

OPTIONS FOR LIFE

USE OF SUPPLIERS AND SUB-CONTRACTORS POLICY

It is the policy of Options for Life to provide an effective, value added service to all its commissioners. The organisation will promote close relationships with key suppliers and sub-contractors in order to achieve the aims of this policy.

Options for Life will incorporate a number of safeguards into its procedures for the selection and engagement of suppliers and sub-contractors. The organisation will maintain a short list of suppliers and sub-contractors, each of whom will have an ongoing relationship with Options for Life, and will be continually assessed on a number of areas such as:

- appropriate policies and procedures in place
- proven record of performance that is of a consistently high quality
- high levels of service and backup, including the remedying of any problems
- competitive price and non-adversarial attitude
- excellent technical back-up and responses to requests for information
- good communications
- profitable, financially sound and stable company
- regular significant volumes of business
- site visit to assess and review services
- where appropriate, references from similar clients

All suppliers and subcontractors will be assessed for capacity to perform.

The usual method of selection of suppliers and sub-contractors for pricing of individual projects will be a search of the existing supplier list, followed by a written enquiry that details the materials, services or works to be performed, together with all the relevant specifications, conditions, drawings and other project particulars.

The submitted price and details will be carefully considered by the Chief Executive with final selection based on:

- competence and quality of work/supply
- ability to meet programme & environmental requirements
- price

It is the policy of Options for Life that forms of sub-contract and conditions of supply are aligned to the terms and conditions as contained in the main contract.

This policy was approved and endorsed by the Board of Trustees on 16th November 2009, with next review due on 16th November 2010.