

Request for Proposal

Question bank



Request for Proposal (RFP) on behalf of UK Shared Business Services Ltd and UK Research and Innovation

Subject: Employee Screening for UKSBS and UKRI Employee's

Sourcing Reference Number: GSS24399

Section 6 – Response Evaluation Questionnaires

Introduction

Bidders should note that the response evaluation questionnaire is located within the eSourcing portal.

Guidance on how to register and use the eSourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Employee Screening for UKSBS and UKRI

GSS24399

OPEN ABOVE THRESHOLD PROCEDURE

Bidder Guidance notes for completion for Parts 1, 2, 3 and definitions for all sections

1. The “authority” or “we” or “us” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable organisations to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (as amended) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1 & 2 and potentially 3 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. **Note for Contracting Authorities: The following paragraph should be included for Contracting Authorities in scope of PPN 01/22** The authority may decline to consider bids (or otherwise exclude from participating in the procurement) from suppliers who are constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency, unless the supplier (or any member of their supply chain they rely on to deliver the contract):

- is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and/or
- has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.

Bidder guidance : For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

- members of your administrative, management or supervisory board;
 - entities and persons who have powers of representation, decision or control.
- You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.

The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers of representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.

The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](#) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](#) and email publicprocurementreview@cabinetoffice.gov.uk or phone 0345 010 3503.

²³ See [PCR 2015 regulations 71 \(8\)-\(9\)](#) http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf

The Contracting Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection shall complete and submit the Part 1 and Part 2 self-declaration.

Bidder guidance – If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.

Bidder guidance If you are in doubt as to how to answer any question in the procurement documents, please ensure that you seek a formal clarification with the Contracting Authority.

Any reference to “supplier(s)”, “bidder(s)”, organisation(s) shall mean those named, providing a submission in this procurement procedure.

Section 1	Potential Supplier Information	
Question Number	Question	Response
Bidder guidance – Part 1 (Section1) Mandatory PASS / FAIL		
Questions are all Mandatory completion including a confirmation of Not Applicable (N/A) (as applicable if the question is not applicable to your organisation) A Failure to answer a question or provide information as applicable and requested will result in a FAIL.		
1.1 (a)	Name (if, registered, please give the registered name).	
1.1 (b) – (i)	Registered address (if applicable) or head office address	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c) (i)	Trading status a) public limited company b) private limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status in 1.1(c)(ii))	
1.1 (c) (ii)	If other, please specify your trading status	
1.1 (d)	Date of registration (if applicable) or date of formation	
1.1 (e)	Registration number (company, partnership, charity, etc - if applicable)	
1.1 (f)	Registered VAT number	
1.1 (g)(i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement and as set out in the procurement documents in the member state where your organisation is established? If YES please provide the relevant details, including the name of the register and registration number(s) and, if evidence of registration is available electronically, please	Yes ☐ No ☐

	give the website address, issuing body and reference number.	
1.1 (g)(ii)	If you have answered Yes to 1.1 (g)(i) please provide detail in this section	
1.1 (h)(i)	For procurements for services only, is it a legal requirement in the country where you are established for you to: a) possess a particular authorisation, or b) be a member of a particular organisation, to provide the requirements specified in this procurement? If YES please provide additional details of what is required and confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.	Yes ☐ No ☐
1.1 (h)(ii)	If you have answered Yes to 1.1(h)(i) please provide this detail in this section	
1.1 (i) – (i)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	a) ☐ b) ☐ c) ☐
1.1 (j)	Are you a Small, Medium or Micro Enterprise (SME)? ¹¹	Yes ☐ No ☐
1.1 (k)	Details of Persons with Significant Control (PSC)^{12,13}, where appropriate¹⁴: - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date he or she became a PSC in relation to the company; - Which conditions for being a PSC are met: - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more	

¹¹ See EC definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

¹² It is possible to decline to consider bids from Russian or Belarusian suppliers in certain circumstances. For suppliers who are constituted or organised under the law of Russia or Belarus or their 'Persons of Significant Control' information states Russia or Belarus as the place of residency, the supplier's bid can be discounted. See PPN 01/22 for further guidance

