it clause-by-clause with JCT/NEC/FIDIC,
- recommend it as a replacement,
- suggest it is "better" legally.

---

7) Method Positioning (Why KM-10 Exists)

KM-10 exists to:

- show how IMME artefacts could integrate into contracts,
- help the industry imagine clearer structures,
- support future engagement with standard-form bodies.

It is **aspirational by design**.

KM-10 STATUS

✔ Fully artefact-validated
✔ Legal boundary locked
✔ Gold-example aligned
✔ IMME AI guardrails enforced
✔ Ready for controlled educational use

Applies to: IMME Template 11 — *IMME Contract Review*
Template ID: IMME-CR-011   **Version:** V1.0

---

1) Purpose

IMME Contract Review is a **commercial risk review register**, not a legal review. It records **what a QS sees**, **why it matters commercially**, and **what should be escalated**.

It:

- flags commercial and delivery risk

- checks alignment with the tender outcome

- creates an audit trail of issues raised

It **does not interpret law**.

---

2) When to Use (Sequence Gate)

Use **when**:

- a draft head contract or subcontract is issued

- amendments or Z-clauses are proposed

- commercial alignment needs checking

Use **before**:

- contract execution

- reliance on contractual terms in delivery

This document **supports escalation**; it does not resolve legal matters.

---

3) Field-by-Field Guidance (Exact to Template)

Important: IMME-CR-011 is an **Excel register**. IMME AI will guide users **row-by-row only,** using existing columns.

Core Columns

- **Clause / Reference**
  → exact clause number or schedule reference
  → no general statements

- **Issue Identified**
  → factual description of the clause or amendment
  → no legal interpretation

- **Commercial Risk / Impact**
  → explain *why it matters commercially*
  → cost, time, cashflow, delivery risk

- **QS Commentary**
  → plain-English commercial view
  → must stop short of legal advice

- **Recommended Action**
  → typically:

    o "seek legal advice"

    o "clarify intent"

    o "align with tender"
      → not "accept / reject"

- **Status / Owner**
  → open / closed
  → who is responsible for next action

IMME AI will **not** suggest adding legal opinions or redrafting language.

---

4) Good Looks Like

"Good" means:

- issues are specific and clause-referenced

- risks are explained commercially

- legal escalation is explicit

- commentary is calm and factual

The gold example shows **professional restraint** — spotting risk without overstepping competence.

5) Checks & Controls

Fail immediately if:

- clauses are summarised without reference

- legal advice is implied

- issues are bundled together

- risks are described vaguely ("unacceptable", "bad contract")

IMME AI will enforce:

- commercial language only

- escalation over interpretation

- one issue per row

6) Portal & Workflow Alignment

- May be logged or mirrored in **IMME Portal contract records**

- Feeds into:

  - KM-10 (Contract–Subcontract Agreement) discussion

  - KM-12 (Interface Responsibility Matrix), where scope risk is identified

KM-11 STATUS

✓ Fully artefact-validated
✓ Spreadsheet-accurate
✓ Gold-example aligned
✓ Non-legal boundary enforced
✓ Ready for IMME AI guidance

KM-12 — IMME Interface Responsibility Matrix

Applies to: IMME Template 12 — *IMME Interface Responsibility Matrix*
Template ID: IMME-IRM-012   **Version:** V1.0

---

1) Purpose

IMME Interface Responsibility Matrix (IRM) is a **boundary-definition register**.
It explicitly records **who is responsible for what at every interface**, so nothing is assumed, duplicated, or omitted.

It exists to:

- eliminate scope gaps and overlaps

- protect pricing and delivery

- support contract alignment

- reduce claims caused by unclear interfaces

It is **not** a design document and **not** a coordination drawing.

---

2) When to Use (Sequence Gate)

Use **when**:

- scope interfaces exist between trades, packages, or parties

- contracts are being finalised or reviewed

- delivery risk from interface ambiguity is present

Typically follows:

- IMME Contract Review (KM-11)

- IMME Scope of Works (KM-13), where produced

May be updated if interfaces change via instruction.

---

3) Field-by-Field Guidance (Exact to Template)

Important: IMME-IRM-012 is an **Excel register**. IMME AI will guide users **row-by-row**, using only the existing columns.

