

# Appendix K

## Plans, Policies and Accreditations Requirements

**Please Note:** This document is intended to inform the Applicant's responses to the following questions:

- Part 4 Selection Questionnaire, 7.12(b)

Detailed below are the Authority's the minimum requirements in relation to Plans, Policies and Accreditations. Applicants must review all requirements that pertain to documents specifically requested in the above questions before submitting their response.

If documents have been requested that are not detailed below, then Applicants should assume there are no detailed minimum requirements pertaining to these.

**Please Note:** Unless specified otherwise, requirements relate to the Applicant's organisational (corporate) plans, policies and accreditations, not contract-specific documents.

Depending on your organisational structure, it may be more appropriate to provide divisional documents (for example your IT Business Continuity Plan if providing a hosted service). This is acceptable unless specified otherwise.

Applicants may still be required to submit responses in relation contract-specific document requirements in Part 5 Award Questionnaire. These requirements will be detailed in Part 2 Specification.

**Please Note:** Applicants are encouraged to raise a clarification question through ProContract if they are unsure of any detail provided. This will allow the Council the opportunity to clarify the requirements to all participating suppliers and help to avoid lengthy communications after tenders have been returned.

## Business Continuity Plan

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Must include:

- How you respond to, and rectify, any destruction or loss of the Hardware, Software, Data or any other facilities used in providing your Services so that there is minimal disruption to the performance of your contractual obligations.
- How and when the business continuity plan will be tested.
- Address how it intends to mitigate against any emerging pandemic, epidemic or global health emergency in respect your personnel, supply chain, and any issues regarding the supply of equipment or accommodation;
- How you intend to mitigate against any reasonably foreseeable events which would otherwise fall within the definition of Force Majeure Event (see list below);

Force Majeure events include, but are not limited to:

- Loss of premises
- Loss of staff and resource
- Loss of supply chain
- Major illness and pandemic
- Consequences of Brexit
- Environmental incidents
- Failure of ICT infrastructure/servers
- Utilities failure (Electricity, gas, water)
- Major and prolonged road infrastructure disruption/ failure
- Fuel Supply Disruption
- Severe weather disruption (and other natural events e.g. flooding, storms).
- Communication outages, including mobile networks, text alerts, and social media.

## Carbon Neutral Policy

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On 24 June 2019, Torbay Council declared a 'Climate Emergency' and are committed to helping to tackle climate change and to become carbon neutral by 2030. We want to ensure the environmental impact of the Council's procurement of goods, services and works is minimised in line with our response to the climate emergency.

A1.1 The Council's expectation is that it's Suppliers:

- a) ensure their environmental impact is measured, regularly reported and
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- overseen at the highest level;
- b) outline how carbon emissions are minimised, with a clear action plan outlining the work to be undertaken focussing on the biggest impacts, with key targets and timelines to the actions to be undertaken, for example:
- if travel is used, mileage is reduced. For the miles that are unable to be reduced more environmentally friendly ways to travel are used;
  - if buildings are used, environmental building survey(s) have been undertaken and any negative environmental impacts are mitigated / reduced;
  - if purchasing new vehicles low emission alternatives are considered/
- c) work with their supply chain to know the environmental impact of the goods / services they purchase and mitigate / reduce negative impact, where the negative impact is not able to be reduced offset the impact;
- d) work towards their organisation being Carbon Neutral by 2030
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