

Introduction

Purpose

The purpose of this document is to provide instructions on applying for entrance (“Application”) into a Dynamic Purchasing System (“DPS”). The Application enables Salford City Council to receive sufficient information from Organisations interested in supplying the required goods or services and to allow: a) both the assessment of their capacity and suitability, and b) enable the Council to evaluate the application submitted to find the most suitable Organisation who can meet the Selection Criteria to appointment on to the DPS. Only organisations that successfully enter the DPS will receive a further “Invitation to Tender” (“ITT”) for specific contract.

The Council reserves the right to award contracts outside of the DPS in accordance with the relevant governance arrangements where necessary e.g. if there is an urgent requirement that cannot be met within the DPS timescales.

This application process has been issued by Salford City Council in connection with a competitive procurement in accordance with the Public Contract Regulations 2015 (“the Regulations”).

Title of Dynamic Purchasing System: Approved Provider DPS to Supply Alternative Provision to Salford Pupils

Aim of the Dynamic Purchasing System

Although the vast majority of young people attend mainstream secondary schools and academies to receive their education in KS3 and KS4, some young people benefit from receiving some, or all, of their education and support in 'off-site' settings that are delivered away from their school.

Where alternative provision has been arranged for a pupil, it is important that the provision continues to meet the same quality standards that would be expected for education being delivered by the schools. This includes:

- an appropriate curriculum offer, delivered by qualified staff, and;
- a safe learning environment that is compliant with relevant safeguarding and child protection policies and procedures.

To support Salford schools with this process, the Council is creating a DPS, which schools can use to source and commission suitable alternative provision for their pupils in KS3 and KS4. The process for issuing calls for competition (Invitations to Tender) for individual requirements will be managed by the Council.

Organisations will be required to complete the Council's application process and provide appropriate evidence and documentation to demonstrate how they satisfy the requirements set out in this Service Specification, which include:

- arrangements for areas such as safeguarding, health and safety and data protection;
- the monitoring and reporting of attendance and pupil progress;
- compliance with relevant legislation and regulatory bodies

Schedule of Documents

Schedule Nr	Title	Description	Action
Documents for Information Only			
Schedule 1	Instructions and Guidance Document (this document)	Introduction and overview of the opportunity, including; <ul style="list-style-type: none"> instructions for Organisations on how to complete the Application procurement rules which all Organisations must comply with 	For information
Schedule 2	Specification	Detailed background information and requirements for all aspects that Organisations should consider when responding	For information
Schedule 3	Rounds Timetable	Timetable detailing the dates that the rounds will be open to accept applications, periods of evaluation and notification dates.	For information
Schedule 4	Contract Documents	<ol style="list-style-type: none"> Alternative Provision DPS Agreement – the terms and conditions that Organisations must sign and adhere to if successful on the DPS. Contract Documents – (ITT Exchange of Letters / Section A Contract Particulars / Section B T&Cs for Service / Section C Special Terms) to be used when awarding work following an Invitation to Tender <p>Submission of an Application implies acceptance of all terms and conditions.</p>	For Information
Schedule 5	Safeguarding Guidance For Providers	Guidance for Organisations when they are completing Schedule 8	For Information
Schedule 6	20 Salford Safeguarding Standards	Further guidance for Organisations around safeguarding	For Information
Documents to be Completed and Returned			
Schedule 7	Questionnaire	Questionnaire for completion and submission	To be completed and returned
Schedule 8	Safeguarding Evidence Record Template	Document for Organisations to complete in order to confirm safeguarding arrangements	To be completed and returned

Applications

Organisations that submit an application which meets the minimum selection criteria shall be admitted on to the Dynamic Purchasing System (DPS) and shall be invited to submit tenders [Invitation to Tender] for specific services when these requirements are identified.

The contents of this Application and of any other documentation sent to you in respect of this Application process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this Application and all associated documents immediately and not to retain any electronic or paper copies.