¹³UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

¹⁴Only information that relates to the persons with powers of representation, decision or control within the meaning of Regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

1.1 (l)	Details of your immediate parent company: - Full name of immediate parent company - Registered or head office address - Registration number (if applicable) - VAT number (if applicable) Bidder guidance Please confirm N/A if not applicable by ticking No Please enter Yes if you have an immediate parent company	Yes ☐ No ☐
1.1 (m)	Details of your ultimate parent company: - Full name of immediate parent company - Registered or head office address - Registration number (if applicable) - VAT number (if applicable) Bidder guidance Please confirm N/A if not applicable by ticking No Please enter Yes if you have an immediate parent company and use this section to provide the above details required	Yes ☐ No ☐
1.1 (n)	Are you bidding as a single supplier or as part of a group or consortium? Bidder guidance - Yes - bidding as a single supplier No - not bidding as a single supplier but as a group or consortia	Yes ☐ No ☐
1.1(o)(i)	If you are you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please tell us: a) The name of the group/consortium. b) The proposed structure of the group/consortium, including the legal structure where applicable. c) The name of the lead member in the group/consortium. d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and	Yes ☐ No ☐

	professional ability?) and, if so, which criteria you are relying on them for. Bidder guidance – If you answer Yes to 1.1(o)(i) please ensure you provide supporting information under section 1.1(o)(ii).	
1.1(o)(ii)	Bidder to add supporting information to 1.1(o)(i)	
1.1 (p)	If you are proposing to use a supply chain, please provide the following details for each subcontractor/supply chain member. Name Registration number Registered or head office address Trading status a) public limited company b) private limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status) Bidder guidance – Yes – we are proposing to use a supply chain if so provide details of the supply chain in 1.1(p)(i) below and replicate for each supply chain utilised. No – we are not proposing to use a supply chain	Yes ☐ No ☐
1.1 (p)(i)	If you have answered Yes to 1.1(p) please list the supply chain details in this section covering a) to g)	
1.1 (p)(ii)	Bidder guidance please provide a response to each of the following questions for each subcontractor/supply chain member. 1) Registered VAT number 2) SME? 3) The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables. 4) The approximate % of contractual obligations assigned to each subcontractor 5) Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? Bidder guidance - This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into for that part	

	of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. Bidder guidance – Replicate 1) to 5) for each subcontractor / supply chain member	
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Section 1	Grounds for Mandatory Exclusion	
Question Number	Question	Response
Part 2 Questions are all Mandatory completion bidder must answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable). If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure. For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities: The first category is members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board. The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.		
1.2 (a) - (i)	Within the past five years, anywhere in the world, have you or any person who - is a member of the supplier's administrative, management or supervisory body; or - has powers of representation, decision or control in the supplier been convicted of any of the offences within the summary below and listed in full in Annex D	Yes ☐ No ☐ Bidder guidance - If Yes, please ensure you provide details against each listed question

1.2 (a) - (ii)	Participation in a criminal organisation	Yes ☐ No ☐
1.2 (a) - (iii)	Corruption	Yes ☐ No ☐
1.2 (a) - (iv)	Terrorist offences or offences linked to terrorist activities	Yes ☐ No ☐
1.2 (a) - (v)	Money laundering or terrorist financing	Yes ☐ No ☐
1.2 (a) - (vi)	Child labour and other forms of trafficking in human beings	Yes ☐ No ☐
1.2 (a) - (vii)	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland.	Yes ☐ No ☐

If you have answered YES to any of the questions on mandatory exclusion grounds please provide further details, including;

- date of conviction and the jurisdiction
- which of the grounds listed the conviction was for
- the reasons for conviction
- the identity of who has been convicted

If the relevant documentation is available electronically please provide:

- the web address
- issuing authority
- precise reference of the documents

Bidder guidance - If you have answered Yes to any part of the questions on mandatory exclusion grounds please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion (Self cleaning)

Bidder guidance- bidders should also explain the offence along with the date of the offence and a sufficient overview of the offence committed

Part 2: Exclusion Grounds Questions

Bidder guidance - Please answer the following questions in full. **Note** that every organisation that is being relied on to meet the selection criteria must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Mandatory and discretionary grounds relating to the payment of taxes and social security contributions.	
Question Number	Question	Response
Bidder guidance – Part 2 Questions are all Mandatory completion; bidders shall answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable).		

