

A77 – Approved Capital Consultant and Contractor Policy

Authorised Reviewer: Head of Head of Compliance and Programme Management

Review Period: 3 yearly

1. Purpose of policy

This policy document governs the process for obtaining “*Approved Consultant or Contractor*” status for Andium Homes.

Approved Consultant or Contractor status entitles selected companies to only submit specified information and updates to their approved Pre-Qualification Questionnaire information when tendering for work with Andium Homes, to reduce the bureaucratic burden of submitting and reviewing identical company information.

2. Scope

This policy applies only to Consultants and Contractors undertaking maintenance, capital project design, construction and associated work for Andium Homes.

The policy applies to works valued between £10,000 and £1 million. Any project with a value or potential value over £1 million shall still require the submission of full Pre-Qualification Questionnaire data, for each and every procurement.

All the requirements of Tendering Policy A18 shall be followed, with the exception of those specific relating to Pre-Qualification by an *Approved Consultant or Contractor*, where the requirements of this Policy shall be followed. Award of *Approved* status does not guarantee the right to tender or infer any other rights to the selected company.

3. Approval process

To obtain *Approved* status, the applying Consultant or Contractor must:

- Submit a fully completed Pre-Qualification Questionnaire in advance of the commencement of any procurement for which their *Approved* status is sought, and thereafter on an annual basis;
- Have successfully completed contracted activity on at least one relevant project or type of work for Andium Homes;
- Be licenced under the Regulation of Undertakings pursuant to the Control of Housing and Work (Jersey) Law 2012.

Applicants should submit their completed Pre-Qualification Questionnaire to the **Head of Operations**, who shall ensure that the relevant professional person within the **Operations Team** reviews the submission and is satisfied that the Applicant:

- Has suitable relevant Health and Safety competence, capability and experience in relation to **Section D** and that the relevant Health and Safety policy requirements are met for the number of employees;

- Is competent, qualified and experienced sufficiently to be considered an *Approved Consultant or Contractor* based upon the information within **Section E**;
- Has suitable and relevant Quality Management policies and procedures in accordance with **Section F**;
- Has suitable Training and Employment undertakings in accordance with **Section G** and Sustainability undertakings in accordance with **Section H**;

for the type and scale of contract identified within the *Approved Consultant and Contractor* Schedule (for the Applicant concerned), and

- That the mandatory questions are all complete and the automatically calculated score is at least **half** the allocated weighting for each and every section, which sets a minimum pass rate of 58%.

Once satisfied, the relevant professional will then pass the completed Pre-Qualification Questionnaire and documentation to the **Head of Compliance and Programme Management**, who will ensure that the **Compliance Team** undertake the following checks:

Section A – Company Information:

- That the registered company name and number matches that given in the application;
- That the licence under the Regulation of Undertakings is current.

Section B - Financial Information:

- If any previous enforcement declaration is indicated, that it does not pose an unacceptable risk to the approval of the Applicant or Andium Homes;
- That the total value of contract for which *Approved Consultant or Contractor* status is sought does not exceed 50% of their most recent annual turnover, unless significant assets are held. Where this threshold is not met, further financial checks should be considered following consultation with the **Head of Operations** or **Head of Finance**.

Section C - Insurance Information:

- That the Employers Liability and Public Liability Insurance threshold is met and that enclosed policy documents are current and do not contain unacceptable exclusions;
- Professional Indemnity Insurance thresholds for design services are met and the enclosed documents do not contain unacceptable exclusions.

Once satisfied, the **Compliance Team** shall enter the company on the *Approved Consultant or Contractor* Schedule, notify the company, the **Head of Operations** of the approval, the duration of the approval and the exemptions it entitles the *Approved Consultant or Contractor* from Pre-Qualification requirements.

4. Approved Consultant or Contractor Exemptions from Pre-Qualification requirements

Once *Approved* status has been granted and during the *Approved* period, an Applicant shall only be required to provide material changes to their approved Pre-Qualification Questionnaire information when applying for contracts for which *Approved* status has been granted.

For the avoidance of doubt, material changes shall include (but not be limited to):

Pre-Qualification Element:	Material changes:
Section A: Company Information	Any updated prosecutions, changes of key names or registrations.
Section B: Financial Information	Any material changes in financial performance or proceedings brought against the Applicant
Section C: Insurance Information	Any material claims or changes in policies.
Section D: Health and Safety	Any updated reportable accident or prosecutions.
Section E: Experience	-
Section F: Quality	Any significant failings in quality performance or contractual claims against the Applicant.
Section G: Training	-
Section H: Environmental	Any prosecutions, enforcement notices or disqualifications received.

Andium Homes reserves the right to continue to send out further project specific Pre-Qualification Questionnaires if deemed necessary, due to the specific nature of risks to be managed on a particular capital project.

5. Renewal or Withdrawal of Approved Consultant or Contractor status

Once *Approved* status as been given this shall remain in force for a period of 1 year. To retain continuous *Approved* status, an *Approved Consultant or Contractor* shall be required to submit an updated Pre-Qualification Questionnaire no later than one calendar month prior to the end of each annual qualification period.

Approved Consultant or Contractor status shall be withdrawn in the event that:

- An *Approved Consultant or Contractor* demonstrably fails to perform acceptably on contracted activity for an Andium Homes capital or maintenance project in relation to Health and Safety, Quality Management, Training and Employment or Sustainability or in relation to unacceptable contractual or value for money during delivery, as determined by the **Head of Operations**, or
- A Consultant or Contractor has unacceptable company or financial breaches, fails to maintain sufficient insurances or other reliance or has some other enforcement activity

against it that places unacceptable levels of risk to Andium Homes, as determined by the **Head of Compliance and Programme Management** or **Head of Finance**.

In this event, the **Head of Operations** or the **Head of Compliance** shall notify the Approved Consultant or Contractor in writing of the withdrawal of the *Approved* status.