No Organisation will undertake any publicity activities with any part of the media in relation to this Application process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This Application is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the Application process at any point. The Council is not liable for any costs resulting from any cancellation of this Application process.

All Organisations will be informed as to the outcome of their submission.

Nothing in this Application shall bind the Council to accept any Application submission. No information contained in this Application or in any communication made between the Council and any Organisation in connection with this Application shall be relied upon as constituting a contract, agreement or representation that any agreement or contract shall be offered in accordance with this Application.

Submission of the Application is made at the Organisation's own risk. The Council will not be liable for any costs incurred by the Organisation, including where the procurement process does not proceed.

Organisations are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2015 (as amended)

DPS Period: It is the intention for the DPS to be open for a two year initial period from 18th April 2017 to 31st March 2019, with optional extensions of 12 months plus 12 months (maximum of four years). Providers who are accepted onto the DPS will remain on there for the remainder of the period of the DPS unless they do not meet the criteria to be on the DPS anymore.

Notes for Completion

1. Glossary

- 1.1 **'Application'** means the process for applying for entrance into the Dynamic Purchasing System. It comprises of the minimum selection criteria, general service specification and contract terms and conditions;
- 1.2 **'Call-Off Contracts'** means the securing of contracts off the DPS via an Invitation to Tender;
- 1.3 **'Contract Terms and Conditions'** means the terms and conditions that will apply to all contracts secured from the Dynamic Purchasing System and forms part of the Application;
- 1.4 **'Council'** means Salford City Council;
- 1.5 **'Dynamic Purchasing System'** or **'DPS'** is the completely electronic tendering system for the selection of providers that comply with minimum selection requirements. A DPS must remain open throughout its duration for the admission of any Organisation that meets the Selection Criteria. Organisations admitted to the DPS will be invited to submit Tenders [Invitation to Tender] for specific call-off contracts for Goods or Services when these requirements are identified by the Council;
- 1.6 **'E-tender system'** means the electronic tender system named Pro-Contract. It is provided by Due North and is hosted via www.the-chest.org.uk;
- 1.7 **'General Specification'** means the service specification that indicates the nature of the Goods or Services intended to be purchased under the Dynamic Purchasing System as provided in Schedule 2 – AP DPS Specification and forms part of the Contract Terms and Conditions;
- 1.8 **'Invitation to Tender'** means the Tender process and all its components, inviting tenders for specific contracts following admittance into the Dynamic Purchasing System;
- 1.9 **'Rounds'** means the opening of the DPS system in set periods as stated in the DPS. Round 1 being the initial establishment of the DPS and further Rounds commence on closing of Round 1.
- 1.10 **'Selection Criteria'** means the minimum or essential criteria to be met by Organisations in order to enter into the Dynamic Purchasing System and forms part of their Application. The selection criteria questions are in the **Application Questionnaire** for Organisations to respond to.
- 1.11 **'You' / 'Your', 'Organisation' or 'Supplier'** means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The 'Supplier' is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity

2. Application

- 2.1 Organisations can view and download documents at any time over the period that the DPS is open by going to The Chest (www.the-chest.org.uk)
- 2.2 **Interested parties should download the documents from The Chest and return completed applications to altpro@salford.gov.uk**
- 2.3 The Schedule of Rounds (Schedule 3) details the periods for application and evaluation.

3. Selection of Lots

- 3.1 This is a Dynamic Purchasing System is in respect of four Lots:
 - Lot 1 – Full-time alternative provision
 - Lot 2 – Part-time alternative provision
 - Lot 3 – One to one tutoring
 - Lot 4 – Complementary provision
- 3.2 Organisations may apply for admission onto the Dynamic Purchasing System for one or more Lots.
- 3.3 Organisations must ensure that the correct selection of Lots has been made before they submit their response.
- 3.4 Organisations should complete the relevant sections in 6.1 and 8.2 of the Questionnaire (Schedule 7) according to which Lots they wish to apply for.
- 3.5 The Council would consider online learning options as well as those with physical premises for delivery. The offer would have to clearly detail how pupils will access the provision and any special arrangements that would need to be in place.