Core Columns (as used in the artefact)

- **System / Interface Description**
  → precise definition of the interface
  → physical or functional boundary only

- **Party A Responsibility**
  → specific task or obligation
  → avoid "shared" without explanation

- **Party B Responsibility**
  → complementary or receiving obligation

- **Design Responsibility**
  → who designs what (if applicable)

- **Supply Responsibility**
  → who provides materials/equipment

- **Install Responsibility**
  → who installs or integrates

- **Testing / Commissioning Responsibility**
  → explicit allocation (often overlooked)

- **Notes / Assumptions**
  → minimal
  → only where required to remove ambiguity

IMME AI will **not** suggest adding new responsibility categories or narrative explanations outside these fields.

---

4) Good Looks Like

"good" means:

- every interface has **clear ownership**

- responsibilities are **singular and explicit**

- assumptions are rare and precise

- commissioning responsibilities are always addressed

The gold example shows that **clarity beats completeness**.

---

5) Checks & Controls

Fail immediately if:

- interfaces are described vaguely

- responsibilities are left as "by others"

- testing/commissioning is omitted

- assumptions are used to mask uncertainty

IMME AI will enforce:

- one interface per row

- explicit ownership

- alignment with Scope of Works and Contract Review findings

---

6) Portal & Workflow Alignment

- May be managed or mirrored within **IMME Portal interface records**

- Feeds into:

  o KM-13 (Scope of Works) refinement

  o KM-16 (Variation Instruction) if interfaces change

  o KM-19 (CVR) where interface issues create cost risk

KM-12 STATUS

✔ Fully artefact-validated
✔ Spreadsheet-accurate
✔ Gold-example aligned
✔ No invented responsibilities
✔ Ready for IMME AI guidance

KM-13 — IMME Scope of Works

Applies to: IMME Template 13 — *IMME Scope of Works*
Template ID: IMME-SOW-013   **Version:** V1.0

---

1) Purpose (Locked to Your Intent)

IMME-SOW-013 is a **scope boundary and reference document**.

It exists to:

- define *what is in / out* at a high level
- link together drawings, specs, schedules, registers
- remove ambiguity caused by fragmented information
- provide a **single narrative anchor** across documents

It **must not**:

- duplicate design information
- restate specifications
- reinterpret drawings
- become a contractual risk transfer document

The Scope of Works should act as the glue between documents, not another competing asset.

---

2) Core Rule (Critical IMME AI Enforcement)

The Scope of Works is subordinate and referential.

IMME AI will enforce:

- references over repetition
- escalation over interpretation
- brevity over completeness

Where information already exists:

- **link it**
- **reference it**
- **do not rewrite it**

3) How the Template Is Actually Used

Sections 1–2 (Project Info & Purpose)

- Factual population only

- Confirms jurisdiction neutrality

- Reinforces that the **Contract prevails**

No interpretation allowed.

Section 3 — Description of the Works

IMME AI will enforce:

- short, component-based descriptions

- no design language

- no performance criteria unless explicitly instructed

- no scope creep

"Good" =

"Supply and installation of [system], inclusive of commissioning, in accordance with the referenced documents."

Sections 4–7 (Deliverables & Information Exchange)

These sections:

- **signpost** where information lives

- do not recreate document registers

- do not list every drawing/spec again

- refers to the document register

- avoids duplication
  This behaviour is now **mandatory**.

Section 8 — Interfaces

Must align with:

- **IMME-IRM-012 (Interface Responsibility Matrix)**

IMME AI will:

- discourage narrative interfaces
- push interface clarity into the IRM
- keep SoW interfaces short and referential

Sections 9–14 (Standards, Quality, HSE, Temporary Works, Handover)

These sections are:

- descriptive
- expectation-setting
- **explicitly non-contractual**

IMME AI will block:

- penalties
- obligations
- acceptance criteria
- risk allocation language

---

4) Optional Modules (1–18) — How IMME AI will Treat Them

Modules are:

- **opt-in**
- **scope-only**
- **task-descriptive**
- never mandatory by default

IMME AI will:

- ask *whether* a module applies
- not auto-populate modules

- not imply unused modules apply

---

5) Sign-Off, Version Control & Notes

- Sign-off = **acknowledgement**, not agreement

- Version control = mandatory when scope changes

- "Notes for Users" = governance guardrail

IMME AI will actively reference the **Notes for Users** when guiding students.

