
Annex A

European regulations

Part A services

The full EU public procurement regulations apply to the following services when the value of the whole contract is more than the threshold (please see section 5.2b of the procurement code).

- Accounting, auditing and book-keeping services
- Advertising services
- Air transport services
- Architectural services, engineering services and integrated engineering services, urban planning and landscape architectural services, related scientific and technical consulting services, and technical testing and analysis services
- Building cleaning services and property management services
- Computer and related services
- Financial services
 - Insurance services
 - Banking and investment services
- Land transport services
- Maintenance and repair services (mainly vehicles)
- Management consultant services and related services
- Market research and public-opinion polling services
- Publishing and printing services on a fee or contract basis
- Research and development services
- Sewage and refuse disposal services, sanitation and similar services
- Telecommunications services
- Transport of mail

Part B services

The full EU public procurement regulations do not apply to the following services. However, the requirements relating to issuing tender documents and publishing a contract award notice do apply.

- Education and vocational education services
- Health and social services
- Hotel and restaurant services
- Investigation and security services
- Legal services
- Personnel placement and supply services
- Rail transport services
- Recreational, cultural and sporting services
- Supporting and auxiliary transport services
- Water transport services

Annex B

Contract file

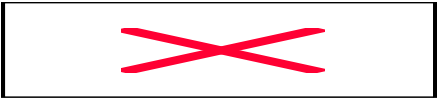
The contracts administration unit will set up a contract file for all contracts with a value of over £50,000. Once the contract has been signed, they will pass this file to the client manager for maintaining and updating.

The contract file must contain the following.

- Background papers showing how the decision to procure was reached
- Timetable
- Adverts
- All correspondence
- Tender assessment model
- Tender opening panel record (annex c)
- Financial analysis of bids
- Quality analysis of bids
- Legal analysis of the final contract
- Site visit reports
- Risk register and risk analysis
- Record of negotiations
- Contract award reports
- Letter of award
- Relevant committee reports
- Copy of the final contract

The following may also be added throughout the life of the contract.

- Amendments to the contract – change control register
- Statements of performance penalties and rewards
- All correspondence relating to contract management and enforcement
- Any records of negotiations



Tender register

Contracts administration unit

Tip reference: «tipref» Tender for: «contract name»

Tender opening returns

Number: Estimated £«cost» Return date: «return date»

Company name	£	p	Comments	Date and time received
«cont1»				
«cont2»				
«cont3»				
«cont4»				
«cont5»				
Opened by: Signature:..... Print name:.....				

In the presence of principal contracts officer:

and the client officer: Designation:.....
Date..... Time:.....

Annex D

Directors' decision to use a negotiated procedure

In line with the procurement code I have considered all the circumstances surrounding the proposed procurement of (contract number:.....) and the relevant procurement rules, including the European regulations. As a result, I have decided that this contract will not be awarded by competitive tendering, but by:

- a competitive negotiation under paragraph 7.1 of the procurement code; or
- b direct negotiation under paragraph 7.9 of the procurement code.

The justification for using a negotiated contract award procedure is as follows.

.....
.....
.....

I have taken advice from the director of law and public services.

Signature:.....(director or nominee)

Date:.....

.....

Please keep a signed copy of this decision on the contract file. You should also attach any legal advice you have received.

Annex E

Contract award report template

The contract award report will vary depending on how complicated the contract is. However, it should include the following.

- Introduction
- Background
- Pre-tender selection
- Tender evaluation methodology
- Quality and product evaluation
- Price evaluation
- Risk evaluation
- Contractual or legal evaluation
- Summary of negotiations
- Project risks
- Summary of evaluation
- Recommendations

(If necessary, you should include executive and joint board reports.)

Author's signature: _____

Approved by the director or their nominee

Signature:

Annex F

Removal from approved list procedure

1 What the procedure covers

- 1.1 This procedure applies when officers or members propose to remove any organisation (whether a contractor or a consultant) from an approved list.
- 1.2 Definitions
 - a ALP – the approved lists panel that is made up of the executive member for performance and the deputy chief executive.
 - b Approved list – a list of approved organisations that meet our pre-qualification criteria.
 - c CAU – the contracts administration unit.
 - d Removal, remove – removing an organisation that is already on an approved list from that list.
 - e Suspension, suspend – suspending an organisation from an approved list before an investigation is carried out or the executive considers removing an organisation.

