

7 Force Procurement Supplier Charter

VISION

The vision of 7 Force Procurement is to enable the delivery of effective and efficient police services and provide support for victims in the eastern region by procuring and managing high quality, value for money contracts.

7 Force Procurement promotes fairness and diversity in its supply chains and welcomes the opportunity to work with a broad range of suppliers who align with our values which are (in addition to wider Police service values and behaviours):

Public service ethos with a commercial mindset

We recognise that as a group of public sector contracting authorities we have to ensure compliance with the Public Contracts Regulations to ensure transparency, non-discrimination, proportionality and equity of treatment. However, by applying commercial intelligence to these processes we will deliver better outcomes. Our contracts and supply chain ultimately need to deliver value for money services to end users, within the Police service and to the wider public. By being more commercial in our approach we can ensure that we maximise value for money, which includes the socio-economic impact.

Collaborative

Wherever possible we will seek to procure on a seven force basis, harnessing the increased leverage acting as a single customer, and also to deliver more efficiently and effectively.

Innovative

We will bring market innovation to bear when designing services and procurements.

Customer focus

Always focussing on our customers' requirements, engaging early with them to deliver better procurement. We understand that the impact that we have on operational policing and support for victims in the region. We will be responsive to customer requests for advice and assistance.

OUR SUPPLIERS

Our suppliers are key to delivering services to meet these and this charter highlights the main expectations when doing business with 7 Forces Procurement. We will only work with suppliers of good repute and if successful our expectation is that you will not do anything that harms the reputation of 7 Forces through the way your organisation conducts business.

7 Force Procurement is committed to:

Value for money

Contracts are not awarded on the basis of lowest price alone and we will make it clear what the evaluation criteria are for each contract opportunity we publish. All of the factors in this charter are part of the value for money equation.

Ensuring prompt payment

Our standard terms are 30 days from receipt of a valid invoice. If you win a contract through 7 Force Procurement you must also pay your subcontractors within 30 days from the receipt of a valid invoice from them. It is expected that this principle will be flowed through your supply chains.

Supporting the local economy

Wherever possible we require the wider 7 Forces police community to obtain quotes from local companies when buying goods and services under £50,000 and not provided for under corporate contracts. All other 7 Forces procurement is carried out on our e-tendering system <https://uk.eu-supply.com/login.asp?B=BLUELIGHT> which is free to register on and is used by many UK police forces. On larger contracts we expect suppliers to source their supply chain from local companies wherever possible. 7 Forces Procurement is developing training sessions which will help you understand how to win police contracts.

Providing opportunities for residents in our communities

You will be required to explore opportunities to recruit locally to any vacancies you may have in fulfilling your contracts with us.

We also seek ideas from suppliers to create employment and training opportunities for residents, including those with disabilities, such as supporting people into work, apprenticeships, work experience and volunteering opportunities and working with schools to help ensure young people are equipped with skills to meet the needs of the future labour market.

Eliminating Modern slavery

7 Force suppliers must ensure their supply chains including manufactures and producers are free from slavery and human trafficking. They must be absolutely committed to preventing Modern Slavery, human trafficking and exploitation throughout their workforce and business operations and within their own policies and procedures ensuring that their supply chains are free from any misconduct or malpractice associated with slavery and human trafficking.

Improving the environment

7 Force procurement is committed to the sustainable supply of goods, services and construction projects which minimise the effect on the environment. Suppliers must ensure that in delivering contracts to our Forces that they design solutions which seek-

- Focus on whole life cost
- Minimise waste
- Minimise energy use
- Eliminate pollution
- Preserve and enhance bio-diversity
- Conserve water resources.

Diversity and Inclusion in procurement

7 Force Procurement recognises the value that different backgrounds, experiences and perspectives can bring to public services and we oppose all forms of unlawful and unfair discrimination or victimisation. We therefore want to work with employers who are committed to be inclusive and have diverse workforces in line with our own code of ethics. All suppliers and your supply chains must ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics as defined by Equality Act 2010). We expect our suppliers to evidence that their supply chains operate in an environment free from discrimination.

Information and Cyber Security

Police Forces rely on secure IT systems to support essential services to our customers and stakeholders. It is paramount that our supply chains also:

- Comply in all respects with Data Protection legislation
- Have established information security policies and procedures in place
- Provide regular information security and data protection training for all staff
- Have implemented IT and physical security controls where appropriate
- Conduct pre-employment background checks vetting on new employees (suppliers need to be aware that all staff delivering services to Forces will be subject to vetting before they can commence)
- Have implemented risk management protocols, e.g. internal audits, risk audits
- Have robust and tested business continuity plans in place.

Health and Safety

We require our suppliers to have due regard for and comply with their legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations and particular attention is drawn to requirements relating to safe working practices, use of safety equipment and the conduct of persons employed.

We expect that where driving forms a substantial part of a supplier's business, that the supplier can demonstrate safe systems of work. Where appropriate to the service being provided, commitment to Driving for Better Business or a voluntary code of practice will form part of supplier and their supply chain obligations.

