

EFM Minor Works – User Guide for Suppliers

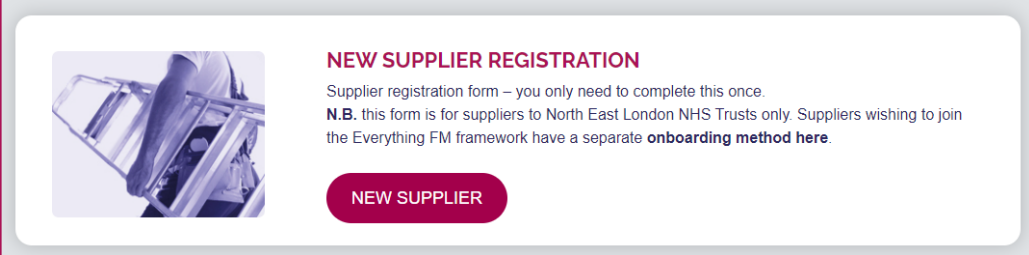
Please check spam/junk for future communications from Everything FM. Email addresses minorworks@everythingfm.org and contracts@place-group.com should be added to your safe senders.

1. Introduction

- A supplier's journey into the EFM Minor Works portal begins after they are contacted by an estates manager with a link to access the portal.

NOTE: The Minor Works Portal and Supplier Registration form are for NEL customers only, specifically working for Barts Health NHS Trust, Homerton University Hospital Foundation Trust, Barking, Havering and Redbridge University Hospitals, East London NHS Foundation Trust or NELFT NHS Foundation Trust.

- Through this link the supplier will be able to onboard with EFM via the **Supplier Registration Form**.



NEW SUPPLIER REGISTRATION
Supplier registration form – you only need to complete this once.
N.B. this form is for suppliers to North East London NHS Trusts only. Suppliers wishing to join the Everything FM framework have a separate **onboarding method here**.

[NEW SUPPLIER](#)

2. Supplier Onboarding

The supplier will follow the link provided by the estates manager and will be asked to complete the **Supplier Registration Form**. This form will ask for important contact information as well as for the supplier to upload the relevant insurance policy documents to ensure the awarding of the contract is compliant. The steps to correctly fill out the form are outlined below.

Filling out the Supplier Registration Form:

- The supplier is asked to fill in some **contact details** including their first name, last name, email address, job title, company name and address. Fields marked with a *red asterisk* denote **mandatory fields**.
- There is then an option to select the **type of SME** which best describes the organisation. This comes in the form of a dropdown, where suppliers should classify the organisation using the help text provided.

Please select the option which best describes your organisation*

Medium-sized SME → Headcount - less than 250 Turnover - less than or equal to €50 million
 Small-sized SME → Headcount - less than 50 Turnover - less than or equal to €10 million
 Micro-sized SME → Headcount - less than 10 Turnover - less than €2 million

Type of SME

Type of SME

Medium-sized SME

Small-sized SME

Micro-sized SME

- The next field asks the supplier to specify which NEL Trusts they will complete minor works for. **NOTE:** Not selecting some of the Trusts won't impede you to work for them in the future.

Please select the NEL Trusts you complete minor works for*

N.B. - This won't impede you to work for the trusts you have not selected.

Barking, Havering & Redbridge University Hospitals NHS Trusts (BHRUT)

Barts Health NHS Trust

East London NHS Foundation Trust (ELFT)

Homerton Healthcare NHS Trust

North East London NHS Foundation Trust (NELFT)

- Next, there is an option to select the **type of minor works** which the supplier offers to clients. This comes in the form of a **tick box** (where multiple options can be selected) and includes an option named **Other** for more specific jobs than the ones shown.
- For each type of minor works that is selected, a dependent field pops up so that the supplier can then specify an **Indicative Hourly Rate**. If your organisation **provides products rather than services**, please still fill the appropriate fields in with a value of '0'. These rates will be used internally for benchmarking purposes and are to be included in a **Supplier Directory** which is password protected and available on our website for the access of estates managers only.

NOTE: These are not rates to be charged in future minor works contracts. The rates in future contracts will be discussed individually between the estates manager and the supplier.

- If **Other** is selected, two further dependent fields pop up to specify the type of minor work to be undertaken, as well as an indicative hourly rate for such type of work. These features are shown below.

Security, Access Control, Intruder & CCTV Systems

UPS & Generators

Wall & Floor Tiling

Water Systems (Servicing, Legionella Testing, Thermostatic Mixing Valves, Water Hygiene & Associated Plant)

Windows (UPVC)

Other (please specify)

Indicative Water Systems Hourly Rate (in £, exc. VAT)*

If other, please state*

Indicative Other Type of Works Hourly Rate (in £, exc. VAT)*

- Next, there is a field which requires the supplier to **select the type of insurance policy to be uploaded** to the portal in the form of a tick box (where again, multiple options can be selected). From the selection, further dependent fields come up asking for the **Insurer Name, Policy Number, Policy Expiry Date**, and an option to **upload** the relevant document. These documents will then be checked by EFM to ensure compliance.

Type of Policy*

Please select more than one if applicable

Employers Liability

Public Liability

Professional Indemnity

Other (please specify)

Employers Liability Insurer Name*

Employers Liability Policy Number*

Upload Document*

Choose Files No file chosen

Employers Liability Insurance Expiry Date*

- Finally, before submitting the form, suppliers must tick a box by which they confirm that they have read and understood the **NHS Terms and Conditions** as well as **EFM's Supply Chain Agreement**. A copy of these documents can be accessed by clicking the available hyperlinks within the form.

By ticking this box I confirm that I have read and understood the [NHS Terms and Conditions for the supply of goods and provision of services as well as EFM's Supply Chain Agreement.](#)*

The supplier shall have the option of a voluntary commitment to providing a social value contribution of 1% of the value of each Call Off Contract awarded to the supplier to a collective social value fund theme determined by the Ordering Body. This is not mandatory, and the supplier may wish to detail other social value initiatives they have in place with regard to their social value activity as an organization.

Everything FM needs the information you provide to us to contact you with updates about the portal, password resets and new suppliers as well as our products and services. You may unsubscribe from these communications at any time. For information on how to unsubscribe, as well as our privacy practices and commitment to protecting your data, please review our [Privacy Policy](#).

- The form can then be **submitted**.

3. Arranging Minor Works

- After the form has been submitted by the supplier, and all the relevant documents are checked by EFM, the supplier will be **notified via email** that they have been **successfully onboarded** with EFM.
- The supplier should then **contact the estate manager** they received the minor works portal link from, to inform them they have been onboarded. The estate manager can then **select said supplier** through EFM to efficiently and compliantly direct award their works.

4. Signing the Contract

Once Minor Works have been arranged, the estates managers will create a requisition and book the works through EFM's portal.

After the works have been submitted, EFM will review the requisition and a **contract will be created and emailed** for signature (via **PandaDoc**). This contract will be sent to the NHS Trust Procurement Manager and supplier to sign and will also be counter-signed by EFM.

NOTE: The contract will be sent via PandaDoc and will come from the name **Place Group** and email docs@email.pandadoc.net. Please check your junk folders and add this address as a safe sender in your mailbox (please also add minorworks@everythingfm.org to your safe senders list).

Once all 3 parties have signed the document, a confirmation email will be sent to all parties and the contract can commence. Using this process means minor works have been procured compliantly and efficiently.