4. Confidentiality

- 4.1 This Application process, including all documentation, must be treated as private and confidential. Organisations must not release the details of the Dynamic Purchasing System and/or Application other than on an 'In Confidence' basis to those whom they need to consult for the purpose of preparing the a response, such as professional advisors or partner organisations for joint applications or consortia partners.
- 4.2 The Application and/or the Dynamic Purchasing System shall not be canvassed for acceptance or discussed with the media, any other Organisation, member/officer of Salford City Council, or their representatives.

5. Application Process

- 5.1 Organisations must obtain for themselves all information necessary for the preparation of their Application response and all costs, expenses and liabilities incurred by the Organisation in connection with the preparation and submission of the Application shall be borne by the Organisation, whether or not their application to enter the Dynamic Purchasing System is successful.

- 5.2 Information supplied to the Organisation by Council staff or contained in Council publications is supplied only for general guidance in the preparation of the Application.
- 5.3 Organisations must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by Organisations of such information.
- 5.4 Responses to each application question should be written concisely and clearly answer the question posed in English. Failure to answer all questions in full do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
- 5.5 Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in this Questionnaire relating to Technical and Professional Ability), the Authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.
- 5.6 The Authority reserves the right to cancel the DPS process at any point. The Authority is not liable for any costs resulting from any cancellation of this process.
- 5.7 Nothing in these documents shall bind the Authority to accept any DPS submission. No information contained in this or in any communication made between the Authority and any Supplier in connection with this DPS shall be relied upon as constituting a contract, agreement or representation that any agreement or contract shall be offered in accordance with this DPS.
- 5.8 You are deemed to understand fully the processes that the Authority is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2015 (as amended).

6. Communication

- 6.1 Contact must be in writing, and can be submitted to the dedicated email address (altpro@salford.gov.uk).
- 6.2 The Authority reserves the right to publish any question or request for clarification from an Organisation, together with the Authority's response, to all interested Organisations. Details of the Organisations asking the question or making the request for clarification will not be disclosed.

7. Other Documents or Supporting Evidence

- 7.1. As instructed to do so within the questionnaire, the Organisations must complete and submit other documentation that may be provided with this application process, or upload evidence to support their submission

Applying to Enter the Dynamic Purchasing System

1. The Application

- 1.1. Organisations may apply to enter the Dynamic Purchasing System by submitting an Application which comprises of the following:
- Selection Criteria questions regarding minimum entrance criteria – found within the Questionnaire – Schedule 7
 - Safeguarding Evidence Record Template (if applicable) – Schedule 8

2. Applying for Admission into an Established Dynamic Purchasing System

- 2.1 The DPS was originally established through an EU Compliant tender process.
- 2.2 'Rounds' for Applications will be held every quarter. The dates of these rounds can be found in Schedule 3.
- 2.3 Organisations may download the documents from The Chest and submit their Application to the following email address at any time in the duration of the Dynamic Purchasing System and shall be evaluated for entrance at the end of each Round: altpro@salford.gov.uk Applications for Round 2 onwards must be submitted via email and not using the e-tender system.
- 2.4 It is the Organisation's responsibility to ensure that their Application is complete.
- 2.5 Failure to answer and complete the Application Questionnaire will result in the Council rejecting the Application as a Fail / Non-Compliant submission.
- 2.6 Failure to include any required documentation with the Application will result in the Council rejecting the Application as a Fail / Non-Compliant Submission.
- 2.7 The information supplied in the Application will be checked for completeness and compliance before responses are evaluated. The Council expressly reserves the right to require an Organisation to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the application process. However, the Council is not obliged to make such requests.

