

In assessing the appropriateness of certain suppliers and as an aid to supplier selection, obtaining appropriate information (such as that listed below) before orders/contracts are placed will assist assessment of supplier quality:

- Confirmation that the supplier organisation or its directors have not committed any offences prescribed Regulation 57 of the Public Contracts Regulations 2015.
- A summary of how the supplier intends to service the contract, including management arrangements, logistics and any other relevant matter.
- A summary of any quality systems that are in use by each supplier (ISO 9000 for example).
- A summary of relevant accreditations such as BS EN 45004 or other training/experience that the suppliers' personnel hold which is relevant to delivering the service.
- The supplier's Equalities policy and evidence of actual compliance along with details of any breaches of the relevant legislation, or similar evidence possibly via questionnaire.
- The supplier's Health and Safety Policy along with accident numbers and RIDDOR reportable accident numbers for the last 2 years and any relevant convictions for the last 5 years.
- A copy of the supplier's Environment Policy and any accreditations (for example ISO 14001) and confirmation that the organisation has not been found guilty of any environmental offences in the last 5 years.
- Potential suppliers may also provide names and addresses of relevant referees (for example Local Authority clients or recognisable commercial concerns) with whom they have contracts. They should also indicate the nature, term and value of the contracts with these referee organisations. The ordering officer will then write to a sample of the offered referees to confirm their view of the quality of the supplier.
- Other suitable tests of competence such as a design competition or test for architectural services.
- Details of sub-contractors that the supplier may be proposing to use and how the sub-contractors quality and ability to perform have been assessed.
- Recent financial accounts to enable the Responsible Manager in conjunction with the Director of Finance to consider any financial matters affecting the supplier's business.
- If appropriate, the suppliers' business continuity arrangements should be reviewed.
- If appropriate, the suppliers' arrangements or quality system for protection of data should be reviewed and suitable monitoring enforced within the contract arrangements. See Service Policy Instruction 1, Management and Administration, Section L, Information Management, Part 2, Data Protection.