Bidder guidance – If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.

The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D and should be referred to before completing these questions.

2.1 (a) - (i)	Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.	Yes ☐ No ☐
2.1 (a) - (ii)	Bidder guidance - If you have answered Yes to question 2.1 (a)(i) If documentation is available electronically, please provide- - the web address, - issuing authority, precise reference of the documents. If you have answered No to this question, please provide further details including the following- - Country concerned, - the amount concerned - how the breach was established, i.e., through a judicial or administrative decision or by other means, - if the breach has been established through a judicial or administrative decision please provide the date of the decision, if the breach has been established by other means please specify the means. Bidder guidance - Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying the outstanding sum including, where applicable, any accrued interest and/or fines. Please Note: The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.	

Section 3	Grounds for discretionary exclusion	
Question Number	Question	Response
Bidder guidance – Part 2 Questions are all Mandatory completion. Where requested to do so all bidders must provide sufficient supporting information (as applicable).		

If any bidder is found to be non-compliant with any discretionary exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.

The detailed grounds for discretionary exclusion of an organisation are set out in Annex D and should be referred to before completing these questions.

3.1 (a)	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (b)	Breach of environmental law obligations? Bidder guidance - To note that environmental law obligations include Health and Safety obligations. See Annex D	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (c)	Breach of social law obligations?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (d)	Breach of labour law obligations?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (e)	Bankruptcy or subject of insolvency?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (f)	Guilty of grave professional misconduct?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (g)	Distortion of competition?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (h)	Conflict of interest?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (i)	Been involved in the preparation of the procurement procedure?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (j)	Prior performance issues?	Yes ☐ No ☐ If yes, please provide details at 3.2
3.1 (k)	Do any of the following statements apply to you? You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of	Yes ☐ No ☐ If yes, please provide details at 3.2

	grounds for exclusion or the fulfilment of the selection criteria? • You have withheld such information. • You are not able, without delay, to submit supporting documents if/when required. • You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
3.1 (l)	You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. If you are a relevant commercial organisation, please confirm: • you have published a statement as required by Section 54 of the Modern Slavery Act (MSA) • that the statement complies with the requirements of Section 54 and any guidance issued under S54. Bidder Guidance - The bidder shall provide the relevant URL or attachment in 3.1(l)(i). Yes - This submission must be compliant with the Modern Slavery Act to achieve a PASS. No - response is a statement that the bidder is not subject to section 54 of the MSA and provides a confirmation attachment to this effect (e.g. turnover is less than £36 million) and will achieve a PASS for this section only, for both UK and Non UK suppliers for all non-Central Departmental procurements. If you are captured by the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded If your organisation answers No and is currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act at the time of an award decision then this will achieve a PASS. A failure to be compliant at the time of the award decision will result in a FAIL. Please ensure that you	Yes ☐ No ☐ If yes, please provide details at 3.1(l)(i)

	make this assurance and confirmation statement in the attachment section. If your organisation answers No and is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL. Please ensure that you make this confirmation statement in the attachment section. If your organisation is captured by the Modern Slavery Act and answers No, then without demonstrating self cleaning or a refusal to comply with the act under any potential award this will result in a FAIL. Please ensure that you make this confirmation statement in the attachment section. If you answer No as a UK based supplier and this is because you are not captured by the Modern Slavery Act by not having a minimum turnover of at least £36 million, then you need to confirm this in writing in the attachment section to achieve a PASS. It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies. Scoring Criteria - Mandatory Pass / Fail	
3.1 (l)(i)	Bidder to provide relevant URL or attachment to question 3.1(l) Bidder guidance – Bidder that answered No to question 3.1(l) that it is not subject to section 54 of the MSA provides a confirmation attachment.	
3.2	Bidder guidance - If you have answered YES to any of the questions relating to grounds for discretionary exclusion (or NO to the Modern Slavery Act question above), (if applicable to you by the above guidance) please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion? (Self-cleaning).	