2 The aims of the procedure and the decisions made under it

- 2.1 This procedure must be interpreted (and all decisions whether or not to remove or suspend an organisation from an approved list must be taken) lawfully, fairly and reasonably.
- 2.2 We must give every organisation adequate notice of the case against them and will give them the opportunity of putting their case to the ALP and questioning officers.
- 2.3 Any decision that has a negative effect on an organisation must, where appropriate, be for a set length of time or must be reviewed within a fixed period.

3 Removing an organisation from an approved list

The CAU can make a proposal to remove an organisation from an approved list. Any director may ask the CAU to make a proposal.

Where appropriate, the CAU may suspend an organisation from an approved list before an investigation is carried out or the executive considers removing an organisation.

4 Report

- 4.1 The CAU must report to the ALP on each proposal to remove an organisation from an approved list.

-
- 4.2 The report must contain the relevant facts and evidence to support the proposal for removing the organisation and a clear statement of the reasons justifying it (including any statutory and contractual arrangements the organisation may have broken).
- 4.3 Every page of the report must be numbered in order.
- 4.4 The CAU will include any legal observations in the report.

5 Contacting the organisation

- 5.1 The CAU will send its report (or a draft that is similar to the final version) to the organisation before the date of the ALP meeting with a covering letter along the following lines.

“We are proposing to remove your organisation from the council’s approved list of tenderers for [insert type of activity].

I enclose a (draft) report to the council’s approved lists panel, setting out the reasons for the proposal.

We are inviting you or your representative to come to a meeting of the approved list panel on [date] at [time] at Islington Town Hall, Upper Street, London N1 2UD. At this meeting we will give you the opportunity to:

- give factual evidence to the panel (including the right to call witnesses);
- question witnesses and officers; and
- make statements.

We may also ask your representative and witnesses questions.

I enclose a copy of the council’s procedure for suspending or removing organisations from an approved list of tenderers.

Please let me know whether or not you will be coming to this meeting.”

6 Proceedings at the meeting

- 6.1 If more than one organisation is involved in the same incident or series of incidents, the ALP will normally hear both organisations together. This procedure can be adapted to allow for more than one hearing at the same time.
- 6.2 We will invite the organisation’s representative into the meeting at the start of the item.
- 6.3 The CAU will present its case first. They can give evidence and call witnesses. If photographs are presented as evidence, the originals must be available for inspection by the organisation and the ALP. If a video recording or film is shown, the soundtrack must be silenced.
- 6.4 The CAU and any witnesses may each be questioned by:
- a the organisation’s representative;
 - b the representative from law and public services, if the ALP decides; and

-
- c the ALP.
- 6.5 If the organisation comes to the meeting, it must then present its case. It can give evidence and call witnesses.
- 6.6 The organisation's representative and any of their witnesses may each be questioned by:
- a the CAU, if the ALP decides;
 - b the representative from law and public services, if the ALP decides; and
 - c the ALP.
- 6.7 The ALP will tell organisation's representative that they will receive the ALP's decision in writing. The ALP will then ask the organisation and the CAU, and any witnesses, to leave the meeting.
- 6.8 The ALP will consider the case made by both sides, in line with paragraph 2.1, and may ask for the advice of the representative from law and public services when doing so.
- 6.9 The ALP will then take its decision in two stages, as follows.

First stage: findings of fact

The ALP will say which of the facts alleged against the organisation it has found to be correct and proper.

Second stage: decisions affecting an organisation's status on an approved list

This decision will be based on the findings of fact, and will normally be one of the following (although these options are not intended to limit the ALP's discretion to make other decisions in line with paragraph 2).

