

# Appendix E - Specification

This document sets out the Council's requirements, quality standards and key performance indicators with respect to the proposed contract. Please ensure that you read this carefully and ensure these requirements are incorporated into your pricing submission and the quality of services provided.

## 1. Council's Requirements

Supply chain assurance and management services to support Lambeth's Dynamic Purchasing System (DPS) to contribute towards a complete DPS Solution.

The solution will involve co-ordinated project buying that will give the Council capacity to procure on a project-by-project basis, meet varying project requirements and encourage the participation of local contractors – particularly small business and those owned and operated by underrepresented groups. Our aim will be to focus on enabling a more diverse range of contractors to compete for major works contract opportunities within Lambeth.

The DPS solution also provides a strategic platform to deliver against the council's social, economic and environmental priorities/responsibilities and will support us in driving down instances of housing disrepair.

Projects will be specified in line with the Council's key priorities of:

- Sustainability
- Compliance
- Statutory Fitness Standards
- Decent Homes

With these key priorities, comes a need to ensure that registered contractors meet criteria relevant to the work for which they have expressed an interest in competing for.

Developing a more diverse supply chain in an agile and compliant way requires an innovative approach hence Lambeth is about to develop a bespoke DPS to meet the Council's specific needs.

develop. Services to include two key elements.

**Part One:** Supplier management and assurance services with the following key outputs:

- Vetting and verification of new and existing contractors for compliance with technical, health and safety standards appropriate to registering work type (particularly PAS91), including periodic review to ensure continued compliance
- Supporting small and medium sized entities (SME) through the vetting and verification process. Recognising that the compliance process may be new and or complicated for them
- Assess against project specific operational risks (competence, financial liabilities, reputation, Insurances, etc)
- Legislative compliance (modern slavery, business obligations)
- Create a standardised approach to compliance across the major works category
- Assessment against Lambeth's Responsible Procurement Policy (see Appendix F)
- Sourcing of new prospective contractors to support Lambeth's supply chain requirements
- Provide support for regular contractor engagement events

**Part Two:** System Integration

The Service Provider will have an established web-based vetting and verification portal, Lambeth requires a solution that will integrate the Service Provider's portal with the Council's DPS which will be design based on one of the following two options:

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- a. **Two-way integration:** Prospective contractors register online, into Lambeth's DPS and information transfers via an appropriate data link into the successful Provider's system for processing and verification. Lambeth then receives data feed from Provider's system updating progress and completion of verification process. This is the Council's preferred solution.
- b. **One-way integration:** Prospective contractors register online, into Provider's system for processing and verification and an appropriate data link into the Lambeth system provides uploaded information on verified providers.

Information on contractors that have registered, been vetted and verified for the Lambeth DPS should be retained within a secure area of the successful Provider's system and not made available to other clients unless they are already (or subsequently become) a member of the Provider's SSIP Scheme as a result of the Contractor electing to enter into a separate commercial arrangement with the Provider.

The Contractor's online experience should indicate that they are registering and being vetted for the Lambeth DPS.

2. Insurance Requirements: The successful bidder must have appropriate insurance policies in place during the term of the contract, that provides the following cover (as a minimum:
  - (a) Employers' liability of £5,000,000 (five million)
  - (b) Public liability of £10,000,000 (ten million)
  - (c) Professional indemnity of £2,000,000 (two million)
3. Quality Standards – Appropriate to SSIP (as a minimum)
4. Experience: Established Member of SSIP (minimum of 2 years)
5. Key Performance Indicators: To be agreed prior to contract award and will include metrics related (but not limited) to:
  - a) Turnaround time from contractor registration to verification completion
  - b) New SME sign ups
  - c) Response to specific project queries
  - d) Vetting and verification compliance
6. Frequency of Contract Meetings – Monthly for the first 3 months of the contract term, reducing to quarterly and or annual meetings depending on performance.
7. Contract Management Arrangements: The successful provider shall nominate a key account manager as a point of contact for all matters concerning delivery of the contract. This will include ensuring agreed KPI and contract review reports are uploaded into the Council's contract management system.