

Corporate responsible procurement requirements according to threshold

| Threshold | Policy | Requirement | Goods | Services | Works | Stage | Responsibility |
|--|--|--|-------|----------|-------|---------------------------------------|--|
| All values | City of London Transport Policy | <ul style="list-style-type: none"> Officers must not purchase or lease diesel vehicles unless there is an absolute operational necessity <i>i.e. vehicles with no current alternative fuel options such as tractors, some vans and 4WD pickups.</i> Any individual procuring (including leasing or hiring) a vehicle on behalf of the City Corporation will be required to investigate alternative fuel options, especially full electric and petrol-hybrid. | √ | | | Pre-procurement | All individuals buying on behalf of the City Corporation, all departments. |
| | CoL Living Wage Procurement Policy 2015 | All contractors and sub-contractors providing services on our premises; on property occupied by the City Corporation; and on land which it is responsible for maintaining, must pay all staff who work 2 or more hours a day for 8 or more consecutive weeks a year the (London) Living Wage. | | √ | | Tender | Chamberlain's |
| | SPG for NRMM in LEZ | Any works involving non-road mobile machinery (NRMM) used for more than 30 days with net power between 37kW and 560kW is required to meet stage IIIB of EU Directive 97/68/EC (i.e. Euro IIIB). | | | √ | PQQ/Ts & Cs | City Procurement/Comptroller's |
| < £10k | City of London (CoL) Procurement Code 2015 | Officers are encouraged to seek quotations from either a UK based SME, a social enterprise, or a local supplier based in the square mile, the City fringe, one of the 10% most deprived London boroughs or other deprived boroughs according to their proximity to the City's asset (relevant to satellite sites). | √ | √ | √ | Quotation | All individuals buying on behalf of the Corporation, all departments. |
| > £10k | CoL Procurement Code 2015 | Officers must use the Government Buying Standards 'Mandatory' criteria for all relevant product categories, this includes sustainable wood products | √ | √ | √ | Specification | Individual responsible for writing the specification |
| | This RP Strategy | Officers must ensure that all contractors self-declare that they recognise the International Labour Organisation (ILO) fundamental conventions and that they are working towards ensuring that their whole supply chain adheres to the principles set out in these conventions. | √ | √ | √ | Contract Award | City Procurement/Comptrollers |
| £10k-£100k | City of London Procurement Code 2015 | Officers must seek at least one quote from either a UK based SME, a social enterprise, or a local supplier based in the square mile, the City fringe, one of the 10% most deprived London boroughs or other deprived boroughs according to their proximity to the City's asset (relevant to satellite sites). | √ | √ | | Quotation | Procurement Operations team |
| £10k-£400k | | | | | √ | | |
| > £100k | This RP Strategy | Officers must ensure that relevant suppliers have adhered to the requirements of the Modern Slavery Act 2015 including appropriate statements on their website. | √ | √ | √ | Contract Award | City Procurement/Comptrollers |
| | | When procuring cleaning and hygiene products, cosmetics, drugs, pesticides etc. action must be taken to identify products that have not been tested on animals. | √ | √ | | Specification | Individual responsible for writing the specification. |
| > OJEU | City of London Procurement Code 2015 | Officers should ensure that all public services contracts go to the Social Value Panel for consultation. Officers must factor in sufficient time into their procurement plans to undertake the consultation. | | √ | | Pre-procurement | City Procurement |
| > £250k | | A minimum of 10% of the weighting of technical (qualitative) element of the evaluation score, or a 5% flat rate where the percentage falls below 5% of the total score must be allocated to responsible procurement aspects in all tenders worth over £250k. Depending on the nature of the contract this may include questions related to objectives Bi, Bii, Ciii, or any within Policies E or F of this Strategy. | √ | √ | √ | Supplier Evaluation | City Procurement/Department – collaboration |
| > £400k +all Corporate works contracts | A stand-alone DBE Policy | Contractors must register with the Fleet Operator Recognition Scheme (FORS) and will be encouraged to achieve Bronze accreditation before progressing to Silver and Gold accreditation status. | | √ | √ | PQQ/Prelims/Ts & Cs | City Procurement/Comptroller's, advised on relevance by depts |
| | Port Health Committee Policy. | Relevant contractors will be made aware of and required to adhere to CoL's Noise Strategy and Policy | | √ | √ | PQQ/Prelims/Ts & Cs or Contract award | City Procurement/Comptroller's, advised on relevance by depts |
| | | Contractors are required to comply with the City Corporation's Code of Practice for Demolition and Construction and Code of Practice for the Minimisation of the Environmental Impact of Street works . | | | √ | | |
| | > £2m | Building and civil engineering contractors, and certain sub-contractors, will be required to join the City's Considerate Contractor Scheme . | | | √ | | |
| | This RP Strategy | Officers should consider presenting high value works contracts to the Social Value Panel for consultation. | | | √ | Pre-procurement | City Procurement/Department |
| > OJEU | CoL Biodiversity Action Plan | Procurement leads within departments must ensure that contractors do not degrade existing biodiversity, must consider interventions to create habitats for target species. | | | √ | Specification | Departments with support from DBE & OS |