

WBL Logbook Sheet Template

Competency e.g. 1	Learning Outcome e.g. 1.1	Example Number
3	3.6	1
Evidence provided		
e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017		
Emails between myself and my internal client dated 11/08/2021		
Explain how the example meets the learning Outcome and how the evidence shows this		
<p>This example meets the learning outcome as it demonstrates that I managed the Client's expectation to receive a review of a contract by the 13th August 2021 to meet a tender query deadline. The email correspondence explained that I would not be able to meet that deadline due to a lack of capacity in the team and the size of the contract having over 36 schedules/annexes. I provided advice to raise a query with the client to request an extension of time. We were able to respond before the tender submission deadline (not the tender query deadline).</p>		
Reflection and evaluation		
<p>Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.</p>		
<p>I learnt that it is better for your relationship with the Client to be upfront and honest if they have unrealistic expectations, as this helps them plan their next steps accordingly, and demonstrates that you are giving their work due attention and consideration.</p>		
Date work completed: (i.e. evidence date)		11/08/2021
Applicant's Name <small>Please print name</small>	Applicant's signature <small>I confirm that the work within the evidence is my own work</small>	Date
	Supervisor's signature <small>I confirm that I supervised the applicant's work referred to within the logbook sheet and the evidence</small>	Date

[REDACTED]

From: [REDACTED]
Sent: 11 August 2021 15:32
To: [REDACTED]
Subject: RE: Contract Review Request Form [REDACTED]

Hi [REDACTED],

Thanks for confirming the deadline.

Unfortunately we don't have capacity in the team at the moment to respond by Friday. There are too many documents to review within the next 48 hours, as the framework and call-off looks to be made up of 36 documents. Just quickly looking at the main terms for the framework, a task order and a call-off contract, these run to a total of approx. 200 pages alone, without looking at any of the other documents provided.

In these circumstances, I think we need to raise a TQ asking about the possibility of an extension of time.

Kind Regards

[REDACTED]

From: [REDACTED]
Sent: 11 August 2021 14:50
To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] st Form - [REDACTED]

My apologies [REDACTED] – it is the 13th!

Deadline for clarification queries from Tenderers

[REDACTED]

From: [REDACTED]

Sent: 11 August 2021 14:43

To: [REDACTED]; [REDACTED]

Cc: [REDACTED]

Subject: RE: Contract Review Request Form - [REDACTED]

Hi [REDACTED]

Can you please confirm the deadline on this one You mention Wednesday 13th – do you mean Friday 13th or Wednesday 18th?

[REDACTED]

Sent: 11 August 2021 13:12

To: [REDACTED]

Cc: [REDACTED]

[REDACTED]

Subject: Contract Review Request Form - [REDACTED]

Good Afternoon,

Please find attached contract request review form for the [REDACTED] framework

Blue review has been completed / deadline for clarification is Wednesday 13th August (noon) / bid submission date is 6th September (noon).

In addition to the review form and the T&Cs a number of TQs have already been raised and we have filtered these as per the attached spreadsheet as we consider that these will support the legal review process

The client has indicated that they will not adjust the T&C's, however if there are any queries which need to be raised we would appreciate these before the clarification deadline (Lunchtime – Wednesday)

Kind regards,

[REDACTED]

[REDACTED]