Part 3: Questions (Selection Criteria Questions)

Cabinet Office set Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1 (a)	If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide: - the web address - issuing authority - precise reference of the documents. Bidder guidance - Bidder shall answer: Yes - provide all three details for 4.1(a) above in 4.3 No - we do not have financial statements filed with companies' house stating the reason why in 4.3. No - we do not have financial statements filed with companies' house e.g. we have financial statements filed with the following organisation re overseas / other national state based organisation and provide this information in 4.3.	Yes ☐ No ☐ If Yes, please provide details at 4.3
4.1(b)	If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law). Also please provide for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing a copy of their detailed accounts for the last two years (audited if required by law). Bidder guidance - Bidder shall answer Yes - provide in section 4.3 No - provide an explanation as to why you do not have detailed audited accounts for the last two years in 4.3	Yes ☐ No ☐ If Yes, please provide details at 4.3
4.1(c)	If you cannot provide an electronic link to your audited accounts in 4.1(a) and cannot provide a copy in 4.1(b), please provide any of the following alternatives: a) A statement of your annual turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position. b) Alternative information to evidence economic and financial standing if any of the above are not available (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes ☐ No ☐ N/A ☐ If Yes, please provide details at 4.3

	Bidder guidance - Bidder shall answer Yes - provide in section 4.3 No - provide an explanation as to why you do not have an answer to 4.1(c) (a) or (b) below in 4.3 (N/A if not applicable if you have answered yes to 4.1(a) or (b) above)	
4.2	Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required. Bidder guidance - Bidder shall answer Yes - provide information in section 4.3 No - we are not relying on any security to meet the selection criteria for financial standing	Yes ☐ No ☐ If Yes, please provide details at 4.3
4.3	Please use this section to provide links, Information or upload documents requested against this Economic and Financial standing section. The Contracting Authority must satisfy itself that any bidder has a suitable level of Economic and Financial standing in order to consider any bidder for an award under this procurement. Bidders must clearly denote as to which of the Economic and Financial standing question(s) is being answered in this section	

Section 6	Technical and Professional Ability
Question Number	Question
6.1	Relevant experience and contract examples. Bidder guidance – Section 6 Questions are all Mandatory completion. Where requested to do so bidders must provide sufficient supporting information (as applicable). Please provide details of up to three contracts to meet the technical and professional ability criteria set out in the procurement documents, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. For consortium bids, or where you have indicated that you are relying on a particular member or a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the

	consortium/particular member/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract. For each contract please provide the following information - Name of customer organisation who signed the contract. - Name of supplier who signed the contract. - Point of contact of the customer. - Position in the customer's organisation. - E-mail address. - Description of contract. - Contract Start date. - Contract completion date. - Estimated contract value.
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6.2	Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes)
6.3	If you cannot provide at least one example of previous contracts that are relevant to our requirement in 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

Section 7 Insurance	
7.1	Insurance Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £5million Public Liability Insurance = £5million Professional Indemnity Insurance = £2million *There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million ☐ Yes ☐ No

	as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf . Bidder guidance Mandatory Pass / Fail question Yes = Pass No = Fail	
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Bidder guidance -

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Data Protection
8.1	
8.1 (a)	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Bidders shall respond Yes or No
8.1 (b)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: • to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; • to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; • to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable; • to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place); • to maintain records of personal data processing activities; and • to regularly test, assess and evaluate the effectiveness of the above measures. Mandatory Pass/Fail

Section 8	Health and Safety Question	Response
8.2		
8.2 (a)	Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words. Bidder guidance this is a Pass / Fail Question	Yes ☐ No ☐

	Yes = Pass with supporting information provided in section 8.2 (a)(i) The Contracting Authority reserve the right to seek further information and or review the HSE website or other nationality websites in regards to historic breaches of Health and Safety by any bidder. A track record of failures or recent serious breaches in Health and Safety may result in deselection of your bid, please ensure that you provide a sufficiency of supporting documentation in your bid submission. No – No supporting information provided Fail	
8.2 (a)(i)	Bidders to provide supporting information relevant to a Yes reply to 8.2(a)	

Part 3: Questions (Selection Criteria Questions)

UKSBS specific questions.

