

## 4. Examples of 'How to Trade with us' website pages

### a) Leeds City Council

#### **Guidance for Contractors and Staff**

If you require this information in an alternative format, for example Braille, large print, on tape, disc or in a different language please contact us on 0113 247 4085

#### **GUIDANCE FOR CONTRACTORS**

##### **How to Tender for Council Work**

This guidance document was produced to help and explain to potential contractors, consultants and suppliers alike, how and what they must do if they want to carry out work for the City Council.

A lack of information about opportunities and a lack of understanding about how the Council's contracting procedures operate often prevents firms from applying to tender for Council contracts. This guidance document is a no-nonsense guide explaining the legislation that affects how supplies, work and services are procured, it explains how firms can find out about Council contracts and it looks at the procedures necessary to apply to carry out work for the Council.

##### **Passport to the Environment**

This passport document has been written as a guide to environmental issues which affect all organisations that are carrying out work for the Council. The guide aims to make firms more aware of the environmental impact of their actions and the way they work, for example their purchases and transport requirements.

The passport provides guidance notes on environmental issues and highlights areas that all organisations should consider. The passport also details the Council's commitment to the environment and explains how environmental issues are coordinated throughout Council contracts.

##### **Passport to Equal Opportunities**

This passport includes general information on race relations, disability discrimination, sexual discrimination and the relevant legislation. It also gives examples of good equal opportunities practice on site and gives details of the Council's own equal opportunities policies. It gives examples of method statements and benchmarks the Council uses to address equal opportunities issues in contracts.

The passport is designed to give contractors an overview of equal opportunities, and what the Council will expect them to demonstrate when working for Leeds.

##### **Corporate Procurement Unit Guidance (CPUG) Documents**

The Procurement Unit Guidance Documents are Guidelines for Partnering and Best Value Alternative Options for Service Delivery.

## **b) Extract from Environment Agency website**

### **Procurement Vision**

To be a leading edge Procurement function that focuses on the needs of our customers, supports the delivery of the Environment Agency's vision and is a preferred client of our suppliers.

### **Procurement Mission**

- Best Value
- Best Practice
- Least Environmental Impact

### **General Information**

The Environment Agency is a major procurer of goods and services within the UK with a complex and diverse commodity and contract portfolio. In many areas the Environment Agency is at the cutting edge of environmental and technical developments and our supply base are a key contributor in the achievement of environmental best practice. Suppliers are vital in providing the goods and services the Environment Agency needs to deliver its' environmental vision for England and Wales.

### **Procurement Team**

To manage this strategic business relationship the Environment Agency has a team of Procurement professionals. This team is led by the Head of Procurement, who is the lead manager for commercial matters with our supply community. Supporting the Head of Procurement are 10 Procurement Teams as follows:

- Anglian Procurement Team
- Corporate Information Systems Procurement Team
- Head Office Procurement Team
- Midlands Procurement Team
- North East Procurement Team
- North West Procurement Team
- Southern Procurement Team
- South West Procurement Team
- Thames Procurement Team
- Environment Agency Wales Procurement Team

Each team is responsible for all Procurement activity within the area identified. Additionally each team has responsibility for a specific commodity portfolio on behalf of the Environment Agency nationally. Suppliers wishing to do business with the Environment Agency should first of all contact the relevant Procurement Team that has responsibility for the commodity they are marketing. This information is available in the Procurement Centre of Expertise document attached.

In addition, there is a National Procurement Team who provide policy and specialist support to the Environment Agency and the Regional Procurement Teams. Enquiries relating to the Environment Agency's policies and systems in areas such as Environmental Procurement, Intellectual Property Rights, Public Private Partnerships and Construction should be directed to this team.

### **Who to Contact**

Suppliers requiring general information about doing business with the Environment Agency should contact either the Procurement Team located nearest to them or alternatively the National Procurement Team. See attached file.

- Centres of expertise:
- Procurement Contact Information
- Potential Contracts
- Current National Contracts
- What's new in Procurement
- Environmental & Ethical