- a To allow the organisation to stay on the approved list.
 - b To remove the organisation from the approved list for a fixed period. The ALP will then review the case (see paragraph 6.11).
 - c To remove the organisation from the approved list for a fixed period. The organisation will then be automatically reinstated to the approved list.
 - d To postpone its decision to a future meeting.
- 6.10 The ALP will then invite the CAU to return to the meeting to hear the ALP's decision.
- 6.11 The review mentioned in paragraph 6.9 b above will take place before the end of the period of removal. The ALP will receive another report from the CAU at that time, and the procedure will be similar to the original proposal.

7 Telling the organisation

The CAU will write to the organisation as soon as possible following the ALP's decision, along the following lines.

"The council's approved lists panel met on [date] to consider a proposal to remove your organisation from the approved list of tenderers [although we invited you to attend and put your case to the ALP, you did not take this opportunity].

Having carefully considered the evidence and statements given on your behalf, the approved lists panel decided:

[to allow your organisation to stay on the approved list of tenderers].

[to remove your organisation from the approved list of tenderers for a period of (weeks/months) from the date of the meeting. We will review your case at the end of that period.

This review will take place before the end of the period of removal. The approved lists panel will receive another report from me at that time, and the procedure will be the same as for the original proposal. In other words, I will send you a copy of the report and give you the opportunity to come to the meeting to give and dispute evidence, and make further statements.]

[to remove your organisation from the approved list of tenderers for a period of (weeks/months) from the date of the meeting, after which we will automatically restore you to the approved list of tenderers].

[to postpone its decision to a further meeting on (date). After this meeting, I will write to you again. In the meantime, your organisation will remain [on] [suspended from] the approved list of tenderers].

[If the organisation is removed] the reasons for the panel's decision are as follows.

[Insert reasons]

I have sent you this letter under section 20 of the Local Government Act 1988."

8 Approved lists panel

- 8.1 Under this procurement code, the approved lists panel authorises a contractor or consultant to be removed or suspended from the approved list. However, the executive may call in or make a decision itself. In this case, the executive will follow this procedure.

9 Changing this procedure

- 9.1 This procedure puts paragraph 3 into force. The approved lists panel may change or ignore this procedure in individual cases depending on the circumstances, as long as they follow paragraph 3 and take the advice of the director of law and public services (or their representative).

Annex G

Contract register

This is the existing contract database that the contracts administration unit (CAU) maintains. It relies on departmental information being fed back on contracts let without the support of the CAU. We propose to put this online so that named procurement officers can update it.

Year	Contract number	Contract name	Client officer	Contract amount	Department	Awarded to	Award date	End date	Review date	Best value review 1	Best value review 2	Comments
						(for ethnic information, see sheet 2)						

Annex H

Using Office of Government Commerce contracts

1 Introduction

OGC Buying Solutions, the trading section of the Office of Government Commerce, provides a number of contracts that the public sector can use. These contracts include GCAT (IT goods catalogue), SCAT (IT services catalogue), LCAT (legal services catalogue) and CCAT (consultants catalogue).

These are catalogue-based procurement contracts, designed to provide public-sector organisations with an easier way of buying a wide range of IT, telecommunications products and services, and consultancy and legal services. Essentially, they allow public-sector organisations to use pre-awarded contracts to place orders with certain organisations, or to run mini-competitions to choose a supplier. The use of these contracts is funded by the successful contractor paying a percentage of the contract value to the OGC.

They are not suitable for use with high-risk or high-value contracts, as they do not allow for us to significantly amend the terms and conditions of a contract. However, for relatively low-value purchases with little risk to our finances, reputation or ability to deliver statutory services, they can provide an alternative to current practice.

When using an OGC Buying Solutions contract, you must follow our procurement code. You should take particular account of the requirement for performance guarantees (section 8.3 of the procurement code) for all contracts valued over £300,000.

2 Recommendations on using and controlling GCAT and SCAT for ICT procurements

A project board, using appropriate legal and financial advice, should decide whether this method is suitable for contracts below £100,000. For higher-value contracts, the board should make the decision with our ICT Strategy Board.

When making a justification for using GCAT or SCAT, a specifically appointed project board should look at the benefits and problems of using this method.