SEL1.10	Information Security The following information security requirements are mandatory for this procurement: 1. ISO 27001 certification or, 2. IASME Governance standard certification and 3. Cyber Essentials certification or 4. Cyber Essentials Plus certification and 5. BS7858:2019 Screening of individuals working in a secure environment code of practice in place 6. Do you operate and maintain a self-certified Information Security Management System demonstrating the effective management of risks to confidentiality, integrity, availability of information?
Bidder Guidance	Bidders can answer Yes – the requirements are currently in place Intend – the requirements are not in place, and we intend to have them in place for commencement of the contract. No – the requirements are not in place, and we have no intention of having them in place for commencement of the contract A response of ' Yes ' or ' Intend ' will result in a pass and a response of ' No ' will result in a fail against this question.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Options List Yes – the requirements are currently in place Intend – the requirements are not in place, and we intend to have them in place for commencement of the contract. No – the requirements are not in place, and we have no intention of having them in place for commencement of the contract

SEL1.10.1	Supporting Documentation for SEL1.10
Bidder Guidance	Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate or demonstrate the effective management of risks to confidentiality, integrity, and availability of information through periodic risks identification, assessment and treatment; assurance of the effective response to information security incidents; managing information security risks in relationships within the supply chain; preventing, responding to and

	recovering from disruptions to continuity of services; compliance with applicable legal, regulatory and contractual requirements. This information should be provided as an attachment to this question. Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered. Bidders that responded “Intend” to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder.
Scoring Criteria	For Information Only
Answer Type	Attachment

SEL2.12	United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically. The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex A. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Contract to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS. Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/
Bidder Guidance	The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid

	Bidders can answer Yes – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex A – Pass No – We will not be compliant prior to any award – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex A – Pass No – We will not be compliant prior to any award – Fail

SEL2.13	Data Storage Please confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.
Bidder Guidance	Bidders are required to confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract. Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.
Scoring Criteria	For Information Only
Answer Type	Text

SEL 2.19	Public Procurement Policy Note 01/22 - Contracts with suppliers from Russia or Belarus The Government introduced its Public Procurement Policy Note 01/22 'Contracts with suppliers from Russia or Belarus' (PPN 01/22) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine. The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the
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	supply chain originate from those states in accordance with Procurement Policy Note PPN 01/22. Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states. Mandatory Pass / Fail questions: Question 1- Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus. Question 2- Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency If you answer Yes to either of the questions above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 01/22 apply.
Bidder Guidance	The Bidder shall replicate the above 2 questions in an attachment and answer Yes or No to each of the above, along with an in-depth explanation to any question answered as Yes to achieve a Pass, subject to the satisfaction of the Contracting Authority during its evaluation process and any clarity sought. A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement. An answer of No is based upon no direct supplies, suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states. This statement of No for each question will achieve a Pass A failure to provide a Yes or No upload response may result in your exclusion from further consideration under this procurement. The Contracting Authority may seek at its own discretion further clarification from any bidder in regard to any attachment provided, that seeks to rely upon any exemptions provided in PPN 01/22.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document upload

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004. Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please complete a field 'N/A' (Not applicable) If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please tell us what exemptions or exceptions may apply to your information and why?
Bidder Guidance	The Bidder shall provide details of their proposed exemptions/exception in the fields below. The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.

	Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent. Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question. If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Text
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text

	DECLARATION I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database in any country free of charge or the contracting authority already possesses the documentation. I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation. Bidders shall answer Yes or No Yes – I understand and declare acceptance to the above statements. No – I do not understand and/or I do not declare acceptance to the above statements.
Answer Type	Option List Yes – Pass No – Fail
Contact details of those making the declaration Contact name Name of organisation Role in organisation	

Phone number
Email address
Postal address

Section 6 – Evaluation Response Questionnaires

5.1. Technical and Commercial Questionnaire

6.2.1 Bidders should note that the Technical and Commercial Questionnaire is located within the **eSourcing Portal**.

Guidance on how to register and use the eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

AW1.1	<u>FORM OF BID</u> I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the RFP, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete. By submitting a response to this RFP, I agree that our participation may be made public. I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)). By submitting a response to this RFP, I agree and accept the justification for the Contracting Authority's evaluation criteria. By submitting a response to this RFP, I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part. By submitting a response to this RFP, I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process. I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed The Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.
Bidder Guidance	The Bidder shall answer Yes or No

	Yes – Pass No - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

AW1.2	BID VALIDITY PERIOD Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids. Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW1.3	CERTIFICATE OF BONA FIDE BID The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following: (a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the
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	said supply / service any act or thing of the sort described above. In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not. We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority. We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

AW3.2	Conflict of Interest Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.
Bidder Guidance	By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project. The Bidder shall answer Yes or No with justification. Yes, we can confirm we are not in a position of a conflict of interest – Pass No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass

	If your situation changes during the procurement process, you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared. For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Option List Yes, we can confirm we are not in a position of a conflict of interest – Pass No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.

AW3.2.1	Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables. Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project. Where a bidder has responded 'Yes' to AW3.2 you are not required to respond to this question.
Bidder Guidance	By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project. If your situation changes during the procurement process, you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared. Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the project. Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.

	The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables. Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process. Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

Compliance to the Contract Terms

AW4.1	Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question.
Bidder Guidance	The Bidder shall answer Yes, No with justification or No Yes, we accept the terms and condition in their entirety – Pass No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes, we accept the terms and condition in their entirety – Pass No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail

AW4.2	Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause. Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.
Bidder Guidance	A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will

	not be considered to be a justification for a legal requirement or statutory regulation). Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied: • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail. Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further. Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Attachment

TECHNICAL QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

AW6.2	Variable Bids The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.
Bidder Guidance	The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass

PROJ1.1	<u>Methodology</u> Please clearly explain your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder guidance	As a minimum we require your response to contain the following information: 1. Your understanding of the overall requirement 2. How you will meet the objectives and outputs highlighted within the specification. 3. How your methods will ensure a robust audit process should further evidence of the assessment process be requested at a later date 4. Methodology from start to finish of the process when hiring a new worker. 5. Communication with new starters/ applicants

	An attachment is allowed for this question Please attach your answer as a pdf document limited to six sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 30.00% of overall bid
Bidder response	Document Upload

PROJ1.2	<u>Risk and Mitigation</u> Please identify the top 5 risks associated with this requirement and provide a detailed description of your risk management process for delivering the service
Bidder Guidance	As a minimum your response should cover: • A risk assessment detailing the top 5 risks associated with this service and how you plan to mitigate these • Description of the specific contingency plans and solutions you would provide should the risks occur. • Please provide a disaster recovery plan as part of your response • How and when potential delays/risks that are identified will be communicated to the contracting authority This question is limited to four sides of A4, to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 20.00% of overall bid
Bidder Response	Document Upload

PROJ1.3	<u>Project Team</u> Please demonstrate your skills and expertise that are essential to the successful delivery of this project. Please provide details on your processes as
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	to how you will maintain your ability to deliver these through the lifetime of the project.
Bidder guidance	As a minimum we require your response to contain the following information: • Please identify the key roles within the team, including the lead contact, technical experts etc. • Account management support – Initial monthly meetings for the first 3 months then quarterly meetings thereafter • Support through transition • Procedures and practises including - Desk instructions/training External Support Please provide details of any support that would be needed and from whom, in order to undertake and complete this requirement, where external support is required please also detail how this will be monitored to ensure the deliverables are still met. An attachment is allowed for this question Please attach your answer as a pdf document limited to four sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 10.00% of overall bid
Bidder response	Document Upload