Evaluation and Selection

1. Evaluation

- 1.1 Evaluation of Applications will be undertaken by officers of the Council who will follow a systematic and comprehensive process using the selection criteria.
- 1.2 The following scoring mechanism will be used:

INADEQUATE	Irrelevant content or no content provided.	0
POOR	Information provided but with major deficiencies or lack of content.	1
LESS THAN SATISFACTORY	Information provided but there is a failure to demonstrate sufficient experience or evidence relating to the subject matter of the contract.	2
SATISFACTORY	Information provided giving relevant examples and evidence, demonstrated sufficient experience, but contains minor weaknesses or concerns.	3
GOOD	Good detail of information provided including relevant examples, demonstrating a good understanding, experience and knowledge of the subject matter of the contract.	4
EXCELLENT	A comprehensive response which demonstrates in-depth knowledge and understanding of the subject matter of the contract, detailed evidence and examples.	5

2. Selection Process

- 2.1 The Council's selection of providers to enter the DPS will be based on the Organisations passing all of the 'pass/fail' questions and scoring at least 3 out of 5 for each of the scored questions in section 8.2 of the Questionnaire (Schedule 7).
- 2.2 Organisations selected by the Council to enter into the Dynamic Purchasing System shall be notified in writing.
- 2.3 Organisations that have not been successful in entering into the Dynamic Purchasing System shall also be notified in writing.
- 2.4 Admission on to the Dynamic Purchasing System shall not:
- 2.4.1 be a guarantee for any award of Contract for Goods or Services. There is no obligation on the Council to purchase any Goods or Services via the Dynamic Purchasing System;
 - 2.4.2 provide any guarantee of business;
 - 2.4.3 constitute a Contract nor the authorisation to supply Goods or Services to the Council nor carry out any Work on behalf of the Council.

- 2.5 Organisations should note that the Council reserves the right to terminate this procedure without any Invitation to Tender. They should also note that, should they be successful in being selected to enter into the Dynamic Purchasing System, the Council reserves the right to terminate the selection, if at any time it is discovered that the Organisation made any material misrepresentation and/or have not notified to the Council about any material changes in relation to the information provided in the application process.
- 2.6 Organisations who are accepted onto the DPS must sign the Alt Provision DPS Agreement at Schedule 4. Failure to sign this document will mean that you will not be accepted onto the DPS.
- 2.7 Organisations who are successful at the Invitation to Tender stage must sign up to a full contract in order to be awarded work. The format of this contract will vary depending on the value but examples can be found in Schedule 4.

General Guidance and Instructions

- 1.1 The Application Questionnaire at Schedule 7 and the Safeguarding Evidence Record Template (Schedule 8) must be completed and returned, along with any requested documents.
- 1.2 The **ONLY** method of submission of your completed Application is via the email to altpro@salford.gov.uk.
- 1.3 Application submissions submitted by hand, post, fax or other electronic means will not be accepted.
- 1.4 Where you are required to provide documentary evidence, such as accreditation certificates, this must be current, signed, dated and where applicable details of the next review date.
- 1.6 Application submissions must be completed and returned in accordance with these instructions, which are designed to ensure that all Application submissions are given equal and fair consideration. It is important therefore that all the information is provided in the format and order specified. The Council reserves the right to disqualify an Organisation if any of these instructions are not followed.
- 1.7 Organisations should complete all documents by inserting their answers in the space provided against each question (the table will expand as required), thereby ensuring that all documents are returned in the same format.
- 1.8 Do not include general marketing, promotional material or company policies in response to any of the questions unless specifically requested to do so as the Council will only consider and evaluate attached documents where the question expressly asks for them.
- 1.9 All requested enclosures and supporting documents should be clearly marked with the sections and questions to which they relate. Where policies are requested please indicate which sections/questions/schedule they relate to. All supporting documents must be uploaded onto the e-tender system.
- 1.10 Ensure that all documents requiring signature are signed as requested, this can include an electronic signature.
- 1.11 You should ensure you do not exceed any maximum word count limit for each question as the evaluation panel will only consider answers provided within the word limit i.e. if your answer to a 250 word limit question is 350 words, we will not consider the last 100 words of your Application submission.
- 1.12 Respondents are permitted to use charts, tables, diagrams, pictures and illustrations as part of their responses but should note that any words included in these images will be included in the response word count.
- 1.13 It is important that you answer all of the questions as fully as possible, giving supporting evidence, within any word limit imposed. Your Application submission will be prejudiced if questions are not answered, or if documents requested are not supplied. The evaluation panel reserves the right to reject as ineligible any incomplete Application submissions.

