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CIPS Level 4 Diploma in Procurement and Supply

Tutor Notes

Module title: *Ethical and Responsible Sourcing [L4M4]*

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CIPS L4M4 Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• This section examines analyzing market data, obtaining quotations• tenders, and assessing responses. The sub-topics focus on key processes for evaluating potential suppliers.
Topic 2	<ul style="list-style-type: none">• Understand compliance issues when sourcing from suppliers: It explores legislative, regulatory, and organizational requirements for sourcing. It compares the use of audit and other mechanism of feedback.
Topic 3	<ul style="list-style-type: none">• Understand the key processes that can be applied to the analysis of potential external suppliers:

Topic 4

- Understand options for sourcing requirements from suppliers: This section covers the sourcing process, approaches, options, and award criteria for obtaining requirements from suppliers. The sub-topics provide a foundation for strategic sourcing.

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CIPS Ethical and Responsible Sourcing Sample Questions (Q25-Q30):

NEW QUESTION # 25

Which of the following payment mechanisms is most beneficial to the buyer?

- A. open/ credit account
- B. term/ time draft
- C. sight draft
- D. cash in advance

Answer: A

Explanation:

Open account (aka credit account) is most beneficial to the buyer. The supplier delivers the goods then the buyer pays. Cash in advance is most beneficial to the supplier. The buyer pays for the item before receiving it. This is a known exam topic.

NEW QUESTION # 26

Ramesh is an IT category manager within the UK's National Health Service and is responsible for the procurement of a new high-value network system, which will be used across multiple doctors' practices and community health centres. Ramesh has reviewed the different tender approaches and has concluded that the use of a restricted tender is the most appropriate. Which of the following statements is true for a restricted tender process?

- A. Suppliers responding to the tender are pre-qualified
- B. Direct negotiations occur prior to suppliers submitting their offer
- C. It is only relevant when there are few suppliers in the market
- D. The contract will be awarded strictly on pricing criteria

Answer: A

Explanation:

In a restricted tender process, suppliers are pre-qualified through a selection process before being invited to submit tenders. This approach is suitable when there is a need to ensure that only capable suppliers are considered, often due to the complexity or high value of the procurement. It is not limited to situations with few suppliers, and direct negotiations typically occur after tender submissions, not before. Contracts are awarded based on multiple criteria, not solely on price.

Reference:

CIPS Level 4 Diploma in Procurement and Supply, L4M4 Study Guide, Section 2.2: Tendering Procedures

NEW QUESTION # 27

The Freedom of Information Act is a piece of UK legislation which allows members of the public to request information on issues such as public sector sourcing. When a request is made, it is compulsory for the public sector to provide this information to the public. Is this statement true?

- A. no- the public sector does not need to provide information on sourcing activities
- B. yes- the information must be provided within 28 days
- C. no- the public sector can choose not to publish information if it is not deemed to be in the public interest
- D. yes- the information must be posted publically online

Answer: C

Explanation:

the correct answer is 'no- the public sector can choose not to publish information if it is not deemed to be in the public interest'.

They use something called the 'public interest test' to determine if the information should be re-leased or not.

For example they may not respond to a request asking how many bullets the UK Army has in storage, as that would be detrimental to national security interests.

Responses to requests are made within 21 days, not 28.

NEW QUESTION # 28

A procurement manager has a new contract to award. They know there will be considerable interest from potential suppliers, as there are approximately twelve companies in the market. Which of the following is a benefit of using a full competitive tendering process for this new contract?

- A. Only the procurement manager can decide who wins
- B. All bidders will be treated equally
- C. It is a quick and informal process
- D. All suppliers will know how much the others have bid

Answer: B

Explanation:

A full competitive tendering process ensures fairness by treating all suppliers equally, allowing them to compete on a level playing field. This aligns with ethical sourcing principles, especially in the public sector, where transparency and equal opportunity are paramount.

NEW QUESTION # 29

Foresttors Plc is negotiating a new contract for the procurement of timber, a crucial component of its production operations. The company has incorporated environmental, social, and governance (ESG) reporting requirements into the contractual terms. Is this a valid approach?

- A. Yes. This helps to demonstrate the importance of compliance with ESG
- B. No. Suppliers cannot be legally responsible for ESG compliance; this should be the buying organisation
- C. Yes, providing the contract does not require a supplier to do anything differently for ESG than they have done previously
- D. No. ESG is not within the scope of a contractual document and should always be treated informally

Answer: A

Explanation:

Embedding ESG/ethical clauses and reporting in contracts is a key mechanism to implement responsible sourcing, set clear expectations, and enable monitoring and remedies. Suppliers can be held to contractual ESG obligations where these are defined and agreed.

Reference: CIPS L4M4 Study Guide (v2): LO "Implementation" - contractual clauses for ethics/ESG, monitoring and enforcement.

NEW QUESTION # 30

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