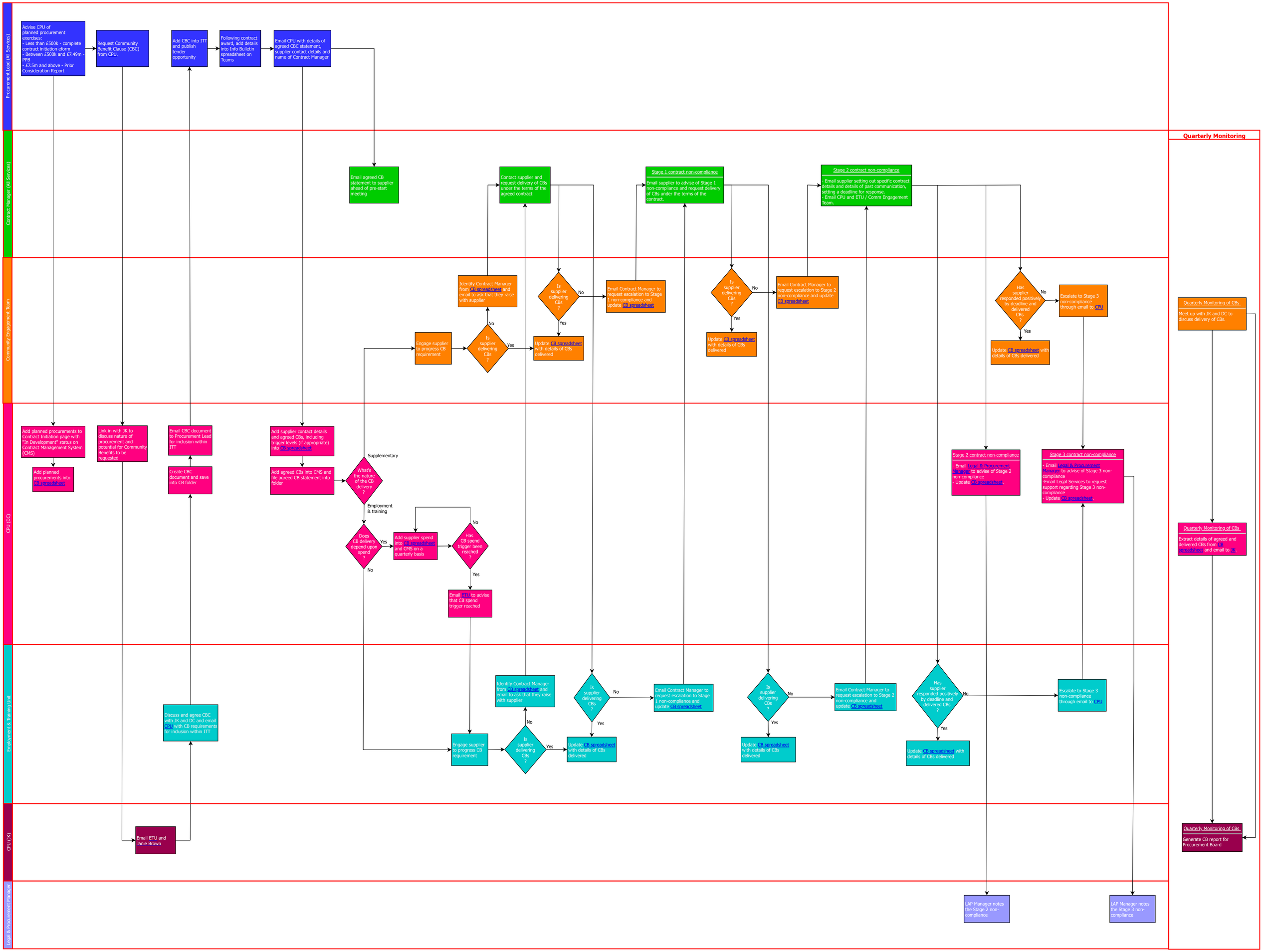
Procurement Lead (All Services)
Contract Manager (All Services)
Community Engagement Team
CPU (DC)
Employment & Training Unit
CPU (JK)
Legal & Procurement Manager
Advise CPU of planned procurement exercises:
- Less than £500k - complete contract initiation eform
- Between £500k and £7.49m - PPB
- £7.5m and above - Prior Consideration Report
Request Community Benefit Clause (CBC) from CPU.
Add CBC into ITT and publish tender opportunity
Following contract award, add details into Info Bulletin spreadsheet on Teams
Email CPU with details of agreed CBC statement, supplier contact details and name of Contract Manager
Email agreed CB statement to supplier ahead of pre-start meeting
Contact supplier and request delivery of CBs under the terms of the agreed contract
Stage 1 contract non-compliance
Email supplier to advise of Stage 1 non-compliance and request delivery of CBs under the terms of the contract.
Stage 2 contract non-compliance
- Email supplier setting out specific contract details and details of past communication, setting a deadline for response.
- Email CPU and ETU / Comm Engagement Team.
Identify Contract Manager from CB spreadsheet and email to ask that they raise with supplier
Is supplier delivering CBs ?
No
Yes
Update CB spreadsheet with details of CBs delivered
Email Contract Manager to request escalation to Stage 1 non-compliance and update CB spreadsheet
Email Contract Manager to request escalation to Stage 2 non-compliance and update CB spreadsheet
Has supplier responded positively by deadline and delivered CBs ?
Escalate to Stage 3 non-compliance through email to CPU
Engage supplier to progress CB requirement
Add planned procurements to Contract Initiation page with "In Development" status on Contract Management System (CMS)
Add planned procurements into CB spreadsheet
Link in with JK to discuss nature of procurement and potential for Community Benefits to be requested
Email CBC document to Procurement Lead for inclusion within ITT
Create CBC document and save into CB folder
Add supplier contact details and agreed CBs, including trigger levels (if appropriate) into CB spreadsheet
Add agreed CBs into CMS and file agreed CB statement into folder
What's the nature of the CB delivery ?
Supplementary
Employment & training
Does CB delivery depend upon spend ?
Add supplier spend into CB spreadsheet and CMS on a quarterly basis
Has CB spend trigger been reached ?
Email ETU to advise that CB spend trigger reached
Stage 2 contract non-compliance
- Email Legal & Procurement Manager to advise of Stage 2 non-compliance
- Update CB spreadsheet.
Stage 3 contract non-compliance
- Email Legal & Procurement Manager to advise of Stage 3 non-compliance
-Email Legal Services to request support regarding Stage 3 non-compliance
- Update CB spreadsheet.
Discuss and agree CBC with JK and DC and email CPU with CB requirements for inclusion within ITT
Email ETU and Janie Brown
LAP Manager notes the Stage 2 non-compliance
LAP Manager notes the Stage 3 non-compliance
Quarterly Monitoring
Quarterly Monitoring of CBs
Meet up with JK and DC to discuss delivery of CBs.
Quarterly Monitoring of CBs
Extract details of agreed and delivered CBs from CB spreadsheet and email to JK.
Quarterly Monitoring of CBs
Generate CB report for Procurement Board