

# Appendix 13.1 RESPONSIBLE CONTRACTING POLICY

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# Appendix 13.1 Responsible Contracting Policy

## 1 Background

- 1.1.1 Douglas West Extension Ltd is proposing to construct Douglas West Wind Farm Extension (the 'Proposed Development') near Douglas in South Lanarkshire. The Proposed Development will have an installed generating capacity of around 78 MW.

## 2 Aims

- 2.1.1 The aim of this policy is to ensure that the community and local employment benefits offered by contractors are recognised in the evaluation and award of Balance of Plant (BoP) construction contracts. This will result in tenders submitted by contractors offering community and local employment benefits being more highly rated by Douglas West Extension Limited during its tender evaluation than those without such benefits. The safety, quality and environmental management obligations placed on the selected contractor will not be compromised by this policy.

## 3 Justification

- 3.1.1 BoP tenders are normally selected on the basis of the "most economically advantageous offer". By recognising the economic advantage that the contract may bring to local communities and individuals within the definition of what is economically advantageous to Douglas West Extension Limited, this policy seeks to foster a closer relationship between Douglas West Extension Limited and the local communities. The construction of the Proposed Development will be the first physical activity in a project that will exist for at least 30 years and a close relationship between those parties is desirable for all concerned.

## 4 Site Information

- 4.1.1 The following steps will be taken by Douglas West Extension Limited to implement this policy through the various stages of development of the project.

### 4.1 ***Planning Contract Procurement***

1. Consider the wider benefits for the community, which the contract could offer.
2. Ensure that the pursuit of community benefit does not conflict with any relevant policies or regulations and that it is within the Company's powers.
3. Compare with any existing case studies, where possible.

### 4.2 ***Prequalification of Tenderers***

1. Identify any external partners who may be able to support the project e.g. Job Centre plus, built environment sector skills, careers agencies etc.
2. Include requirement for contractor to offer community benefits in contract notices and communication with potential contractors and sub-contractors.

3. Engage with potential contractors and sub-contractors to share with them the strategy in respect of community and local employment benefits and discuss their commitment.
4. Include details of the policy objectives in prequalification questionnaires sent to interested parties.
5. Evaluate questionnaires submitted, offering to debrief those not invited to tender.

### **4.3 *Tendering***

1. Include requirement for contractor to offer community benefits in contract notices and communication with tenderers.
2. Organise meeting to brief tenderers, explain the objectives of this policy.
3. Tenderers to include details of community and local employment benefits offered as part of their tender submission, including details of how these benefits would be realised, monitored, measured and reported.
4. Community and local employment benefits offered by selected contractor are included within the contractual obligations to be delivered.

### **4.4 *Reporting***

1. Contractor implements the plans submitted.
2. Regular monitoring and reporting scheme established between contractor and Douglas West Extension Limited.
3. Regular reporting of performance against community and local employment objectives between Douglas West Extension Limited and local communities.
4. Learn lessons from implementation of policy and use these to improve future performance.

**Douglas West Extension Ltd**

**12 February 2019**