The benefits are well documented (especially by GCAT), although difficult to prove in some cases (shown with question marks below).

- Meeting EU procurement legislation
- Ability to call off urgent requirements quickly
- Competitive prices?
- Wide choice of products and services
- Easy to order
- Good contractual protection and risk reduction, based on best practice?

- E-commerce facilities
- Comprehensive management and market-place information?

However, these might be outweighed by some major problems.

- GCAT and SCAT take a margin from the suppliers of all their contracts (up to 6% on the contract value, depending on the category). As a result, suppliers tend to increase their unit rates to make up for this. Clients end up paying higher rates than they might otherwise be able to negotiate if contracting alone. Taken together, these could call into question the value for money of using the frameworks (although the effect may be reduced to some extent by reducing procurement costs for us).
- The GCAT and SCAT framework does not allow the standard contract terms to be altered significantly. This means that the client organisation has little room to use its own standard terms and conditions (for example, we have standard terms and conditions related to best value, equalities and sustainability that won't be included in GCAT and SCAT contracts).
- The GCAT and SCAT framework has limited financial liabilities. The GCAT and SCAT contracts can only be amended by negotiating special terms with the supplier before purchase. This could limit the level of protection that we have if the supplier fails to supply the goods or services after we have bought them.
- Certain sections of the catalogue will involve other layers of subcontractors, which will involve a longer procurement process. It may be that the extra costs and timescales outweigh the benefits.

GCAT and SCAT provide some flexibility in buying IT products and can bring some advantages – particularly in terms of timescales. However, there may need to be further processes in place to make sure these contracts offer value for money and meet corporate objectives.

3 Project management arrangements

All IT procurements should be done in partnership with the technology solutions group (TSG), with TSG as the lead adviser and buyer on those with a significant corporate or network effect. They should follow the procurement code. For 'major projects', the project board must include representatives from legal, finance, TSG, strategic procurement and the relevant service department. Reporting and approval (that is, the relevant director, CMB and the executive as necessary) should follow the same routes and limits as for any other procurement.

4 Evaluation criteria

When we use GCAT and SCAT, the OGC have already carried out pre-qualification. We will set evaluation criteria for services and solutions locally and follow the best practice guidelines as set out in the procurement code. We will

take account of the risk associated with each supplier to identify the appropriate level of insurance we need. We will take account of the procurement strategy to make sure that the evaluation that measures a supplier's ability is contributing to achieving our and departmental objectives. (You can get up-to-date information from the intranet site or by contacting the contracts administration unit.)

Annex I

Green procurement code

Dave Sharp and Jane Wildblood
April 2005

1 Our vision

- 1.1 We are committed to making Islington a greener and more environmentally-friendly place to live and work, and to working towards a sustainable, 'greener' future, by:
- taking practical action to reduce as far as possible the effect our activities have on the environment;
 - improving the quality of the local environment; and
 - encouraging the people of Islington to live and work in ways that reduce the borough's effect on worldwide environmental problems, to improve the environment now and protect the future.
- 1.2 We believe that our power, whether buying products or contracting for services, is an important tool for protecting the environment and achieving our vision.

2 Why we need this procurement code

- 2.1 There are a range of environmental problems that already have solutions, many of which are relevant to buying goods and contracting for services at local-government level. To understand this and why, for example, the code specifies the use of low-energy appliances or recycled paper, it is important to know what the environmental problems are and what actions can prevent or solve those problems.
- 2.2 The following section describes the main environmental problems, what is causing them and what needs to be done to prevent further environmental damage and protect the natural systems that support life (including human beings).

- Local environmental damage

This means tackling the street-level environmental issues that are so important to people's day-to-day enjoyment of life and pride in the borough. It means taking action to:

- prevent or remove (or both) graffiti and rubbish from being dumped illegally;
- practise greener streets (trees, planters and so on); and
- improve how we manage and clean streets. (This issue is less relevant to the green procurement code, and is tackled largely through the environment and conservation department's environmental service plan.)