---

6) What IMME AI will Actively Prevent (Non-Negotiable)

IMME AI will **stop users** if they attempt to:

- restate drawings/specs

- insert commercial terms

- include payment, delay, or entitlement wording

- convert the SoW into a pseudo-contract

- "solve" design discrepancies inside the SoW

Instead, IMME AI will:

- point to the document register

- escalate via TQ / Clarification

- reference the controlling document

KM-13 STATUS

✓ Fully artefact-validated
✓ Aligned to the "glue not duplicate" principle
✓ Gold-example behaviour enforced
✓ Clear AI guardrails locked
✓ Ready for IMME AI guidance

Applies to: IMME Template 14 — *IMME Fee & Programme*
Template ID: IMME-FP-014   **Version:** V1.0

1) Purpose

IMME Fee & Programme is a **commercial alignment register**.
It records **agreed fee structure and programme allowances** in a clear, auditable format so time, scope, and payment assumptions are visible.

It:

- documents *what has been allowed*

- aligns commercial fee with programme duration

- provides a baseline for later change discussions

It **does not** determine entitlement, assess delay, or price change.

2) When to Use (Sequence Gate)

Use **when**:

- fee or preliminaries are being agreed

- programme duration affects commercial allowance

- pre-construction or construction periods are defined

Use **before**:

- contract execution

- reliance on programme-based entitlement

This document records **assumptions**, not outcomes.

3) Field-by-Field Guidance (Exact to Template)

Important: IMME-FP-014 is an **Excel worksheet**. IMME AI will guide users **only within the existing rows and columns**.

Fee Information

- **Fee basis** → as agreed (lump sum / time-based / other)
- **Fee breakdown** → populated only where the template provides space
- **Inclusions / exclusions** → short, factual, non-interpretive

IMME AI will **not** suggest:

- alternative fee models
- entitlement wording
- commercial justification narrative

Programme Information

- **Start date / completion date**
- **Duration (weeks)**
- **Key milestones** (where fields exist)

Rules enforced:

- dates must align with enquiry / tender return
- durations must be explicit
- "TBC" should be avoided once agreed

Notes / Assumptions

- Used only to:
  - state known assumptions
  - highlight dependencies (information release, approvals)
- Must remain **neutral and factual**

IMME AI will prevent:

- risk transfer language
- delay entitlement wording
- blame or causation statements

---

4) Good Looks Like

"good" means:

- fees and durations clearly stated
- assumptions visible but minimal
- no narrative justification
- no overlap with Scope of Works or Contract Review

The gold example shows **clarity without advocacy**.

---

5) Checks & Controls

Fail immediately if:

- programme logic is explained narratively
- entitlement is implied
- durations are inconsistent with tender return
- assumptions are vague or defensive

IMME AI will enforce:

- recording, not arguing
- alignment with IMME-TR-007
- discipline in wording

---

6) Portal & Workflow Alignment

- Programme data may align with **IMME Portal schedules**
- Feeds into:
    - KM-15 (Notification of Delay & Early Warning) as a **baseline**
    - KM-18 (Application / Certification & Cashflow) for time-based alignment

---

KM-14 STATUS

✔ Fully artefact-validated

✔ Spreadsheet-accurate

✔ Gold-example aligned

✔ Entitlement neutrality enforced

✔ Ready for IMME AI guidance

KM-15 — IMME Notification of Delay & Early Warning

Applies to: IMME Template 15 — *Notification of Delay & Early Warning*
Template ID: IMME-DEW-015   **Version:** V1.0

---

1) Purpose

IMME-DEW-015 is a **formal notice document**.

Its sole purpose is to:

- **notify** the client/engaging party of a delay event or risk,

- **preserve contractual position** through timely notice,

- provide early visibility of **programme and potential cost impact**.

It is **not**:

- a claim,

- a valuation,

- a substantiation document,

- or a negotiation tool.

---

2) When to Use (Sequence Gate — corrected and locked)

Use **as soon as a delay or risk is identified**, not when full impact is known.

