



# The Contract Information System

## A Step-by-Step Guide for Schools

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## What is the Contract Information System.

The Contract Information System is a web based database that holds the details of all relevant Corporate and Departmental contracts, as well as details of all Leeds City Council Internal Service Providers.

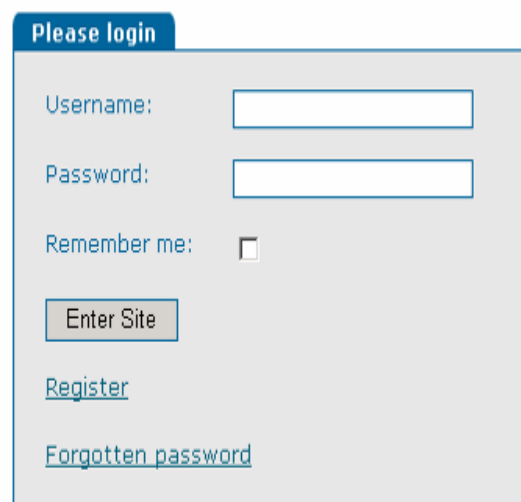
Before making any purchase of a good, service or work it is important that you check that an arrangement has not already been put in place that you can use. The Contract Information System is your One Stop Shop for all your contract needs.

It is located at the URL <http://cis.leeds.gov.uk>

## Registration

In order to make sure that only employees of Leeds City Council and associated organisations have access to the contract information there is a registration process that must be completed before accessing the system

When using the site for the first time click on the word *'register'* to start the registration process.



Please login

Username:

Password:

Remember me:

[Register](#)

[Forgotten password](#)

## Registration Process

You will then be asked to fill in a form with some details regarding your name, email, job title, place of work and pay number.

Tick the box accepting that you agree that all the information stored in the Contract Information System is commercially confidential and continue with your registration.

Once the details on the subsequent page have been completed click on the register button and the system will send you an email detailing your CIS username and password.

The screenshot shows a registration form titled "Register". It contains the following fields and elements:

- Text: "Please complete the form below to register for the Leeds City Council Contract Information System."
- Text: "Your new username and password will be emailed to you once your application has been approved by the system administrator."
- Form fields: "First name:", "Last name:", "Email:", "Job Title:", and "Council:" (with a dropdown menu showing "Leeds City Council").
- Text: "Click here to accept that all information held in the Leeds City Council Contract Information System is commercial in confidence. You cannot continue with the registration until you do so."
- Button: "Continue"

## Logging On

Once you receive your login details via email then return to the Contract Information System Homepage at <http://cis.leeds.gov.uk> and enter the details in the relevant field. Remember the fields are case sensitive so input your password carefully.

The system will then ask you to change your password to something you can remember. Do this and then enter the Contract Information System

The screenshot shows a login form titled "Please login". It contains the following fields and elements:

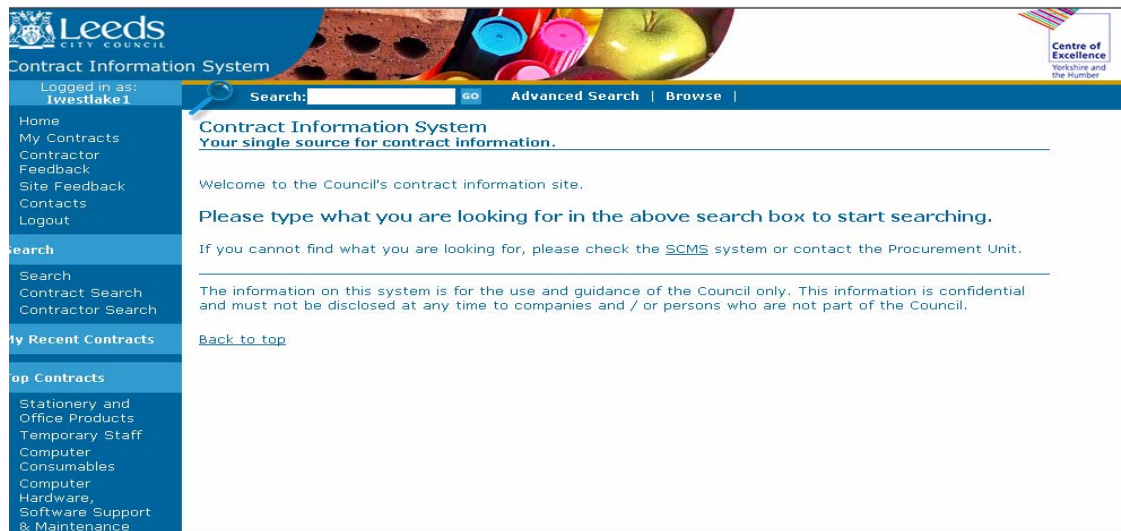
- Form fields: "Username:" (with text "username") and "Password:" (with text "pAssWord").
- Text: "Remember me:" with an unchecked checkbox.
- Button: "Enter Site"
- Text: "Register" (a link)
- Text: "Forgotten password" (a link)

The screenshot shows a form titled "Change password". It contains the following fields and elements:

- Form fields: "New password" and "Confirm password".
- Button: "Submit"

## The Contract Information System Homepage

You should now have access to the Contract Information System Homepage.