- Climate change

This is caused by burning fossil fuels (oil, gas and coal) to produce energy, which releases carbon dioxide into the atmosphere, causing global warming. Global warming is changing the climate in such a way that life on earth and human survival will be seriously harmed in ways which are very difficult to predict. It needs to be tackled by massively reducing dependence on fossil fuels by using them more efficiently and switching to renewable sources of energy. This applies to energy use in offices, homes, businesses, and to transport and travel.

- Using up resources

Natural resources (such as water and wood) are used to make glass, concrete and building materials such as bricks and steel but are often not recycled. We need to tackle this by making sure that we use virgin materials (materials that have never been used) as little as possible and that we reuse them or recycle them as much as possible. We also need to make sure that we can prove the virgin materials we need are from sources that are managed responsibly.

- Creating waste

We are producing more and more waste. We are running out of places to put this waste, and local authorities are facing increasing pressure to reduce how much waste they create. The problem is caused by:

- the increasing use of products and packaging that are thrown away and do not break down naturally;
- biodegradable waste such as food and garden waste is not kept separate and composted;
- careless use of resources;
- a failure to reuse usable materials; and
- a failure to recycle.

We can do this by following the principle of 'Reduce, Reuse and Recycle'. This means first reducing how much waste is produced as far as possible, then increasing how much material is reused, and finally recycling any other waste. This should make sure that waste is turned into usable products and materials, as far as possible.

- Air, soil and water being contaminated by harmful substances

Harmful substances build up in the environment and can be dangerous to life, including human beings. They include a range of chemicals used in plastics, refrigeration, fire retardation, cleaning products and various industrial processes, as well as radioactive substances created by generating nuclear power. We can tackle this problem by avoiding using products such as:

- persistent organic pollutants (POP's), including dioxins and furans which are created when waste containing chlorine is burned
- chemicals that are classified as substances of very high concern by the European Union, contained in appendix 1
- polyvinylchloride (PVC), which can be found for example in plastics and textiles
- chlorofluorocarbons (CFC), which for example can be found in old fridges
- hydrofluorocarbons (HFC), which were developed to replace CFC's in fridges but are still very harmful
- nuclear-generated electricity.

- Loss of wildlife and biodiversity

Plants and wildlife are being destroyed by things such as chemical, pesticide or radioactive pollution, or genetically-modified organisms (GMOs). Biodiversity is also threatened. It can also be caused, for example, by ancient forests being cut

down, open-cast mining, and certain intensive methods of farming. Biodiversity is necessary for the survival of life on earth. We can tackle this by:

- taking some of the actions described above to avoid using harmful substances; and
- buying products like timber only from sources that are replanted, choosing food from sustainable sources, and helping to protect wildlife.

3 Buying environmentally

3.1 Buying environmentally has a valuable role to play in:

- reducing our exposure to environmental risk;
- improving the security of our suppliers; and
- encouraging environmental improvements.

Although the benefits of buying environmentally have to be weighed against costs and other commercial pressures, we cannot ignore the environment in purchasing practice.

3.2 Our green procurement code guidelines are based on the following principles.

- a Banning the use of products that damage the environment when an alternative is available.
- b Promoting the use of the least environmentally-damaging products.
- c Awarding contracts for environmental alternatives where the difference in cost is up to 5% more for an environmental alternative, after we have considered all other evaluation criteria.
- d Understanding that buying environmentally is part of a process of continuous improvement.
- e Considering running costs when evaluating tenders.

4 Green procurement in practice

4.1 Identifying the need

Most purchases start with identifying a need. At this first stage of the process, we should ask:

- do we need this?
- do we need it to this specification?

Many purchases are made based on what has been bought in the past. To be effective when buying environmentally, we need to question whether we need to continue buying the same thing. We will follow these principles.

- Rethink the purchase.
- Don't buy anything that contains harmful substances.

- Consider the energy consumption of the product
- Reduce the purchase (for example, order similar goods from the same supplier).
- Consider transport costs (for example give preference to local suppliers).
- Reuse (for example, returnable packaging).
- Recycle (for example, when purchasing recycled alternatives).
- Disposing of products responsibly.