- 1.14 If any of the information supplied in response to this Application changes in the ensuing evaluation period or thereafter (subject to the Organisation having been notified that it has been successfully shortlisted to the DPS), the Organisation must provide the Council promptly with full details in writing of the relevant change(s). The Council reserves the right to re-assess these changes and the Organisation's suitability to deliver the Services, and reserves the right to remove an Organisation from further stages of the application process following such re-assessment.
- 1.15 If it is found that any successful Organisation has provided information in support of their Application submission which is later found to be false and/or misleading the Council reserves the right to cancel the Organisation's appointment and claim reimbursement of any additional costs incurred.
- 1.16 All Application documents shall remain the property of the Council and shall be returned with the Application submission or otherwise on request of the Council.
- 1.17 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Application.
- 1.18 Direct or indirect canvassing of any employee or agent by any Organisation concerning provision of the Services, or any attempt to procure information from any employee or agent concerning this Application may result in the disqualification of the Organisations from being appointed to the DPS.

2. Queries & Clarifications

- 2.1 If you have any queries / clarifications regarding this Application process these must be submitted in writing to altpro@salford.gov.uk.
- 2.2 No questions, enquiries or requests for clarification may be submitted via other methods.
- 2.3 It is the responsibility of the Organisation to ensure they understand the requirements of this service and request clarification where necessary prior to their Application submission.
- 2.4 The Council reserves the right to publish any question or request for clarification from an Organisation, together with the Council's response, on the e-tender system or via email, where it will be available to all Organisations. Details of the Organisation asking the question or making the request for clarification will not be disclosed.
- 2.5 Should Organisations wish to avoid disclosure by the Council to all Organisations (for example, on the basis that the question or query contains, or the likely answer will contain, commercially confidential information or may give other Organisations a commercial advantage) the question or query must be clearly marked "In confidence – not to be circulated to other Organisations" and the reasons for non-disclosure set out. If the Council considers that in the interests of transparency / open and fair competition it is unable to answer the question or query on a confidential basis, it will inform the Organisation who has submitted it.

- 2.6 The Organisation should then, as soon as practicable thereafter, respond in writing requesting that either the question/query be withdrawn, or be treated as not confidential, or resubmit the question/query in a form so that any disclosure of the question/query and the Council's answer will not breach the Organisation's confidentiality. The Council will deem that the question or query has been withdrawn if the Council is not contacted in writing within three [3] working days following the Organisation being so informed.
- 2.7 The Council may, at its absolute discretion, answer or refuse to answer any question or query from any Organisation, subject always to the principles of equal treatment, transparency and non-discrimination.

Invitation to Tender for Call-Off Contracts

1. Invitation to Tender

- 1.1 If the Council decides to conduct an invitation to tender competition through the DPS in respect of individual call-off contracts, only those Organisations that have successfully entered the DPS for the specific Lot shall receive an Invitation to Tender. The basis of the Contract Terms and Conditions, selection criteria, and any overarching general service specification shall not be substantially changed.
- 1.2 The Council reserves the right to conduct an Invitation to Tender based on the most economically advantageous tender as declared in the individual Invitation to Tender. This will be an evaluation based on Price and Quality, where the award criteria of the quality / price split will be 60% quality and 40% price.
- 1.3 When conducting an Invitation to Tender for call-off contracts from the DPS, Organisations will be provided with a work specification, any service specification related terms and conditions specific to the call-off requirements which shall be in addition to the already agreed Contract Terms and Conditions, and award criteria. Such Invitation to Tenders shall be commensurate to the size and complexity of the individual requirement.

