

By Email

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portal
<http://etendersni.gov.uk>

Website:
www.hscbusiness.hscni.net

December 2022

Dear Sir/Madam

As you may be aware, the NI Department of Finance recently published Procurement Policy Note 05/21 on Human Rights in Public Procurement. A copy of this PPN is available [here](#).

This PPN places a duty on public bodies in Northern Ireland, including PaLS, to protect human rights within our supply chains. As a result, we will be introducing several new measures into our tenders and contracts moving forwards in addition to our current requirements. These new measures will include, but may not be limited to, the following:

Human Rights Policy

Contractors will be required to have a Human Rights Policy in place, a copy of which must be provided to PaLS during contract implementation.

Modern Slavery Act (MSA2015)

A copy of your Modern Slavery Act Statement (where applicable) will be requested during the tender process.

Supplier Code of Conduct

A Supplier Code of Conduct will be introduced, which will require suppliers to proactively manage and mitigate human rights risks in their supply chains.

Ethical Risk Assessments

An Ethical Risk Assessment will be performed during the preparation stage of all PaLS tenders in order to accurately determine the human rights risk in supply chains for the products or

services being tendered. Market engagement may be sought via a PIN notice during this stage to allow us to accurately assess this risk.

Ethical Procurement Criteria

The level of risk identified during the risk assessment process will determine the stringency of any ethical procurement criteria used during the tender process. These criteria may include the use of currently available tools, such as the UK Home Office's Modern Slavery Assessment Tool (MSAT) which you are encouraged to complete (available [here](#)).

Contract Management

Human rights, and the measures taken to protect them in our supply chains, will form part of contract management going forward. This may include updated MSAT responses, MSA2015 Statements and other requirements.

We intend to implement these measures from Q1 2023 onwards, and are writing to you now to raise awareness of these new measures prior to their implementation and to enable you to prepare accordingly.

I hope you find this information helpful, and we continue to look forward to working with you.

Yours sincerely



Linda O'Hare
Assistant Director - Procurement