4.2 The specification

One of the most effective ways of reducing our effect on the environment is to focus on the specification of goods and services. For example, by changing a specification we can achieve the following.

- Remove waste such as packaging.
- Reduce the amount of harmful material in a product.
- Increase the recycled content in the products we use.
- Reduce how many resources we use during the lifetime of the product.

The process of introducing environmental criteria into buying involves moving away from writing technical specifications towards developing functional or performance-based specifications. This means that the necessary outcomes should become the focus of the specification, allowing the suppliers to develop new methods of delivery.

In July 2001 the European Commission made it clear that there are numerous possibilities for making public procurement under the European Union regulations greener. These possibilities can be summarised as follows.

- It is possible to specify a material to be used in carrying out a contract and to also specify a material not to be used.
- Eco labels can be used to help identify environmental technical specifications. You can get more information on eco labels in the green procurement guidance or from the sustainability manager.

4.3 Evaluating tenders

When evaluating tenders, we will take account of a range of factors when deciding who to award a contract to. We will use environmental criteria with other more traditional evaluation criteria. Price is normally the top of the list, but good purchasing practice means that we need to consider all of the costs associated with the purchase. We also need to consider the costs over the life of the goods or services, including environmental costs such as energy use and the cost of selling them on or throwing them away. This allows any savings in, for example, running and maintenance costs to reduce any increase in buy-in costs.

4.4 Managing contracts

By making sure that we link managing and reviewing contracts to achieving targets we can also make sure that our suppliers take account of the environment. Using improvement targets and key performance indicators (standards we can measure our suppliers' performance against) we can cover the whole range of

environmental effects, from using raw materials, production, transportation and use, to options for managing products at the end of their life.

Joint improvement targets can involve:

- introducing reusable and returnable packaging;
- reducing the harmful content of materials;
- examining quantities on purchase orders and how often deliveries are made; and
- improving delivery scheduling to reduce the effect of transport.

5 Green procurement rules

To make sure that we use our buying power as effectively as possible, we need to set out the buying rules which will:

- help us to avoid damaging the environment; or
- contribute to the solutions to the environmental problems described in section 2.

As a result, we have drawn up the following rules, which we must keep to when making a decision to buy or contract.

- a It must be clear at the specification stage that we will prefer products and services that are energy-efficient compared with alternatives. For example, the most energy-efficient appliances must be specified to make sure that we only buy new appliances that are the most energy- and water-efficient.
- b It must be clear at the specification stage that we will prefer options that reduce the need for products to be transported.
- c When buying energy directly, it must be clear at the specification stage that we will prefer green electricity sources and that nuclear power is to be avoided. This includes renewable energy sources (such as wind, wave, tidal and solar power) and the most efficient traditional combined heat and power.
- d When refurbishing buildings or constructing new buildings, we will follow our 'Green Construction Supplementary Planning Guidance' as far as possible. This will make sure that as little energy will be used as possible in the construction phase and that the building is as energy-efficient as possible.
- e When buying wood, we prefer European soft wood to hard wood. The wood must come from schemes that have been certified as sustainable, such as by the Forestry Stewardship Council (FSC). We will not use tropical hard woods such as teak, iroko and mahogany unless it is reclaimed wood for reuse.
- f When buying paper, we prefer recycled paper.

- g When buildings are being refurbished or new buildings being developed, we must consider using grey water (for example, rain water) to reduce the demand for fresh mains water.
- h When buying goods or services, we prefer products made from recycled materials, and using reclaimed materials (for example, timber and steel).
- i We will avoid using products that cannot be reused, recycled or composted.
- j We will refurbish buildings or equipment whenever possible.
- k We will send unwanted items that can be serviced to a local materials and equipment exchange service.
- l We will not use chlorofluorocarbons (CFC), hydrochlorofluorocarbons (HCFCs), persistent organic pollutants (POP's), and chemicals that are classified by the European Union as substances of very high concern, or similarly harmful chemicals.
- m We will avoid using 'volatile organic chemicals' (these are included in goods such as paint and cleaning substances).
- n We will avoid using formaldehyde.
- o We will avoid using harmful pesticides as far as possible, and will use artificial fertilisers as little as possible.
- p We will avoid genetically-modified products when buying food or contracting catering services.
- q Where possible, we will prefer food that is produced organically and locally.

