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## Olympic Delivery Authority (ODA) Equality and Inclusion ITT Bidder Response Guide



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## ODA Procurement Invitation to Tender (ITT)

### Information for companies at ITT stage:

The ODA has published its equality and diversity strategy (<http://www.london2012.com/documents/oda-equality-and-diversity/equality-and-diversity-strategy.pdf>), which includes information on how it will meet its legal duties to promote race, disability and gender equality. Please describe what your company will do, if successful in gaining this contract, to assist the ODA in meeting these aims. In particular, please include what you will do in the following areas:

### Section A: Questions for all companies at ITT stage

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| <b>K13</b>   | <b>Delivering equality and inclusion: How does the tenderer ensure continuous delivery of your equality and inclusion requirements through strong leadership and sound management?</b> |
| <b>Response:</b>   | Please upload a document giving it the filename; K13_Delivering_Equality_and_Inclusion. [The response should be limited to a maximum 500 words]  |
| <b>Guidance note:</b><br>All respondents: <ul style="list-style-type: none"><li>Describe the arrangements and structures your organisation has in place to deliver your equality requirements<br/>Tell us about any equality-related objectives you have in place and why did you set these particular goals?<br/>Provide information on the leadership arrangements you have in place for meeting your diversity objectives. For example, do you have a lead officer responsible for equality?</li><li>How do you communicate progress to your staff?</li></ul> Respondents with 50 or more employees: <ul style="list-style-type: none"><li>Do you have an internal diversity group, or some other representative group that meets to oversee implementation of your diversity aims?</li><li>How do you manage performance? For example, do you discuss equality-related performance at senior level meetings?</li></ul> |  |
| <b>K17</b>   | <b>Community engagement: How does the tenderer engage with the local community to promote employment and business opportunities?</b>   |
| <b>Response:</b>   | Please upload a document giving it the filename; K17_Community_Engagement. [The response should be limited to a maximum 300 words]   |
| <b>Guidance note:</b><br>This activity is also known as corporate social responsibility (CSR).<br><br>All respondents:<br>Provide details on the initiatives you have put in place and or will put in place to engage with the community, for example, school activities, mentoring activity, summer placements, working with local colleges, work experience, or taster sessions.   |  |

## Section B: ITT additional optional questions

The following three questions may be added to the ITT stage in the following circumstances:

- Contracts over a certain value.
- Companies with more than 50 employees.
- Where there is evidence that the supply chain may/will be more than one level deep.

If these questions are not asked in the Technical Questions within e-Tendering, there is no need to provide a response.

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|   | <p><b>Please describe how your company utilises your equality monitoring across the following areas:</b></p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Employment practice - including complaints, grievances and discipline procedures</li> <li>• Progression and promotion</li> <li>• Access to training</li> <li>• Leavers</li> </ul> <p>* Monitoring should include information across all target groups but at the very least ethnicity, disability and gender.</p> |
| <b>Response:</b>  | <p>Please upload your response giving it the file name: 'B1Utilising_Equality__Monitoring' [word limit 500 words] describing how your company utilises your equality monitoring.</p>   |
| <p><b>Guidance note:</b></p> <p>All respondents:<br/>As a minimum we expect you to show how your organisation uses your monitoring data to improve your organisational performance across each of the areas indicated to:</p> <ul style="list-style-type: none"> <li>• improve company performance;</li> <li>• drive decision and policy making; and</li> <li>• to identify and tackle discrimination.</li> </ul> |  |

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|  | <p><b>Does your company ensure that procurement activity allows diverse businesses to bid for contracts?</b></p>   |
| <b>Response:</b>   | <p>Please upload evidence of how your company activity has worked towards increasing diverse businesses to bid for contracts. Please limit your response to 300 words and upload your response giving it the file name: 'B2Diverse_Procurement_Activity'</p> |
| <p><b>Guidance note:</b></p> <p>All respondents:</p> <ul style="list-style-type: none"> <li>• As a minimum we expect you to show how you have or aim to improve the diversity of the suppliers you use.</li> </ul> <p>Respondents with 50 or more employees:</p> <ul style="list-style-type: none"> <li>• How you include supplier diversity monitoring within your tendering process</li> <li>• How you have increased supplier diversity by exploring new supply markets</li> </ul> <p>For example, this may include conducting 'Meet the Buyer' events, using a variety of advertising methods to attract new suppliers and supply markets.</p> |  |

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|  | <p><b>How does your procurement process with direct and indirect subcontractors meet equality and inclusion goals and aspirations: (various B400 sections)</b></p> |
| <p><b>Response:</b></p>  | <p>Please limit your response to 300 words and upload your response giving it the file name: 'B3Contracting_Goals_and_Aspirations'</p>                             |
| <p><b>Guidance notes:</b></p> <p>The ODA requires organisations to demonstrate their commitment to equality and inclusion by working with direct and indirect subcontractors to meet the ODA's and your organisational equality and inclusion goals and aspirations. Your response should clearly illustrate your organisation's commitment to work with direct and in-direct contractors to:</p> <ul style="list-style-type: none"> <li>• eliminate discrimination;</li> <li>• promote equality through your programmes of work;</li> <li>• ensure greater consultation, involvement and improved ownership of your work by the target groups;</li> <li>• identify and celebrate the positive measures that we have introduced to promote equality; and</li> <li>• have a positive effect on the target groups</li> </ul> |  |