

Part 15 – Responsible Procurement

15.1 Introduction

The *Contractor* shall comply with the *Employer's* Responsible Procurement policy which is available at <http://www.london.gov.uk/rp/policy/>.

15.1.1 Not used

15.2 Responsible Procurement Representative

The *Contractor* shall appoint a Responsible Procurement Representative. The *Contractor's* Responsible Procurement Representative shall be the primary contact for all Responsible Procurement related matters under the contract;

15.3 Responsible Procurement Plan

Within 4 weeks of the *starting date*, the *Contractor* shall produce a Responsible Procurement Plan and submit it to the *Project Manager* for acceptance. In the case of the first submission of the Responsible Procurement Plan the *Project Manager* replies within 4 weeks of the date of submission. Any further revisions, submissions and responses shall be made within the *period for reply*.

The Responsible Procurement Plan shall:

- describe the management processes and procedures for achieving compliance with each of the applicable Responsible Procurement objectives
- describe Equality and Diversity objectives and Supplier Diversity objectives;
- describe how the processes and procedures for achieving compliance with the Responsible Procurement requirements will be imposed in a relevant and proportional manner on subcontractors and suppliers ; and
- include supply chain risk assessments where there is a high risk of unethical labour practices.
- include a programme of activities to support the *Contractor's* Responsible Procurement Plan with proposed dates for commencement and completion, including but not limited to:

progress report submittal dates

progress meeting scheduled dates; and

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dates for site inspections and internal audits required to evidence progress achieved.

15.4 Responsible Procurement Requirements

15.4.1 Encouraging a Diverse Base of Suppliers

15.4.1.1 Supplier Diversity

Supplier diversity objectives shall form part of the *Contractor's* Responsible Procurement Plan and shall state the means by which the *Contractor* shall optimise supplier diversity and the participation of Diverse Suppliers in the supply chain for the contract through the use of SMART objectives. The *Contractor's* supplier diversity objectives shall as a minimum contain the following:

- awareness of Diverse Suppliers available to undertake work required within the contract and the *Contractor's* strategies to ensure that barriers preventing supplier opportunities are removed;
- the means by which subcontractors and suppliers will provide supplier diversity data to the *Contractor*,
- how baseline evaluation will be undertaken;
- how the composition of the workforce will be monitored every quarter;
- the processes that will ensure that Diverse Supplier involvement is optimised within the contract and outline procedures for monitoring progress towards the objective.

15.4.1.2 CompeteFor

In order to maximise the number and diversity of businesses contributing to the Programme, the *Contractor* shall use the CompeteFor web-sourcing portal to advertise all appropriate subcontractor and supplier opportunities which arise throughout the contract. The *Contractor* shall use reasonable endeavours to ensure that subcontractors and suppliers use the CompeteFor web-sourcing portal to advertise further opportunities within the supply chain.

The *Contractor* shall monitor the number, type and value of contract opportunities advertised and placed in its own supply chain.

15.4.1.3 Not Used

15.4.1.4 Meet the Contractor' Event

In order to support the *Employer's* commitment to encourage employment, training and subcontractor opportunities across the Programme, the *Contractor* shall host or attend one 'Meet the Contractor' event per calendar year.

15.4.2 Promoting Fair Employment Practices

15.4.2.1 London Living Wage

The *Contractor* shall pay its employees, and shall use reasonable endeavours to ensure that subcontractors and suppliers of any tier pay their employees, an hourly wage (or equivalent of an hourly wage) of not less than the London Living Wage (the basic hourly wage determined by the Greater London Authority (GLA) London Living Wage Unit) for any hours they work on the contract.

The *Contractor* shall audit the records of subcontractors and suppliers of any tier to ensure compliance with payment of the London Living Wage and notify the *Project Manager* of any non-compliance.

The *Contractor* shall allow access to its records, and shall use reasonable endeavours to procure that subcontractors and suppliers of any tier allow access to their records, to the *Project Manager* for the purposes of auditing compliance with the requirement to pay employees the London Living Wage.

In the event that the *Contractor* or *Project Manager* discover any non-compliance with this requirement, the *Contractor* shall co-operate fully with the *Project Manager* to resolve the non-compliance.

15.4.2.2 Equality and Diversity

The *Contractor* shall develop and implement Equality and Diversity objectives for this contract. The objectives shall form part of the *Contractor's* Responsible Procurement Plan.

The *Contractor's* Equality and Diversity objectives shall propose as a minimum describe how it will:

- actively engage and secure a long term relationship with the *Employer's* Jobs Brokerage;
- publicise vacancies in such a way that encourages applicants from protected groups or from deprived socio-economic backgrounds and adopts recruitment processes that ensure that all potential barriers to recruitment, particularly with regards to priority equality groups, have been removed;
- the *Contractor* shall encourage each of its Subcontractors to adopt and implement an equality and diversity policy which is at least as extensive in scope as the *Contractor's* equality and diversity policy.

- the *Contractor* shall include the methods by which the *Contractor* proposes to monitor and report on the implementation of its equality and diversity policy and its effectiveness.

15.4.2.3 Diversity Training

The *Contractor* shall develop and implement diversity training objectives and strategies to ensure that all personnel employed on the Site are trained appropriately for their role, and understand, the equality and diversity issues which may arise on Site. The objectives shall indicate the types and levels of training to be undertaken and how the training is to be monitored for its effectiveness.

The objectives should also identify those persons or organisations that will provide the training, the proposed content and the duration of the proposed training programmes.

Contractor's employees in managerial roles on Site shall receive managing diversity training, which shall provide clear guidance on anti-discriminatory practices within recruitment, training and appraisal.

15.4.2.4 The Diversity Works for London (DWFL) 'Gold Standard Diversity System'

The *Contractor* shall register on the Gold Standard Diversity System and shall use reasonable endeavours to work towards attaining the gold standard accreditation.

15.4.3 Meeting Strategic Labour Needs and Enabling Training Opportunities

15.4.3.1 Employment Opportunities

The *Contractor* (including subcontractors and, shall use this jobs and skills brokerage service in the first instance to source all external labour and staff vacancies for this contract. The *Contractor* shall cooperate with the *Project Manager* in supplying details of employment opportunities to be advertised through this service in accordance with Appendix 15C.

The *Contractor* shall allow the jobs and skills brokerage service 2 working days to identify potential candidates for a role prior to sourcing candidates for the role through alternative means.

15.4.3.2 Labour and Skills Gap Analysis

This shall form part of the *Contractor's* Responsible Procurement Plan and shall detail the labour and staff needs and skills gaps identified by the *Contractor*. The *Contractor's* Labour and Skills Gap Analysis shall demonstrate as a minimum:

- (a) job roles, and personnel required to deliver the *works* (indicating those to be resourced in-house and those to be resourced through the supply chain);
- (b) labour and staff needs (how many vacant roles the *Contractor* anticipates will require to be resourced within each job role).