

## Transparency Supplier Advice

The government has set out the need for greater transparency across local governments operations to enable the public to hold public bodies and local politicians to account. This includes commitments relating to public expenditure intended to help achieve better value for money.

In order to do this in an effective and comprehensive manner suppliers are asked to note the following

### **Embrace the spirit of the commitment to help inform the public**

Accept in principle the requirements that are placed on public bodies and agree to provide the necessary information.

### **Be fully aware of transparency commitments and plan to support it**

As from January 2011 local authorities must publish details of all purchases over £500 inclusive of VAT. This could lead to disclosing pricing information regarding the goods that you supply the Council. I would like you to read this article so you are aware of your obligations as a supplier to the council.

### **Work with Departments to ensure as much is published as possible**

Support the Council with additional information which will help clarify the cost for any products that are specialised or include additional costs for modifications required that meet the need of the end user. This will enable the Council to respond quickly to any challenges they receive regarding inflated prices.

### **Talk to procurement leads if you have questions or areas of concern**

If you are unsure about any of these requirements please contact Rachel Dennis or Derek Prest, Procurement Unit Governance Team on telephone no. 0113 2478491.

### **Before deciding whether to compete be sure you are happy to support the transparency principles**

A link to the transparency requirements that apply to the Council can be found below. Please ensure that you have read and fully understood the requirements of the Transparency Agenda and that you are willing to supply information when requested.

[http://www.ogc.gov.uk/policy\\_and\\_standards\\_framework\\_transparency.asp](http://www.ogc.gov.uk/policy_and_standards_framework_transparency.asp)

### **Identify (and separate) areas of commercial interest in your bids and have clear reasons why it is of commercial interest and might not be disclosed - this will then be considered by departments in line with FOIA**

As indicated earlier suppliers must indicate if there are any commercially sensitive areas of interest in their bid. This may be included in your tender submission. If information is withheld requests may be submitted under the FOIA (see link below) and the rules governing this will apply to any request.

<http://intranet.leeds.gov.uk/page.aspx?pageidentifier=3266d7f1-f7ce-4f95-8b1b-8ff5342b5c7c&firstLetter=F>

### **Submit documents in the format and style as requested in the tender documents**

The Council will indicate the format the information will be required upon request and suppliers will be required to adhere to this unless otherwise agreed with the Council

### **Provide any requested information in a timely fashion**

Work with us to ensure that we are able to meet the transparency requirements and agree to provide any additional information deemed necessary. If you consider any additional information requested to be commercially sensitive the FOIA regulations will apply.