**RM3741 Project Management Full Design Team Service**

**Supplier Assurance**

In order to give confidence in our suppliers, we undertake a number of supplier assurance activities at various stages, ie at the design stage of a new commercial agreement, during the sourcing process and during live running.

We want to provide our customers with clarity on our activities regarding:

* what supplier assurances CCS will undertake.
* what assurances customers may need to undertake for any contracts they let from our agreements.

**At Tender stage CCS undertook the following pre-qualification checks;**

**Financial status**

To ensure their current financial health is acceptable, based on the specific commercial agreement requirements.

This is done by setting an appropriate Dun and Bradstreet financial failure risk threshold score (set at 50% pass rate threshold) but we may also check their financial accounts. In limited circumstances we may accept suppliers where a guarantor has been assessed and secured. No guarantors were required for RM3741 PMFDTS suppliers.

Professional qualifications – These were set in the criteria, evaluated and priced against at Award stage in the Grade Descriptions for RM3741. Should you wish to create your own job roles and/or descriptions, please note the impact on price.

Insurance requirements – As specified in Schedule 14 of the Framework Agreement .

The RM3741 PMFDTS framework has 6 Lots and whilst Lot 1 (Mutli-disciplinary services) required bidders to have PII/PL/EL of £10m, Lots 2 - 6 which cover smaller specialist services , only required £5m PII cover to be demonstrated. This was in support of SMEs who were bidding for these lots.

**Data Security**

All Suppliers must have Cyber Essentials Plus accreditation.

**Subcontractors**

Suppliers are responsible for all subcontractor work as if it were their own. Therefore subcontractors must have similar or equivalent assurances via subcontracts, where necessary.

**During Live running of the Framework, CCS will:**

* Check that annual insurance/certification/standards are renewed where applicable. Ie insurance certificates, CE+ Accreditation
* Ensure supplier management information and spend is being recorded correctly - via CCS system and financial audits, supplier annual self-audit certificates
* Check that suppliers retain the necessary economic and financial standing. There are some specialist checks done by Business Intelligence, where marketing/news reports or Customer feedback identify instability or major issues with any CCS supplier (and to some extent their supply chain).

**Customer Assurance checks**

In the rare cases where customers need to deviate from CCS Assurance levels, eg if they require higher levels of insurances or other standards, this would need to be made clear to bidders as part of the call off process, and any necessary checks made on those levels.

Further CCS checks are at Framework level to govern a broad, generic spectrum of services. Customers must make checks for their specific requirements and remember that all financial checks are historic in nature and a snapshot in time. Where a Customer is engaging a strategic partner for a complex, high value project, they may wish to run their own, current financial checks for that project.

Finally, Customers will take responsibility for the day to day contract management of any contracts they let from our CCS agreements and must ensure that the have adequate SRM Supplier Relationship Management protocols to gather feedback and note any ongoing concerns with the Contract.