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## INASP USE OF SUB-CONTRACTORS POLICY

It is the policy of INASP to provide an effective, value for money-based service for all programmes undertaken, and in some circumstance the most efficient method of delivery may be via the use of sub-contracted resources.

Sub-contractors should only be used for short-term assignments or areas of specialism/expertise not readily available within INASP's normal resources.

INASP will maintain a short list of suppliers and sub-contractors each of whom will have an ongoing relationship with INASP and will be regularly assessed on a number of areas such as:

- A proven record of performance that is of a consistently high quality
- A high level of service and backup, including remedying of any problems
- Competitive price/value for money
- Excellent technical back-up and responses to requests for information
- Where appropriate, references from similar clients

The usual method of selection of suppliers and sub-contractors for pricing of individual projects will be a search of the existing sub-contractor list, followed by a written enquiry that details the services or works to be performed, together with all the relevant specifications, conditions, and other programme particulars.

The submitted price and details will be carefully considered by the programme manager with the final selection based on, competence and quality of work/supply, ability to meet programme & environmental requirements and price/value for money.

It is the policy of INASP that forms of sub-contract and conditions of supply are aligned to the terms and conditions as contained in the main contract.

Reviewed	Les Haynes
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