It may be used:

- before variations are instructed,

- before substantiation exists,

- before costs are firm.

This artefact is about **timing and notice**, not completeness.

---

3) Section-by-Section Guidance (Exact to Template)

Front Information

- **Project name / reference / report date / EWN number**
  → factual and complete
  → EWN reference must be unique and sequential

IMME AI will warn: late or undated notices weaken position.

---

1. Delay Overview

Populate **only factual summaries**:

- what the delay is
- when it occurred
- what activity is affected
- where the impact is located
- estimated duration (if known)
- impacted key dates
- reference to the contract programme
- relevant contract clauses

IMME AI will prevent:

- blame language
- entitlement assertions

---

2. Cause of Delay

- **Immediate cause** → factual ("what happened")
- **Contributing factors** → optional, brief, factual

No argument, no opinion, no mitigation narrative here.

---

3. Impact on Programme and Key Dates

This section:

- uses the **table provided**
- links activities to planned vs revised dates
- shows **time impact only**

Links only (programme extract, photos, correspondence)

The **Detailed Impact Narrative** must:

- explain logic briefly

- not assert entitlement

- not price the impact

---

4. Mitigation Measures Undertaken

Purpose:

- demonstrate reasonable behaviour

- show engagement, not admission

IMME AI will enforce:

- factual description of actions explored or taken

- no guarantees

- no obligation acceptance

The standard note ("beyond our control…") must remain unchanged.

---

5. Forecast Budget Cost Implications (Critical Control)

This section is:

- **forecast only**

- explicitly **subject to substantiation later**

IMME AI will enforce:

- use of the categories provided only

- estimated figures clearly identified as provisional

- no attempt to agree cost here

This section **does not replace KM-17 (Substantiation)**.

---

6. Supporting Documentation

- Links only (programme extract, photos, correspondence)

- No attachments embedded

- "TBC" acceptable where evidence is still being assembled

---

7. Conclusion and Next Steps

This section:

- requests acknowledgment

- confirms ongoing monitoring

- does **not** request approval of value or entitlement

The wording is intentionally neutral and must not be strengthened.

Acknowledgment Section

- Issued by / acknowledged by fields create a **record trail**

- Acknowledgment ≠ acceptance of entitlement

IMME AI will reinforce this distinction.

---

4) Good Looks Like

"Good" means:

- issued early

- factual and calm tone

- clear programme linkage

- forecast costs clearly provisional

- no legal or commercial overreach

The gold example shows **notice discipline**, not claims behaviour.

---

5) Checks & Controls

Fail immediately if:

- entitlement is asserted

- blame language is used

- costs are presented as agreed

- mitigation is framed as obligation

- notice is issued late without explanation

IMME AI will treat this as a **protective notice**, nothing more.

---

6) Portal & Workflow Alignment

- May be logged in **IMME Portal notifications**

- Feeds into:

    o KM-16 (Variation Instruction), if change is instructed

    o KM-17 (Substantiation), if impact is pursued

    o KM-18 (Application / Certification), if time/cost later agreed

---

KM-15 STATUS

✓ Fully artefact-validated

✓ Section-accurate

✓ Gold-example aligned

✓ Notice-only boundary enforced

✓ Ready for IMME AI guidance

KM-16 — IMME Variation Instruction

Applies to: IMME Template 16 — *Variation Instruction*
Template ID: IMME-VI-016   **Version:** V1.0

---

1) Purpose

IMME-VI-016 is a **formal instruction to proceed**.

It:

- instructs that work **is to be carried out**

- records **what has changed**

- triggers the requirement for **substantiation**

- preserves contractual position

It **does not**:

- agree value,

- agree time,

- confirm entitlement.

The instruction notice at the end is the **controlling clause**.

---

2) When to Use (Sequence Gate — locked)

Use **only when**:

- authority to instruct exists

- the change must proceed

- work cannot wait for valuation

It may be issued:

- before valuation,

- before substantiation,

- before entitlement is established.

It must exist **before:**

- IMME Substantiation (KM-17),

- inclusion in Applications (KM-18).

