

**Attachment 2b – Lot 1 Certificate of Technical and Professional Ability**

**RM6315 – Vehicle Telematics Solutions**

**Instructions**

We require you to demonstrate that you have delivered Services within the scope of the requirement for Lot 1. For the assessment of your Technical and Professional ability the relevant Services are listed within Section A of this Certificate of Technical and Professional ability (COTPA).

You are required to submit **two Certificates of Technical and Professional Ability (COTPA). Each COTPA must be from a different contract and fully demonstrate delivery of the Mandatory Deliverables (Section 3 of Framework Schedule 1) for Lot 1**.

You are required to complete Section A within the COTPA.

Each customer must verify that the information you have provided in Section A is true and accurate by completing and signing Section B within the COTPA.

The form of the COTPA is set out below.

You must submit the two (2) completed COTPAs for Lot 1 by uploading the completed files to question 1.26.2 within the online Selection Questionnaire (Qualification Envelope) as a ZIP file.

Name your ZIP file in the following format: ***organisation name\_Lot 1 COTPAs***

Please note that we reserve the right to contact the customer listed in the certificate to verify the information provided. You must notify the customer that they may be contacted by us.

**Mandatory requirements**

* the COTPA must evidence a contract that you have delivered in the **3 years prior** to the publication of the contract notice for this competition, or an ongoing contract you are currently delivering that has been ongoing for a minimum of two (2) year duration to be valid. If the contract is ongoing you must be delivering the services. You cannot use a contract where you have not yet started to deliver the services
* contracts only need to have been completed within the time limit stated above. It is acceptable for the contract to have commenced prior to November 2020.
* contracts must have been successful in **i**mplementation and mobilisation and have become operational
* contracts must evidence the services being delivered from **within the United Kingdom** (i.e. not delivered offshore)
* the contract can be from the public, private, or Third Sector (e.g. Charity)
* it is possible to submit both of the Certificates from the same client organisation, providing they are different contracts, with each certificate meeting all of the COTPA requirements as specified by the Authority
* examples of call-off contracts awarded under framework contracts will be considered valid, but framework contracts themselves will not be valid
* no attachments other than the certificates are permitted. Any additional documents submitted will be disregarded
* examples may cover situations where your organisation was acting as prime contractor or part of a consortium. Where you relied on other such entities to perform the contract, you need to tell us who they were and describe the function that each such other entity performed under the contract
* customer contacts provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 3 years prior to the publication of the contract notice
* if you delivered services for a client who has since left the customer organisation you worked for, they cannot sign-off on the COTPA. A COTPA must be signed by an existing employee of the company for whom the work was undertaken
* although physical customer signatures on the COTPAs would be preferable, we recognise that this might be problematic for some customers. Therefore, if a customer is unable to print off a completed Certificate, sign it and return a scanned copy to the Bidder, a digital signature is an acceptable alternative

**Certificates of Technical and Professional Ability will be marked PASS/FAIL**

You may fail Part 3 – Certificate of Technical and Professional Capability of the Selection Questionnaire and be excluded from the competition if:

* each COTPA does not meet all the mandatory requirements set out above.
* you do not tick the box to confirm that you have provided the full scope of the Services as detailed within Section A.
* you have not completed all of the information requested in the Certificate of Technical and Professional Ability
* your customer has not provided the required certification information in Section B of the Certificate of Technical and Professional Ability
* we contact the customer to verify the information provided and they cannot or will not verify the information. It is vital that you select a customer that is prepared to verify the information you have provided and be contactable in the event that clarification is required

If we determine that you have failed Part 3 – Certificate of Technical and Professional Capability of the Selection Questionnaire we will notify you and tell you the reasons for this.

**RM6315 – Vehicle Telematics Solutions – Lot 1**

| **Section A - To be completed by the bidder** | |
| --- | --- |
| **Name of bidder:** | [bidder’s name] |
| **Certificate of Technical and Professional Ability - details of the contract, to be certified by the customer in Section B.** | |
| **Name of customer:** | [customer name] |
| **Name of supplier:**  If you were not the Prime Contractor please state whether you were a Key Subcontractor or part of a Consortium.  Where you are relying on the capacity of another entity to demonstrate technical and professional ability e.g. you are relying on a proposed Key Subcontractor, then they should be named as the supplier.  Where you want to rely on the capacities of other entities, you shall prove to us that you will have at your disposal the resources necessary. To that end please complete Attachment 4a - Information and declarations\_Consortium or Attachment 4b - Information and declarations\_Key Subcontractors\_Guarantors for each entity. | [supplier name] [additional information] |
| **Contract title:** | [contract title] |
| **Contract start date:** | [dd/mm/yyyy] |
| **Contract end date / anticipated end date:** | [dd/mm/yyyy] |
| **OJEU/FTS Award Notice reference or**  **Contracts Finder reference:**  *(for Public Sector Contracts only – enter N/A if not applicable)* | OJEU/FTS Award Notice or Contracts Finder reference:  [e.g. 2011/S 239-387260] |
| The certification you provide **must** cover all the Mandatory Deliverables for Lot 1, which are listed below. Further descriptions on the requirements are detailed within Framework Schedule 1 (Specification).  **Please tick the box to confirm that you have provided the full scope of Mandatory Deliverables to the customer.**  **Mandatory Deliverables as detailed in the Specification:**   * you provided telematics equipment that enabled telematics data, audio and/or visual images to be assimilated, recorded, stored and transmitted in order to meet the customer’s requirements. * you installed the telematics equipment into the customer’s fleet of vehicles * you tested the telematics equipment to ensure that it had the functionality to be switched on and off, either remotely or in-vehicle * you ensured that the telematics equipment could log and store data for transmission * you provided a telematics platform which had the functionality to enable customer users to access real time data on the movement of vehicles, drivers and/or assets * you provided bespoke data reporting to meet the customer’s individual requirements; and * you provided a support function to deal with queries and issues from the customer, its users and its drivers for queries, complaints and support needs   𝥷 **I confirm that the full scope of Mandatory Deliverables listed above has been delivered to the Customer.** | |

| **Section B - To be completed by the customer** | |
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| **Certificate of Technical and Professional Ability - Customer contact details** | |
| **Customer contact name:** | [name of customer contact] |
| **Customer address:** | [customer address] |
| **Customer direct line:** | [customer telephone number] |
| **Customer email:** | [customer email] |
| **Customer confirmation:** | |
| We hereby certify that, to the best of our knowledge and belief, the supplier has satisfactorily supplied the services and delivered the deliverables and the outcomes described above at Section A in accordance with the contract. | Authorised signature (either double-click on signature box below to digitally sign or copy & paste in an image file of your signature): |
| **Liability for customer certifying Certificate of Technical and Professional Ability:** | |
| In signing this Certificate of Technical and Professional Ability I confirm that I have the necessary authority to do so on behalf of the organisation for which the works and services were provided.  Whilst the information in this certificate has been provided in good faith in the belief that it is truthful and accurate, the customer does not assume any responsibility or any liability nor make any guarantee, representation or warranty as to the contents of this certificate. The customer shall not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the certificate and its content, to the fullest extent permitted by law.  Nothing in this certificate shall affect, or constitute a waiver of, the customer's rights or remedies in relation to the contract. | |