We are developing full green procurement guidance which will expand on these basic rules and provide more detailed help for procurement officers. We will review these rules each year to make sure that they are in line with developments, particularly new legislation.

6 The main issues

6.1 Whole-life costing and investing

Whole-life costing (also known as life-cycle costing) is the process of considering the initial cost of buying a product or service, and all the costs associated with the product over its lifetime. This means considering how much it will cost in terms of operation and maintenance (such as how much energy it uses) as well as the cost of disposing of the product. This means taking account of environmental costs, such as energy and getting rid of waste. Very often, when the more environmentally-friendly option is compared with the environmentally damaging one, the whole-life costs of the first option will outweigh any saving made on the initial price of buying the second option.

However, it may also mean being prepared to pay slightly more to get the product that will ultimately cost us less over its lifetime and be better for the

environment – in other words, investing to save. We have decided that purchasing officers will be allowed to spend up to 5% more to achieve best value.

6.2 Future risks

We already have to follow a wide range of European Union (EU) and national legislation that is relevant to green procurement. The pressure to take stronger action on the big environmental issues (such as climate change, forest destruction, resource use and waste management) is going to increase in the future. New EU legislation on using chemicals is in the process of being agreed. As a result, we will review our green procurement code every year in order to be able to make alterations in line with new legislation or in anticipation of it.

7 Advice and support

In the short term, procurement officers can get the following advice and support.

The Getting Greener Task Force (GGTF)

This group is made up of council officers who have expertise in the range of issues covered by the green procurement code.

Eco-labelling schemes

There are a range of schemes which can help you to identify the environmental advantages of particular products.

London Remade and Waste Watch Business Network

London Remade can help procurement officers to find products made from recycled materials. Our corporate membership of the Waste Watch Business Network also provides us with an exchange service for unwanted equipment.

8 Future development

8.1 It will not be good enough just to have a green procurement code, which is only general and cannot give specific advice for every situation.

8.2 We have identified three areas of development that should help all council departments to follow our green procurement code as closely as possible. These are:

- a green procurement intranet site to provide simple guides to all areas of procurement and contracting, which is tailored to specific council services and backed up by detailed briefings, further web links and contacts, and is easy to update;
- a training programme for all officers with procurement responsibilities; and
- a green procurement award scheme to provide incentives for our employees to follow the code.

Appendix 1

Polychlorinated dibenzodioxins (PCDDs)
Polychlorinated dibenzofurans (PCDFs)
Polychlorinated biphenyls (PCBs)
Polycyclic aromatic hydrocarbons (PAHs)
Pentachlorophenol (PCP)
Short chained chlorinated paraffins (SCCP)
Hexachlorocyclohexane isomers (HCH)
Mercury and organic mercury compounds
Cadmium
Lead and organic lead compounds
Organic tin compounds
Nonylphenol/ethoxylates (NP/NPEs) and related substances
Musk xylene
Brominated flame retardants
Certain Phthalates – Dibutylphthalate and Diethylhexylphthalate

Annex J

Directors' decision not to advertise a contract

In line with the procurement code, section 6.6, I have considered all the circumstances surrounding the proposed procurement of

..... (contract number:.....). As a result, I have decided that it is not appropriate to advertise this contract.

The justification for not advertising this contract is as follows.

.....
.....
.....
.....

Signature:.....(director or nominee)

Date:.....

Please keep a signed copy of this decision on the contract file. You should also attach any legal advice you have received.

Annex K

TO BE COMPLETED BY TENDERER SCHEDULE OF CONFIDENTIAL/COMMERCIALY SENSITIVE INFORMATION

1. Description of Information	2. Commercially Sensitive Yes/No	3. Duty of Confidentiality Exists Yes/No	4. Reason information is considered commercially sensitive/confidential	5. Period during which information is considered commercially sensitive / confidential

