

Pricing Document – Track Record Facilities

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Pricing Document – Track Record Facilities

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1. Introduction

This Pricing Document is to be referred to as guidance for the application of Track Record and provides a subscription and associated services fee structure. A full Jacobs proposal will be required to be issued to define scope of works.

2. Deployment of Track Record Facilities

Summary	Description																					
Application and scope examples	- Property and Buildings Compliance - Condition Assessments - Construction Remediation Monitoring - Estates Survey Management - ISO and Audit Program Management - Risk Registers - Programme Compliance Tracking																					
Subscription Fee	All customers pay an annual subscription fee for the duration of the commission, which is scalable based on the volume of data being managed, this allows Jacobs to deliver and maintain a premium product. The product subscription fee includes: - Hosting (within the United Kingdom) - Secure 24-hour back-up facility - Data storage (within the United Kingdom) - Unlimited user accounts, with optional two-factor authentication 24/7 access to the product web portal and apps - All product updates and new versions - Personalized URL: www.personalised.trackrec.com - Access to data visualisation tools To calculate your total annualised subscription fee, please use the below table format to calculate the total number of buildings based on building size and type. Guidance for table completion: Based on table below, divide your estate into the multiple categories and calculate the relevant Licence Fee using the 'per unit price'. Multi-Building Estate applies to estates spread over a single location e.g. Hospitals, Universities, Airports, Manufacturing, etc. <table><tr><th>Building Type</th><th>Building Size</th><th>Per Unit Price</th></tr><tr><td>Retail</td><td>0 > 2,000 sq.m</td><td>£126</td></tr><tr><td>Retail</td><td>2001 > 5,000 sq.m</td><td>£232</td></tr><tr><td>Retail</td><td>5,001 + sq.m</td><td>£266</td></tr><tr><td colspan="3"></td></tr><tr><td>Offices/Leisure</td><td>0 > 1,000 sq.m</td><td>£458</td></tr><tr><td>Offices/Leisure</td><td>1001 > 2,000 sq.m</td><td>£523</td></tr></table>	Building Type	Building Size	Per Unit Price	Retail	0 > 2,000 sq.m	£126	Retail	2001 > 5,000 sq.m	£232	Retail	5,001 + sq.m	£266				Offices/Leisure	0 > 1,000 sq.m	£458	Offices/Leisure	1001 > 2,000 sq.m	£523
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Summary	Description		
	Offices/Leisure	2001 > 3,000 sq.m	£698
	Offices/Leisure	3001 > 6,000 sq.m	£986
	Offices/Leisure	6001 > 10,000 sq.m	£1,319
	Offices/Leisure	10,001 > 15,000 sq.m	£1,984
	Offices/Leisure	15,001 > 25,000 sq.m	£2,649
	Offices/Leisure	25,001 > 40,000 sq.m	£3,450
	Offices/Leisure	40,001 + sq.m	£4,322
		0 > 10,000 sq.m	£2,992
		10,001 > 25,000 sq.m	£4,033
		25,001 > 50,000 sq.m	£5,445
		50,001 > 75,000 sq.m	£7,358
		75,001 > 100,000 sq.	£9,930
		100,001 > 125,000 sq.m	£13,402
		125,001 + sq.m	£18,094
Software Services	Configuration & Deployment		
	The Track Record Delivery team, work in partnership with our clients to configure the product in line with client/project requirements. Configuration services include: ▪ Consultation around estate requirements ▪ Product configuration, in line with requirements ▪ Dedicated, specialist support ▪ Mobilisation planner and progress calls ▪ Homepage customization – branding, wording, contacts ▪ 1 x bespoke dashboard (details to be discussed/agreed) ▪ Migration of property and asset data ▪ Process Mapping for ongoing agreed operating procedures ▪ 2 x Virtual training sessions – all users will be invited to join one of a series of Track Record Facilities training sessions, designed to guide users on how to use the system, manage their own data and user access and permissions and maximise outcomes ▪ Customer Portal Registration for all your customer needs to include knowledge articles providing user guides, training videos and access to live agent chat Ongoing Service Support The Track Record delivery team provides user support for the duration of the commission to ensure product value is maximised. ▪ Dedicated Account Lead ▪ Dedicated, specialist support via Service Desk for your day-to-day needs		

Summary	Description				
	- Configuration changes - Dashboard changes - Progress reviews – to ensure you are maximizing the benefits of the product, discuss any issues or feedback to improve the product - Case study to understand both the value gained and where additional value can be unlocked - Full data download (end of commission) To calculate your associated service fees, please use the total annualised subscription fee to determine your banding as follows:				
	Subscription Grouping	Subscription Fee	Configuration & Deployment	Service Support (Year 1)	Service Support (Year 2)
		Per Annum	One Off	Per Annum	Per Annum
	Group 1	> £15,000	£6,001	£12,966	£13,364
	Group 2	£15,001 - £50,000	£6,303	£16,745	£17,144
	Group 3	£50,000 +	£6,906	£21,212	£21,611

3. Additional Add-On Services

The fee defined in Section 2 are scoped on a self-delivery model where the client will be responsible for the uploading and processing of documentation.