PROJ1.4	<u>Oracle Fusion System</u> Please confirm that you currently have the ability to interface with the Oracle Fusion or confirm that you will have the ability to build this capability within 3 months of Oracle Fusion going live or when needed.
Bidder Guidance	Pass – We have the ability to interface with the Oracle Fusion. Intend – We confirm that we will have the ability to build this capability within 3 months of Fusion going live or when needed. Fail – We do not intend to have the ability to interface with the Oracle Fusion within 3 months of Fusion going live.
Scoring Criteria	Mandatory Pass /Fail
Bidder Response	Yes – Pass Intend – Pass

	No – Fail
PROJ1.5	<u>Oracle Fusion</u> Please provide evidence of how you have the ability to interface with the Oracle Fusion or demonstrate that you have the ability to build this capability.
Bidder Guidance	Provide evidence of how you have the ability to interface with the Oracle Fusion or demonstrate that you have the ability to build this capability An attachment is allowed for this question This question is limited to four sides pages of A4, to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring Criteria	For Information Only
Bidder Response	Document Upload

PROJ1.6	Social Value - Fighting Climate Change MAC 4.1 For the Theme & Measure detailed in the bidder guidance below, please describe the commitment(s) your organisation will make. You should include: - a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria. - a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency. - an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.) Planned Metrics are provided below, your commitments to social value should align to one or more of these metrics. If you believe that alternative metrics would be more effective at achieving the Theme / Measure, please outline them in your proposal with a clear explanation of the comparable benefit. For each theme, we will be assessing the qualitative aspects and outcomes of your commitments. Priority should be given to incremental value that you will commit to as a direct result of being awarded this contract. If you are not in a position to commit to specific Social Value
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	deliverables directly related to this contract award, you must demonstrate your corporate track record of delivering Social Value that aligns with the Theme and Measure below.
Bidder Guidance	Bidders are to describe the commitment(s) their organisation will make for the theme and measure below. Theme: Fighting Climate Change Measure: MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. Award Criteria Activities that demonstrate and describe the tenderer's existing or planned: • Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract. • Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. • Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions. Planned Metrics • Percentage of carbon reduction (measured in metric tonnes carbon dioxide equivalents (MTCDE) across Scope 1, Scope 2 and Scope 3 by the supplier committed within the contract at a corporate level • Supplier committed to carbon Net Zero at a corporate level by which date. • Percentage of decarbonisation roadmap reliant upon carbon offsetting to achieve Net Zero commitments • The establishment, implementation and tracking of an environmental scorecard which measures, inter alia: - Creation of new carbon sinks - Protection of carbon sinks - Biodiversity (in relation to flora & fauna) - Air quality - Water quality - Waste Management This question is limited to 4 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.
Scoring Criteria	Scoring is based on the 0 – 100 scoring methodology. Maximum Marks – 10.00% of overall bid
Answer Type	Attachment

COMMERCIAL QUESTIONNAIRE

AW5.1	Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification. All prices shall be in £ GBP and exclusive of VAT.
Bidder Guidance	Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 4 Specification. The scoring methodology for this question shall be: Price will be evaluated using proportionate pricing (lowest bid / bid * mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available. For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows: (Maximum marks available in this example being 12.5) Bidder A Score = $50000/50000 \times 12.5 = 12.5$ Bidder B Score = $50000/80000 \times 12.5 = 7.81$ Bidder C Score = $50000/100000 \times 12.5 = 6.25$ This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review. The lowest score possible is 0.
Scoring Criteria	Maximum Marks 30.00% of overall bid
Answer Type	Numeric

AW5.2	Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price. All prices shall be in £ GBP and exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.
Bidder Guidance	Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now

	required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price. All prices shall be in £ GBP and exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived. The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1
Scoring Criteria	For Information Only
Answer Type	Attachment

AW5.3	Please confirm your price shall remain firm and fixed for the full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

AW5.5	The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing. Further information and helpful guidance regarding e-invoicing and iSupplier is available on the UKSBS website at: https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx Please confirm if you are successfully awarded this contract, that your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.
Bidder Guidance	The Bidder shall answer Yes or No Yes – we will utilise an e-invoicing option – Pass No – we will not utilise an e-invoicing option – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – we will utilise an e-invoicing option - Pass No – we will not utilise an e-invoicing option – Fail