

APPENDIX 8.2 CHANGE OF CORE PERSONNEL IN THE CONSULTING TEAM

The procedures promulgated via SDEV's memorandum ref. DEVB(PS) 106/42 dated 14 January 2013 are appended below:

In view of the significant input by core personnel of the consultant's team and the impact of their leaving the team, the consultant should report as soon as possible to the Director's Representative (DR) when a core personnel such as the project manager, partner in charge, project director, or specialist, needs to be changed and propose for the DR's approval a revised arrangement. Prior to approving a consultant's proposal for changes of core personnel, the DR shall prepare a submission stating clearly that he is satisfied that the core personnel leaving the company is due to genuine and unavoidable grounds, and the revised staffing arrangement is equivalent to or better than the person(s) being replaced in the original Technical Proposal of the consultant, in terms of qualifications, experience, and competence. An assessment/comparison of the core personnel involved should be done by using the proforma at Annex A. The following approval procedure shall be followed by departments when dealing with proposed change of core personnel in the consulting team in respect of the following cases:

- (a) For cases of core personnel leaving the company (including retirement and resignation) or leaving the post and duties for a prolonged period due to family or medical reasons.

A D2 (or above) officer assigned by the Head of Department (HoD) shall consider the submission and, if deemed appropriate, give an approval for the application.

- (b) For all other cases

The DR shall forward the submission to a D2 (or above) officer, who shall consider the submission and make a recommendation to the HoD. Then the HoD may personally give an approval for the application.

If the consultant's proposal for a change of core personnel is not accepted, the consultant shall either adhere to their original staffing proposal or submit another proposal to the procuring department for consideration.

Departments shall be required to submit annual return on approved cases.

This proforma should be completed and appended to the submission to a D2 Officer or above / the Head of Department

Proposal for Change of Core Personnel in Consulting Team

Assessment/Comparison of the Core Personnel

Agreement No . : _____

Position of Core Personnel : _____

Proposed Date of Change : _____

	<u>Existing Core Personnel in the original Technical Proposal of the consultant</u>	Proposed Replacement
Name of Personnel		
Academic Qualifications		
Professional Qualifications		
Years of Relevant Experience		
Other Remarks <small>(See Note 1)</small>		

Note 1

In addition to direct comparison of academic & professional qualifications and years of relevant experience, please demonstrate in the “Other Remarks” row that the revised staffing arrangement is equivalent or better than the person(s) in the original Technical

Proposal of the consultant~~being replaced.~~