The screenshot shows the homepage of the Leeds City Council Contract Information System. The header includes the Leeds City Council logo and the text 'Contract Information System'. A navigation menu on the left lists options such as 'Home', 'My Contracts', 'Contractor', 'Feedback', 'Site Feedback', 'Contacts', and 'Logout'. The main content area features a search bar with a 'go' button and links for 'Advanced Search' and 'Browse'. Below the search bar, there is a welcome message and instructions on how to use the search function. A disclaimer states that the information is confidential and for the Council's use only. A 'Back to top' link is also present.

## Why should you use the Contract Information System

- School Contract Procedure Rules state that 'where approved lists, framework contracts, preferred providers and corporate contracts then they should be used'
- This means that where Leeds City Council or Education Leeds has put an arrangement in place for a particular good, service or work it is in your interest to use this arrangement as all the hard work has already been done. A best value exercise has already been carried out.
- The Contract Information System carries details of all these arrangements in an easy to search database. This should be your first port of call to see if there are any arrangements in place.
- You never know...it might just surprise you!

## Searching for Contracts and Contractors on the Contract Information System

Central to the Contract Information System is a search function that matches contracts or contractors on key criteria typed into the relevant fields

There are two ways to search;

1) Using the top bar -



2) Using the left menu under the *Search* section

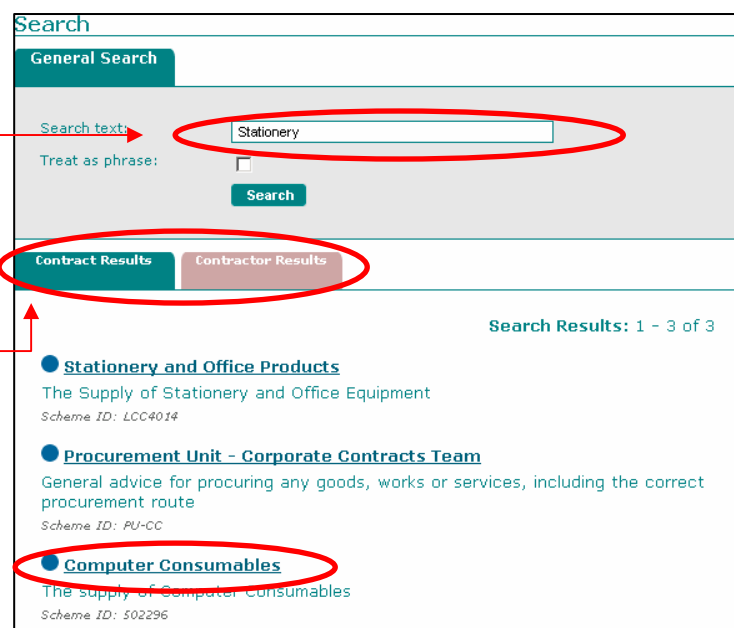


## General Searching

Entering keywords in the general *Search* field and clicking *Go* will display results immediately

The search screen displays results for both contracts and contractors. The result lists for each are viewed by clicking on the relevant tab

Clicking on the contract or contractor title will take you to the relevant detail screen.



## Viewing Contract Details

Once the link from the search screen is clicked it will open up the following detail of the contract

**Soft Drinks and Vending Machines** PCARD

**Contract Title Bar** Back Add To My Contracts

**Description:** Supply of Soft Drinks and Vending Machines

**Scheme ID:** 503800

**Start Date:** 27 April 2005

**End Date:** 26 April 2009

**Type:** Corporate

**Category:** CATERING SUPPLIES

**Sub Categories:** Soft & non-alcoholic drinks

**Supervising Officer:** Nigel Webber, Sue Shutt, Derek Johnson

**Information:** For details of current prices and the categories awarded to each firm, please see the attached price lists

**Contractors:**

- ▶ [Coca-Cola Enterprises Ltd](#) PCARD
- ▶ [Four Square Drinks Division of Mars UK Ltd](#) PCARD
- ▶ [Moonview Ltd t/a Absolute Vending](#) PCARD
- ▶ [Britvic Soft Drinks Ltd](#)
- ▶ [Springbank Industries Ltd](#)

**Contract Details**

**Contractor List**

## Features of the View Contract Screen

**Contract Title Bar** – Tells you the contract title and contract attributes.

**Contract Details** – This areas provides the specifics of the contract. For example the scheme id or reference, the start or end dates and the supervising officer. This section should also provide details of how to use the contract and any information that you should be aware of when using the contract.