2. Invitation to Tender Response Time

- 2.1 The response time for submission of tenders for call-off contracts may vary to meet the particular circumstances of the individual requirement and shall be declared within the Invitation to Tender. The minimum time allowed will be 10 days.

Contract Terms and Conditions

1. Terms and Conditions

- 1.1. The contract documentation (Schedule 4) provides the terms and conditions that will apply to all contracts agreed pursuant to the DPS which will run for a maximum period of four years.
- 1.2. These terms may not be qualified or amended with the submission of an application for selection to the DPS.
- 1.3. Where an Invitation to Tender from the DPS makes reference to these terms and conditions, they will be wholly incorporated in the contract as defined in the Contract Terms and Conditions document, unless otherwise amended by Salford City Council in the invitation to tender.
- 1.4. Further conditions may be incorporated within specific contracts by Salford City Council. Where this is the case, details of those further conditions will be included with the Invitation to Tender. It is a requirement that all tenders are submitted based on all incorporated conditions communicated in the Invitation to Tender.
- 1.5. It may be necessary for the successful Organisation and Salford City Council to sign a written contract and for each party to retain a copy following an award of contract from the DPS.
- 1.6. It is NOT a requirement for Organisations to sign these terms and conditions (Schedule 4) with their application for selection onto the DPS.
- 1.7. The Alternative Provision DPS Agreement must be signed by providers *when requested by the Council* in order to be accepted onto the DPS.
- 1.8. The ITT Exchange of Letters and Corporate Terms and Conditions of Service will govern the contractual arrangements for any call-offs, and must be signed if successful at the Invitation to Tender stage.

Social Value, Freedom of Information and Environmental Requirements

1. Social Value

- 1.1 Social Value is a way of thinking about how scarce resources are allocated and used. It involves looking beyond the price of each individual contract and looking at what the collective benefit to a community is when a public body chooses to award a contract. Social value asks the question: 'If £1 is spent on the delivery of services, can that same £1 be used to also produce wider benefit to the community?' It is also important to understand that social value can demonstrate social, economic and environmental benefit. In Salford we want to achieve a consistent approach to the application of social value across the city and in the way we procure third party contracts for goods, services and works.
- 1.2 The three priority Social Value outcomes for Salford are:
- (i) **Social:** increased community strength and resilience,
 - (ii) **Environmental:** improved impact of the local environment on people's wellbeing,
 - (iii) **Economic:** increased number of quality employment opportunities and reduced poverty for local citizens.

Further information can be found at the [Salford Social Value](#) website.

- 1.3 Salford is already seen nationally as one of the leading areas for building 'social value' through our ground-breaking [Social In Salford Pledge](#), on-line [Social Value toolkit](#), [Social Value Alliance](#) and capacity building work.
- 1.4 Salford City Council has been an early adopter of Social Value and seeks to reflect its importance throughout its commissioning and procurement activity. A Salford City Council [Social Value and Sustainability Policy](#) has recently been developed and will be launched shortly.
- 1.5 The City Council is also developing a 'Spirit of Salford Charter' which will outline a set of standards and expectations around Social Value, Employment and Equalities which will be used to evaluate and monitor tenders as part of the commissioning and procurement process. The standards contained within this new Charter will build on the existing [Social In Salford Pledge](#), [City Mayor's Employment Standards Charter](#) and developing work around equalities. The draft standards are detailed below:

(i) Social Value Standards

- Look to buy Salford goods and services at every practicable opportunity, while ensuring fair payment terms.
- Promote, actively deliver and report on the 3 Social Value outcomes for Salford (as identified above)
- Ensure a positive environmental impact for Salford