---

3) Section-by-Section Guidance (Exact to Template)

Front Information

- **Project / reference / VI number / date**
  → all mandatory
  → VI reference must be used in all downstream documents

- **Recipient details**
  → company, named contact, email
  → ensures traceability

Subject & Instruction Paragraph

The fixed wording:

"please consider this as formal instruction to proceed..."

IMME AI will:

- preserve this wording,

- explain that this is the **legal trigger**, not a negotiation.

---

1. Summary of the Variation

- **Original Scope**
  → short factual description
  → what was previously required

- **Revised / Additional Scope**
  → what is now required
  → no pricing, no justification

IMME AI will prevent:

- background narrative

- blame or cause discussion

---

2. Supporting Documentation

- Links only (drawings, specs, instructions)

- No attachments embedded

- Reference clarity is critical

---

3. Required Actions (Critical Section)

This section **instructs behaviour**, not discussion.

The recipient is required to:

- reference the VI number

- submit full cost breakdown

- submit invoices / quotations

- advise on time impact

- meet the stated submission deadline

IMME AI will:

- explain that **failure delays review**, not entitlement

- reinforce that substantiation is mandatory

---

4. Payment & Application Instructions

Purpose:

- ensures downstream alignment

Rules:

- VI reference must appear in:
    - application
    - variation summary

- substantiation must accompany valuation

IMME AI will prevent:

- applications without substantiation
- "rolled-in" values

Instruction Notice (Most Important Control)

This notice:

- explicitly states **no agreement of entitlement**
- preserves the issuer's position
- allows instruction for:
    - scope change
    - defect rectification
    - coordination

IMME AI will:

- always highlight this section
- explain why it protects both parties
- prevent users from weakening it

Issuance & Acknowledgement

- Issued by = authority
- Acknowledged by ≠ acceptance of entitlement
- Creates a clean audit trail

---

4) Good Looks Like

"Good" means:

- scope described clearly and briefly
- VI number referenced everywhere
- no value discussed
- firm submission deadline

- instruction notice left untouched

The gold example shows **clarity without concession**.

---

5) Checks & Controls

Fail immediately if:

- pricing is included
- entitlement language is added
- instruction notice is altered
- work proceeds without VI reference

IMME AI will treat this as a **one-way instruction**, not a dialogue.

---

6) Portal & Workflow Alignment

- VI may be logged in **IMME Portal**
- Feeds into:
    - KM-17 (Substantiation)
    - KM-18 (Application / Certification)
    - KM-19 (CVR) once costed

KM-16 STATUS

✔ Fully artefact-validated
✔ Authority boundary enforced
✔ Gold-example aligned
✔ Instruction notice protected
✔ Ready for IMME AI guidance

Applies to: IMME Template 17 — *Substantiation*
Template ID: IMME-SUB-017   **Version:** V1.0

---

1) Purpose

IMME-SUB-017 is a **formal substantiation and agreement request** for a **specific instructed variation**.

It exists to:

- explain **what changed** (briefly),

- signpost **where the costs sit** (not re-calculate them),

- collate **supporting evidence**, and

- enable **commercial agreement** where appropriate.

It is **not**:

- a pricing schedule,

- a valuation workbook,

- a negotiation narrative,

- or a claim document.

---

2) When to Use (Sequence Gate — locked)

Use **only after**:

- a **Variation Instruction** has been issued (IMME-VI-016), **or**

- a change is otherwise contractually recognised and needs agreement.

It may be used:

- before costs are fully agreed,

- while programme impact is still indicative,

- in parallel with Applications (KM-18).

It is **not required** for routine interim valuations.

---

3) Section-by-Section Guidance (Exact to Template)

Header Information

- **Variation Number Reference** → must match IMME-VI-016

- **Subject** → short, descriptive title only

IMME AI will enforce **one substantiation per variation reference**.

---

1. Variation Overview

Populate **only factual summaries**:

- **Original Scope Allowed for**
  → what was previously included (short)

- **Revised / Additional Scope Required**
  → what changed (short)

- **Reason for Variation**
  → neutral cause (e.g. design change)

- **Relevant Contract Clauses**
  → clause numbers only

- **Requested By / Other Info**
  → factual origin only

IMME AI will block:

- blame language,

- entitlement assertions,

- narrative justification.

---

2. Costs (Critical Control)

This section is **deliberately minimal**.

