



COMMERCIAL CONTROL KIT™ • STAGE 06 • THE DROP

The Drop™

Submission Pack Assembly

The pack that lands on the assessor's desk. Narrative, evidence, valuation and programme — compiled, formatted, checked and sent. Every submission follows the same structure. Every assessor gets the same quality.

PROJECT

Crestfield Distribution Centre — Phase 2 M&E

CONTRACT

NEC4 ECC Option A · £3,814,200

PERIOD

Month 7 of 12 · May 2026



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Pack 04 / 09 · Commercial Control Kit™ · © 2026 Built AI Ltd **BUILT AI**

CCK WORKFLOW

1 The Radar



2 The Clock



3 The Case



4 The File



5 The

— WHAT THE DROP DOES

Compile. Format. Check. Send.

The Drop takes everything the previous five stages produced — the classification from The Radar, the notice trail from The Clock, the narrative from The Case, the evidence bundle from The File, the valuation from The Count — and compiles it into a single, structured submission pack formatted to the PM's submission template. Before it goes out, a final pre-submission check confirms every element is present, consistent and reconciled.

The Drop also manages the monthly commercial submission cycle — not just individual CE quotations, but the compiled monthly pack covering all CEs, the variation pipeline, the programme position and the commercial summary that Alder Cost Consultants expects on the last Friday of every month.

— CE-009 — SUBMISSION PACK CONTENTS

What the PM Received

The complete submission for CE-009, as sent to R. Whitworth (Alder) on 8 April 2026. Seven documents in a single structured pack. Every document produced by the upstream CCK stages.

1

Cover Letter & Summary

Formal quotation submission per clause 62.3. CE reference, value summary (£43,039), programme impact (1.5 weeks), response deadline. Signed by J. Navarro (Commercial Lead).

2

Entitlement Narrative

Structured cause → effect → entitlement narrative. 4 sections: cause (PMI-047), effect (larger enclosure, civil, terminations, commissioning), entitlement (clause 60.1(1)), programme impact (1.5 weeks).

Defined Cost Build-Up

3

5-category valuation per Schedule of Cost Components: plant & materials (£18,400), subcontractor (£8,200), people (£2,800), equipment (£4,400), charges (£4,800). Plus Fee 11.5%. Total £43,039.

← CCK PACK

Assessed Programme

4

Programme Rev 7 extract showing 1.5-week delay to planned Completion. Critical path analysis. No float consumed. DNO witness testing drives the delay.

Evidence Bundle Index

5

10-item evidence index (EV-009-01 to EV-009-10). Cross-referenced to narrative sections. Completeness score 10/10.

Supporting Evidence (attached)

6

PMI-047, DNO connection agreement, Schneider quotation, civil estimate, programme extracts (Rev 6 & 7), site photographs, early warning, CE notification & PM response.

Notice Audit Trail

7

Chronological notice record: awareness → early warning → CE notification → PM response → quotation request → quotation submission. Every date, every document reference.

CE-009 - SUBMISSION RECORD

Tracked From Send to Assessment

CE-009 Quotation Submission — Tracked

SUBMITTED

8 April 2026 · 14:18 BST

SUBMITTED TO

R. Whitworth · Alder Cost Consultants (PM)

← CCK PACK

METHOD

Email + hard copy to site office

PM RESPONSE DUE

22 April 2026 (clause 62.6)

ADDITIONAL INFO REQUEST

12 May — DNO witness testing lead. Responded 14 May.

CURRENT STATUS

PM assessment expected week of 19 May

DEEMED ACCEPTANCE

Clause 62.6 potentially triggered — position reserved

SUBMITTED BY

J. Navarro · Commercial Lead · Built AI Ltd

THE MONTHLY RHYTHM

Monthly Commercial Submission Cycle

The Drop doesn't just handle individual CE quotations. It manages the monthly commercial submission — the compiled pack that goes to Alder on the last Friday of every month, covering all CEs, the variation pipeline, programme position and commercial summary. This is the rhythm that keeps the commercial position current.

WEEK 1

Data Ingestion

WEEK 2

Narrative & Valuation

Pull updated CE data from The Radar, Clock, Case, File and Count. Reconcile against prior month. Identify new CEs and status changes.

Complete any outstanding narratives and valuations for CEs that have progressed last month. Update pipeline valuations assessments received.

← CCK PACK

WEEK 3

Compile & Review

Assemble the monthly pack. J. Navarro reviews for consistency, reconciliation and completeness. Pre-submission checklist.

WEEK 4 · FRIDAY

Submit

Monthly commercial submission to Alder. Variation pipeline, programme update, CE status tracker, commercial summary. Audit log updated.

SUBMISSION AUDIT LOG

Every Submission Tracked

The Drop maintains a complete audit trail of every submission — individual CE quotations and monthly commercial packs. Every submission has a date, a recipient, a method, a response deadline and a current status. Nothing gets lost between send and response.

REF	TYPE	SUBMITTED	TO	RESPONSE DUE	STATUS
SUB-001	CE-001 Quotation	10 Dec 25	R. Whitworth	24 Dec 25	Agreed 18 Dec
SUB-002	Monthly — Nov 25	28 Nov 25	R. Whitworth	—	Received
SUB-003	CE-002 Quotation	23 Dec 25	R. Whitworth	6 Jan 26	Agreed 8 Jan
SUB-004	CE-003 Quotation	9 Jan 26	R. Whitworth	23 Jan 26	Agreed 22 Jan
SUB-005	Monthly — Dec 25	27 Dec 25	R. Whitworth	—	Received

REF	TYPE	SUBMITTED	TO	RESPONSE DUE	STATUS
...	18 submissions total — 12 CE quotations (CE-001 to CE-012) + 6 monthly packs (Nov 25 to Apr 26)				
SUB-017	CE-012 Quotation	14 May 26	R. Whitworth	28 May 26	Awaiting
SUB-018	Monthly — Apr 26	24 Apr 26	R. Whitworth	—	Received

— CCK PACK

PRE-SUBMISSION CHECKLIST

The Final Check Before It Leaves

Every submission — whether an individual CE quotation or a monthly pack — passes this checklist before it goes out. The Drop doesn't send anything that fails a check.

- ✓ Entitlement narrative references correct NEC4 clauses

✓ Defined Cost build-up reconciles to quotation total
- ✓ Evidence index cross-references all narrative claims

✓ All evidence items attached (not just referenced)
- ✓ Programme extract shows critical path and float position

✓ Fee percentage correct (11.5% per Contract Data)
- ✓ Notice trail complete — no time-bar exposure

✓ Cover letter signed by Commercial Lead
- ✓ Deductions included where costs already in activity schedule

✓ Response deadline calculated and stated in cover letter

— COMMERCIAL CONTROL KIT™ — COMPLETE

Catch the change. **Capture the value.**

Six stages. One CE tracked from detection to submission. 14 compensation events managed across 7 months. £300,439 in the pipeline, £186,200 agreed. Zero time-barred. Zero incomplete submissions. Every pound sourced, every claim evidenced, every deadline tracked. That's what commercial control looks like when it's systematised.

CEs MANAGED

14

PIPELINE

£300_k

TIME-BARRED

0

SUBMISSIONS

18



[← PREVIOUS STAGE 05](#)

The Count

LAST STAGE