(ii) Employment Standards

- Commit to creating and providing training and employment opportunities for Salford people, (supported by good employment standards) with a particular focus on priority groups.
- Work with schools and colleges to support curriculum development and the provision of careers and enterprise provision for pupils and young people
- Create a positive working environment by valuing employee's hard work and commitment, supported by ethical contracts of employment, policies and practices, with decent working conditions for all employees (including youth employees).
- Paying staff at or working towards as a minimum the Living Wage as set by the Living Wage Foundation (currently £8.25)

(iii) Equalities Standards

- Remove barriers that prevent disadvantaged groups from playing a full and equal role in decision-making
- Develop a better understanding of the diversity of our local communities, bringing people together and building a sense of belonging
- Develop the capacity of local organisations to be more responsive to the diverse population
- Connect residents from Salford's diverse communities to opportunities

1.6 Organisations should consider how they will assist in delivering on the priorities and standards for Salford as outlined above, both through the core service and any added value. Recent examples of good practice include:

- i) Sourcing goods and materials from local businesses.
- ii) Introducing a staff volunteering policy
- iii) Organisations notifying the Council when vacancies occur to match people to opportunities.
- iv) Creation of work experience, traineeship and apprenticeship opportunities.
- v) Becoming an accredited Living Wage Employer
- vi) Having robust equality monitoring arrangements in place for staff and customers

2. Freedom of Information Act 2000 & Environmental Information Statement

2.1 The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

2.2 As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Agreement to anyone who makes a reasonable request.

- 2.3 If Organisations consider that any of the information provided in their Application is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as “Not for disclosure to third parties” together with a valid reason in support of the information being exempt from disclosure under the Act and the EIR.
- 2.4 The Council will endeavour to consult with applying Organisations and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act of the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act of the EIR.
- 2.5 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:
- i) Has not been clearly marked as “not for disclosure to third parties” with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
 - ii) Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
 - iii) In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

3. Environmental/Recycling

- 3.1 The Council is committed to sustainable development and will be looking to work with its suppliers to improve sustainability including, for example:
- Reduced energy consumption and reduction in CO2 emissions
 - The recycling of materials on site or at a waste transfer station.
 - The use of recycled materials
 - The use of materials able to be recycled at the end of the project's lifetime.
 - Transporting of materials.
 - The disposal of waste products
- 3.2 Salford's Climate Change Strategy was launched in June 2010 to address the challenges of this issue. The strategy has three purposes: to provide a broad framework for action, to encourage good practice and partnership working between organisations and to demonstrate a range of action that is already taking place across Salford. One of the aims of the strategy is “Achieving higher levels of recycling”. Organisations are

encouraged, where practical, to utilise recycled material on all schemes. The successful Organisations will be expected to assist the Council in delivering this strategy.

- 3.3 Should the Organisation also be requested, for any reason, to suggest alternative materials or methods of construction, the option of suitable recycled materials shall be considered.
- 3.4 Wherever possible and economically practicable, only materials from sustainable sources must be used in the performance of the Contract.
- 3.5 Organisations must seek to avoid using products, substances and services that are known to be, or where there is strong evidence to suggest they could be harmful the environment or a danger to health (employees, contractors and members of the public).

Disclaimer

This information in this document does not purport to be comprehensive or have been independently verified. This document is not intended to provide the basis of any investment decision and should not be considered as recommendation by Salford City Council as an invitation to negotiate. Any errors in this document shall not invalidate the Dynamic Purchasing System or release any Providers from any obligations under a Contract. Errors or omissions corrected by Salford City Council that affect the supply of Goods or Services will be made by agreement. Salford City Council reserves the right to change the Application process procedure without prior notice and to terminate discussions and the delivery of information at any time before the signing of any contract relating to the supply of Goods or Services