The template explicitly states:

"Refer to the applicable VO tab held in our latest / live application for payment."

IMME AI will enforce:

- **no cost build-ups here**

- **no rate analysis**

- **no recalculation**

This section **signposts**, it does not calculate.

---

3. Supporting Documentation

Purpose:

- evidence collation, not repetition.

Rules:

- documents may be attached **or** linked

- list only what is relevant

- ensure references are clear

IMME AI will discourage:

- excessive attachments,

- unrelated correspondence,

- duplication of information already held elsewhere.

---

4. Programme Impact

Populate **only what is known**:

- time impact statement (e.g. "one week delay")

- link to programme evidence where available

IMME AI will prevent:

- entitlement wording,

- causation argument,

- mitigation debate.

---

5. Conclusion & Request for Agreement

This section:

- **requests review and agreement**
- states a **proposed** variation value
- acknowledges contractual process

IMME AI will enforce:

- "proposed" ≠ "agreed"
- neutral, professional tone
- no pressure language

---

6. Client Sign-Off

- **Acknowledged by**
- **Agreed sum**
- **Date**
- **Authority confirmation**

This is the **only place** agreement is recorded.

IMME AI will reinforce:

Signature = agreement of value, not admission of liability.

Issuance Details & Licence

- Issued by / title / company → mandatory
- Licence text must remain **unchanged**

---

4) Good Looks Like

"Good" means:

- concise scope descriptions,
- costs referenced, not rebuilt,
- evidence clearly listed,

- programme impact stated simply,

- agreement recorded cleanly.

The gold example demonstrates **process discipline**, not argument.

---

5) Checks & Controls

Fail immediately if:

- costs are re-explained or rebuilt,

- entitlement is argued,

- unrelated documents are attached,

- variation reference is missing or inconsistent,

- agreement language appears outside Section 6.

IMME AI will treat this as an **agreement-enabling document**, not a claim.

---

6) Portal & Workflow Alignment

- Cost detail lives in **IMME Application / VO / Cashflow (KM-18)**

- Evidence may be stored or linked via **IMME Portal**

- Outputs may feed into:

    o KM-18 (Certification),

    o KM-19 (CVR), once agreed.

KM-17 STATUS

✓ Fully artefact-validated
✓ Section-accurate
✓ Gold-example aligned
✓ Cost signposting (not calculation) enforced
✓ Ready for IMME AI guidance

KM-18 — IMME Application, VO, Certification & Cashflow

Applies to: IMME Template 18 — *Application, VO, Certification & Cashflow*
Template ID: IMME-AVCC-018   **Version:** V1.0

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1) Purpose

IMME-AVCC-018 is a **live commercial control workbook**.
It records, in one place:

- **applications for payment**,

- **variation valuation tracking**,

- **certified amounts**, and

- **cashflow visibility**.

It **does not** determine entitlement and **does not** calculate scope.

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2) When to Use (Sequence Gate — locked)

Use:

- throughout the delivery phase,

- at each valuation cycle,

- whenever applications or variations are being tracked.

It may:

- run **in parallel** with substantiation (KM-17),

- include **unagreed** values (clearly identified),

- update progressively.

It does **not** require substantiation to exist before use.

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3) Sheet-by-Sheet / Field-Accurate Guidance

Important: IMME-AVCC-018 is an **Excel workbook**. IMME AI will guide users **only within the sheets, rows, and columns provided.**

Application / Valuation Areas

- **Application reference & period**

- **Value claimed this period**

- **Cumulative value**

- **Previously certified value**

- **Net application**

Rules:

- values must trace back to:

    o   pricing schedule,

    o   agreed variations,

    o   substantiated items where applicable.

- no narrative justification here but brief comments can be held in support.

Variation (VO) Tracking

- **Variation reference** → must match IMME-VI-016

- **Status** → instructed / submitted / agreed

- **Value claimed / agreed**

IMME AI will enforce:

- one variation per line,

- clear separation between *claimed* and *agreed*,

- no hidden roll-ups.

Certification Section

- **Certified value**

- **Adjustments / deductions**

- **Retention where applicable**

Rules:

- certification is a **separate act** from application,

- certified ≠ claimed,

- certification must be explicit.