As specialists who have worked in the industry for 20 years+, we recognize that clients often need support in managing their data and the processing of paperwork to remove administrative burdens, as a result in association with the procurement of Track Record Facilities, we also offer the below additional add-on services.

Summary	Description
Supplier Management	Track Record Facilities Delivery Team will engage directly contact with your Suppliers to chase and obtain inspection records on your behalf based on scheduled data in Track Record. All contact with suppliers is recorded and fully auditable on Track Record Facilities through user notes and report categories which can be reported and provide performance on Suppliers paperwork KPI's. This reduces time spent by Clients chasing Suppliers for upcoming and overdue inspection paperwork and enables more spent on the outputs of the inspection and remedial action. Fee: £164 per supplier per annum
Document & Action Management	Track Record Facilities Delivery Team upload inspection reports and extract remedial actions directly into Track Record enabling the Client to manage the outputs of the inspections and reduce their administration burden managing paperwork Paperwork can be sourced through various sources including extracting direct from Supplier Online Portals on your behalf. To calculate your total fee, use the per document fee and multiple by the annualised number of PPM documents you would estimate to be delivered via Track Record for inspection records.

Summary	Description
	Fee: £8 per document
Historic Document Upload	As part of the Set-Up Phase, Track Record Facilities Delivery Team can upload historic data via 3 options: 1. Bulk Import – historic documents to be bulk imported without review of the content in an agreed format including data log. Fee = £1,128 2. Partial Upload – historic documents to be reviewed and uploaded, however no historic actions will be raised. Fee = £5 per document 3. Full Upload – historic documents to be reviewed and uploaded and all historic actions will be raised. Fee £8 per document For options 2 and 3, a Gap Analysis Report will be issued to the client on completion comparing the defined system requirements vs. valid paperwork uploaded to determine true compliance. To calculate your total fee for options 2 and 3, use the per document fee and multiple by the number of PPM documents you would estimate to be transfer as part of the historic upload, this is usually the last in date inspection for each requirement.

4. Additional Support Services

In the event that you wish to procure additional services that fall outside the above scope, please see fee rate card below

Fee	Description
£71 per hour	Bespoke training
£705 each	Additional PowerBI Dashboard set-up
£470 each	Additional On-Demand database download per request (delivered outside decommission handover)
£71 per hour	Ongoing configuration and consultancy

5. Assumption and Clarifications

- Service support is charged annually based on set hours for each type as shown, if the client would prefer a higher service engagement, additional hours may still be charged at a rate of £71 per hour.
- The Licence Fee is a fixed 12-month, non-refundable fee. Multi-year contracts are available
- All software and services are invoiced on a 12 month in advance basis
- The first invoice shall be issued upon commencement of the contract and will be inclusive of the one-off set-up fee
- Subscription fee are based on the number of parent buildings as defined in Section 2, in the event of additional properties, these will be calculated on a pro-rata basis to align with the next annual cycle of billing
- Track Record will be subject to the standard Jacobs Track Record Support Agreement Terms.
- Pricing for subscription fee and service support activities is confirmed once the scope of application is confirmed.
- Usage will be monitored to ensure the correct product level is being charged.

- Jacobs defines one 'document' as one document uploaded into Track Record. E.g. If three documents are required to be uploaded to create/complete one report on a Track Record year planner, it will be counted as three individual documents.
- Our calculations for time required to upload and raise actions assumes that all documents were originally generated in an electronic format, thus enabling action content to be electronically extracted. If the format changes to handwritten content, resulting in an increase in time spent processing documents, this may incur additional charges.
- It is assumed that any asset and entity data will be delivered to Jacobs in a format that can be easily imported (Microsoft Excel) into Track Record.
- All services as outlined in the Scope of Services assume that there will be no significant entity system changes or re-structures from the existing platform. If the client or 3rd Party Personnel request significant platform changes during the term, Jacobs reserve the right to request all notifications to be issued in writing by email to Jacobs Key Personnel for review and clarification. Upon completion of necessary review(s), Jacobs will be required to confirm if additional charges will apply as a "Scope Change Variation".
- Track Record offers bespoke and general Application Programme Interfacing (APIs) to enhance our platform's functionality. Our general APIs include XML feeds for data export, compatible with Power BI and other systems, enabling seamless integration with external systems for all clients.
- For specific needs, we develop tailored solutions on a case-by-case basis. If you require custom APIs beyond our existing offerings, we are open to discussing and creating a personalised solution. Clear specifications for functionality and integration points are required for a detailed quote.