Requirement Messaging Policy & Guidelines

Purpose:

This policy contains guidance on how to use the messaging tool available on each Requirement to communicate with the supply chain. This policy will define what can and cannot be communicated through the Requirement messaging tool.

1. **Identification**
   There must be nothing communicated through the messaging system which identifies either a Supplier or a member of staff.

2. **Prejudice**
   Nothing which betrays a bias for or against a Supplier should be communicated through Requirement Messaging

3. **Data protection**
   There must not be any sensitive information of either, a personal or commercial nature, pertaining to the Supplier, member of staff or student communicated through Requirement Messaging. All student or school details should be anonymise and post codes should be used.

4. **Off-contract risk**
   There will be nothing which incites engagement outside of the system communicated through Requirement Messaging. For the sake of clarity, any telephone or face to face interviews will be scored as profile questions and recorded on the system.

5. **Clarification**
   Further details to support the Requirement and aid Suppliers in constructing their Offers must always be communicated through Requirement Messaging.

This is to ensure a full auditable trail and alleviate any risks to the council through miscommunication or malicious practice.