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### Overview

This unit is about acting in the capacity as a client when selecting a contractor for the supply of recycling activities. It involves getting together all the legal and organisational information you will need to prepare tenders, resolve queries, and taking all the steps necessary for selecting and appointing contractors.

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## Award contracts for the supply of recycling activities

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### Performance criteria

*You must be able to:*

#### **Prepare the invitation to tender for the supply of recycling activities**

- P1 agree with your team details of the services or goods required
- P2 agree and record the criteria for the selection of contractors
- P3 prepare the draft contract documentation to meet organisational policy and legal requirements and which includes cancellation procedures
- P4 take account of comments from others to modify the contract tender documentation
- P5 offer within the draft contract adequate protection and acceptable risk regarding default
- P6 include in the draft contract criteria for successful performance and payment procedures
- P7 prepare tenders and circulate to potential suppliers
- P8 provide additional information to potential suppliers as required

*You must be able to:*

#### **Evaluate tender bids**

- P9 deal with bids as required by legislation and organisational procedures
- P10 evaluate bids against selection criteria
- P11 consult with others and recommend which supplier should be offered the contract

*You must be able to:*

#### **Place the contract for the supply of recycling activities**

- P12 obtain authorisation for the contract before sending it to the supplier with a requirement for its receipt to be acknowledged
- P13 make the contract offer
- P14 resolve contract queries from the supplier
- P15 take steps to ensure all contract documentation is complete and accurate
- P16 communicate and distribute contract details to the appropriate people

*You must be able to:*

#### **Use and communicate data and information**

- P17 report environmental incidents promptly and accurately in accordance with organisational procedures and practices
- P18 report promptly, to the appropriate people, unsound environmental practices
- P19 follow operational and organisational procedures for communicating information to other people
- P20 maintain records in accordance with operational and organisational requirements
- P21 check with appropriate personnel any circumstance where information appears to be incorrect

*You must be able to:*

#### **Manage problems that could affect the supply of goods or services**

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- P22 manage day-to-day problems within the responsibility of the job role
- P23 refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures
- P24 report to the appropriate personnel any situations that require additional intervention
- P25 report pollution incidents to the appropriate people

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### Knowledge and understanding

*You need to know and understand:*

#### **General**

- K1 the main responsibilities of employers and employees under the 'Health and Safety at Work etc Act 1974'
- K2 the approved procedures and practices for dealing with Health and Safety and the environment related to the individual and others
- K3 the safe procedure for handling hazardous materials
- K4 the range and use of personal protective equipment for this sector
- K5 the organisations accident and incident recording and reporting procedures

*You need to know and understand:*

#### **Select contractors for the supply of services or goods**

- K6 contract law associated with selecting contractors
- K7 organisational procedures for contracting recycling activities
- K8 principles of management of contracted supply
- K9 organisational objectives and detailed contract requirements
- K10 required terms and conditions of contract
- K11 how to prepare contracts for new business and continuing business
- K12 procedures for handling tender bids
- K13 organisation policy on acceptance of tender bids
- K14 using selection criteria
- K15 terms and conditions of contract and required conditions of supply
- K16 how to assess and evaluate bids
- K17 how to complete and place the contract
- K18 how to obtain authorisation to issue contract
- K19 resolving queries with the contractor
- K20 how to distribute contract details to appropriate people
- K21 suppliers' production and delivery timescales where relevant
- K22 coding systems

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### Additional Information

#### Behaviours

1. show you are vigilant for potential risks and hazards
2. show you use different leadership styles depending on individual circumstances

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