Cashflow Forecast

- **Forecast vs actual**

- **Future projections**

- **Timing alignment**

IMME AI will:

- treat this as visibility only,

- not advise on manipulation or smoothing.

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4) Good Looks Like

"Good" means:

- claimed, certified, and forecast values clearly separated,

- variation references consistent throughout,

- no arithmetic overrides,

- rolling clarity from one period to the next.

The gold example demonstrates **discipline and traceability**, not speed.

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5) Checks & Controls

Fail immediately if:

- values are entered without reference,

- agreed and unagreed sums are mixed,

- formulas are overwritten,

- variations are embedded into base values.

IMME AI will actively challenge:

- unsupported figures,

- rolled-in claims,

- unclear status labelling.

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6) Portal & Workflow Alignment

- Mirrors **IMME Portal applications and cashflow**

- Feeds directly into:

  - KM-19 (CVR),

  - final account processes.

This workbook is the **commercial heartbeat** of delivery.

KM-18 STATUS

✓ Fully artefact-validated
✓ Spreadsheet-accurate
✓ Gold-example aligned
✓ Parallel-use logic enforced
✓ Ready for IMME AI guidance

KM-19 — IMME Cost Value Reconciliation

Applies to: IMME Template 19 — *Cost Value Reconciliation*
Template ID: IMME-CVR-019   **Version:** V1.0

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1) Purpose

IMME-CVR-019 is a **high-level commercial snapshot**, not a cost model.

It exists to:

- present a **summary position** at a point in time,
- reconcile **cost incurred vs value recognised**,
- provide management visibility,
- support internal reporting and discussion.

It **does not**:

- calculate costs,
- forecast in detail,
- replace applications or cashflow,
- act as a risk register.

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2) Core Design Principle (Locked)

The CVR is intentionally sparse.

The template:

- contains **minimal fixed fields**,
- relies on **manual below-the-line summary updates**,
- pulls content from:
    - IMME-AVCC-018 (Application / VO / Certification & Cashflow),
    - agreed variations,
    - known commitments.

This is deliberate and correct.

IMME AI will **never** attempt to "enhance" or expand this template.

3) How the Template Is Actually Used (Artefact-Accurate)

Important: IMME-CVR-019 is an **Excel summary sheet**.
IMME AI guidance must be **process-based**, not data-inventive.

Upper Section (Fixed Structure)

- **Contract value**

- **Adjusted contract value**

- **Cost to date**

- **Value to date**

- **Margin position**

Rules:

- figures are **copied or referenced**, not calculated here,

- sources must be identifiable,

- formulas (where present) must not be overridden.

Below-the-Line Commentary (Critical Control)

This is the **primary working area**.

It is used to:

- explain movements since last CVR,

- summarise key changes,

- highlight notable variances.

IMME AI will enforce:

- concise narrative only,

- reference to upstream documents,

- no new data generation,

- no duplication of application detail.

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4) What IMME AI WILL and MUST NOT Do (Non-Negotiable)

IMME AI WILL:

- explain **where numbers come from** (applications, certifications, agreed variations),
- guide users on **updating the summary commentary**,
- reinforce CVR as a **reflection**, not a calculator.

IMME AI WILL NOT:

- suggest adding risk allowances,
- invent forecast fields,
- request cost breakdowns,
- advise on margin manipulation,
- imply the CVR is incomplete because it is "light".

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5) Good Looks Like

"Good" means:

- numbers align with the latest application/certification,
- commentary explains movement clearly,
- no unexplained swings,
- no attempt to restate detail held elsewhere.

The gold example demonstrates **discipline through restraint**.

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6) Checks & Controls

Fail immediately if:

- figures cannot be traced back,
- CVR is treated as a planning tool,
- commentary becomes speculative,
- additional sheets or fields are added.

IMME AI will protect the **fixed 01–19 suite integrity**.

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7) Portal & Workflow Alignment

- CVR reflects outputs from:
    - **IMME Portal applications & cashflow**
    - agreed variation records
- It closes the IMME commercial loop:
    - visibility, not control.

KM-19 STATUS

✓ Fully artefact-validated
✓ Minimalist design respected
✓ Gold-example behaviour enforced
✓ No over-advising risk
✓ Ready for IMME AI guidance