**Contractor List** – This details the contractors who are a part of the contract. It includes any attributes that have been assigned to them, for example, the use of purchasing cards or being an environmentally friendly company. Clicking on the Contractors title will expand the detail and provide the user with the option to contact the contractor by email, telephone, fax or by post. You will also be able to view any pricing documents that have been attached to the contractor from this screen.

## Viewing Contractor Details

**Contractors:** [Associated Waste Management Limited \(AWM\)](#)

**Name of Contractor** → [Associated Waste Management Limited \(AWM\)](#)

**Contact Details** → **More details:** [Go to contractor](#)

**Address:** Victoria Works  
Barnard Road  
Bradford  
West Yorkshire  
BD4 7DY

**Contact Name:** Tim Shapcott / Claire Brooksbank

**Telephone:** 01274 370224

**Email:** [tim.shapcott@awmeasyskips.co.uk](mailto:tim.shapcott@awmeasyskips.co.uk)

**Website:** [www.awmeasyskips.co.uk](http://www.awmeasyskips.co.uk)

**More Information** → **Information:** Alternative email contact at [claire.brooksbank@awmeasyskips.co.uk](mailto:claire.brooksbank@awmeasyskips.co.uk)

**Pricing Documents** → **Feedback:** [Send feedback about this contractor](#)

**Attributes** → **Price item documents:** [AWM Price Schedule.pdf](#)

**Attributes:** [Environmentally Friendly](#)  
 [Local Business](#)  
 [webFAB](#)

## What if I can't find what I'm looking for?

Try searching for different keywords around the product you want to buy. For example if *Pens* doesn't work try *Pen* or maybe *Rulers* and this should return the Stationary Contract

Should your searches still prove fruitless then there is a good chance that there is currently no Leeds City Council contract in place. This means that you will have to make the purchase yourself ensuring that school contract procedure rules are followed.

Remember;

**Three written quotes desirable for procurements of less than £10k.**

**Three written quotes and SCMS advert essential between £10k and £60k**

**Four written tenders, LA countersignature and SCMS advert essential between £60k and £138k**

**EU Procurement procedure with LA lead essential over £138k**

## What else is on the Contract Information System

The Contract Information System also holds details of all Leeds City Council's Internal Service Providers and Procurement Arrangements that as a school you are entitled to use.

If you do find a service that you require please use the contact details provided in the relevant section

● [Bottle Banks Services](#) [Edit](#)

Provision of bottle banks and paper and plastic banks  
*Scheme ID: 200002*

● [Car Parks](#) [Edit](#)

Resurfacing Design / Construction  
*Scheme ID: 200004*

● [Catering](#) [Edit](#)

Catering and Cleaning services within Education, Advice on Education meals. All types of Commercial and Function business catered for.  
*Scheme ID: 200005*

● [Childcare Information and Services](#) [Edit](#)

A wide range of information for children and their families including childcare, sports, leisure and recreation.  
*Scheme ID: 200006*

● [Demolition Contract](#) [Edit](#)

Demolition Services provides a comprehensive city wide demolition service, including immediate emergency response for dangerous buildings.  
*Scheme ID: 200008*

● [Electrical](#) [Edit](#)

Electrical Section provide design & installation through to maintenance and servicing of anything electrical. Also inspection and testing of your electrical installations including PAT testing.  
*Scheme ID: 200009*

● [Grounds Maintenance](#) [Edit](#)

Grounds Maintenance.  
*Scheme ID: 200014*

## Issues and Problems

If you have any issues or problems with the Contract Information System please contact the Commissioning, Procurement and Business Development Team;

Philip Robson, Head of Service

Tel : 0113 2475596 Email : [philip.robson@educationleeds.co.uk](mailto:philip.robson@educationleeds.co.uk)

Sheila Goodwin, Senior Support Officer

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Ian Westlake, Trainee Procurement and Support Officer

Tel : 0113 2475268 Email : [ian.westlake@educationleeds.co.uk](mailto:ian.westlake@educationleeds.co.uk)

**The Contract Information Systems is managed by Leeds City Council's Procurement Unit**

Gary Bristol, Senior Procurement Projects Officer

Tel : 0113 2475976 Email : [gary.bristol@leeds.gov.uk](mailto:gary.bristol@leeds.gov.uk)