

**NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMN**

ITT Response Questionnaire for: itt\_8152

**COLOUR LEGEND**

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

**Currency:GBP**

**1 Qualification Envelope**

**1.1 Part 1 Starter Questions**

	Note	Note Details	
1.1.1	Evaluation guidance	The following questions will be evaluated PASS/FAIL. Your bid will F	
	Question	Description	Response Type
1.1.2	1.1.2	Do you accept the competition rules, as described in the ITT pack Attachment 1 About the Contract, paragraph 9 Competition rules ?	Option List
1.1.3	1.1.3	Do you accept the contract terms as as incorporated in the Contract award Form.	Option List

**1.2 Part 2 Your Information**

	Note	Note Details	
1.2.1	Guidance	This is essential information that we will use to verify who you are	
	Question	Description	Response Type
1.2.2	1.2.2	Name (registered name if registered)	Text
1.2.3	1.2.3	Office address (registered address if registered)	Text
1.2.4	1.2.4	Website address (if applicable)	Text
1.2.5	1.2.5	Please enter your VAT number	Text
1.2.6	1.2.6	Are you a Small, Medium or Micro Enterprise (SME)?  Does you business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?	Yes/No Value

**1.3 Part 2A Your Information continued**

	Question	Description	Response Type
1.3.1	1.3.1	DUNS number (of head office, if applicable)	Text
1.3.2	1.3.2	Date of registration (if applicable) or date of formation	Date
1.3.3	1.3.3	Registration number (company, partnership, charity etc.) if applicable	Text

1.3.4	1.3.4	What is your trading status	Multi Choice Option List
1.3.5	1.3.5	If you chose 'Other' for the previous question give details	Text
1.3.6	1.3.6	What trading name(s) will be used if successful in this competition?	Text
1.3.7	1.3.7	Which of these classifications apply to you	Multi Choice Option List
1.3.8	1.3.8	Do you have an immediate parent company?	Option List

<b>1.4</b>	<b>Immediate Parent Company Details</b>	<b>Responses to this Section</b>
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	Note	Note Details	
1.4.1	Guidance	What are the details of your immediate parent company	
	Question	Description	Response Type
1.4.2	1.4.2	Name (registered name if registered)	Text
1.4.3	1.4.3	Office address (registered address if registered)	Text
1.4.4	1.4.4	Registration number if applicable	Text
1.4.5	1.4.5	DUNS number (of head office, if applicable)	Text
1.4.6	1.4.6	VAT number:	Text

<b>1.5</b>	<b>Part 2A Your Information continued</b>
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	Question	Description	Response Type
1.5.1	1.5.1	Do you have an ultimate parent company?	Option List

<b>1.6</b>	<b>Ultimate Parent Company Details</b>	<b>Responses to this Section</b>
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	Note	Note Details	
1.6.1	Guidance	What are the details of your ultimate parent company	
	Question	Description	Response Type
1.6.2	1.6.2	Name (registered name if registered)	Text
1.6.3	1.6.3	Office address (registered address if registered)	Text
1.6.4	1.6.4	Registration number if applicable	Text
1.6.5	1.6.5	DUNS number (of head office, if applicable)	Text
1.6.6	1.6.6	VAT number	Text

1.7 Part 2B Your Bidding Model			
	Note	Note Details	
1.7.1	Guidance	This is essential information about your bidding model for this procu	
	Question	Description	Response Type
1.7.2	1.7.2	Are you bidding as a single organisation or the lead member of a consortium ?	Option List

1.8 Group or Consortium Details			Responses to this Se
	Note	Note Details	
1.8.1	Guidance	If you are a consortium, the lead member must ensure that each me member must attach the completed 'information and declaration' wc	
	Question	Description	Response Type
1.8.2	1.8.2	What is the name of the consortium?	Text
1.8.3	1.8.3	<p>If you are the lead member of the consortium, complete attachment 6 with the following details for each member and attach to this question</p> <ul style="list-style-type: none"> <li>● Name (registered name if registered)</li> <li>● Office address (registered address if registered)</li> <li>● Registration number if applicable</li> <li>● DUNS number (of head office, if applicable)</li> <li>● VAT number</li> <li>● SME?</li> <li>● Role the member will play in the delivery</li> <li>● Member's % share of total contract value</li> <li>● Information and declaration workbook?</li> </ul> <p>Please name the file [consortia_insertyourcompanyname]</p>	Attachment
1.8.4	1.8.4	<p>Please attach a zip file containing a completed 'information and declaration' workbook, without amendment, for every member other than you</p> <p>The zip file must be named [1.8.4_yourorganisationname]</p>	Attachment
1.8.5	1.8.5	What is the proposed legal structure for the consortium?	Text

1.9 Part 2B Your Bidding Model continued			
	Question	Description	Response Type

1.9.1	1.9.1	Do you intend to use key subcontractors to help you deliver the requirements?	Option List
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1.10 Subcontractor Details			Responses to this Se
	Question	Description	Response Type
1.10.1	1.10.1	<p>Please complete attachment 7 with the following details for each key subcontractor:</p> <ul style="list-style-type: none"> <li>● Name (registered name if registered)</li> <li>● Office address (registered address if registered)</li> <li>● Registration number if applicable</li> <li>● DUNS number (of head office, if applicable)</li> <li>● VAT number</li> <li>● SME?</li> <li>● Role the subcontractor will play in delivery</li> <li>● Key subcontractor's % share of total contract value</li> <li>● Are you relying on this key subcontractor to meet the selection criteria?</li> <li>● If you are relying on this key subcontractor to meet the selection criteria, information and declaration workbook submitted?</li> </ul> <p>Please name the file [sub_insertyourcompanyname]</p>	Attachment
	Note	Note Details	
1.10.2	Guidance	You must ensure that each key subcontractor you are relying on to r 4) provided for this purpose.	
	Question	Description	Response Type
1.10.3	1.10.3	<p>Please attach a zip file containing a completed 'information and declaration' workbook without amendment for every key subcontractor you are relying on to meet the selection criteria?</p> <p>Please name the file [1.10.3_insertyourcompany name]</p>	Attachment

1.11 NOT USED		
	Note	Note Details
1.11.1	Not Used	Not Used

1.12 Part 3 Exclusion Grounds		
	Note	Note Details

1.12.1	Evaluation guidance	<p>The regulations which govern how we procure specify that we must</p> <p>(Note that if you are the lead member of a consortium, you do not need to complete Parts 2, 2A, 3 and 4 for the consortium, because they must complete Parts 2, 2A, 3 and 4 for themselves.)</p> <p>For these mandatory exclusion grounds only, you must respond for each of the grounds, and specify which entities and persons are relevant.</p> <p>There are two categories of persons and entities that may be relevant:</p> <ul style="list-style-type: none"> <li>• Members of the organisation's administrative, management or supervisory bodies, including the executive board</li> <li>• Entities and persons who have powers of representation, decision-making or control, including: <ul style="list-style-type: none"> <li>○ entities or persons with a 25% or more shareholding</li> <li>○ entities or persons with less than 25% shareholding who have the power to appoint or remove directors</li> <li>○ a supplier's ultimate parent company that has powers of representation, decision-making or control</li> <li>○ intermediate parent companies that do not have a direct shareholding</li> <li>○ directors or members of an executive board of their immediate parent company (in relation to a particular contract)</li> <li>○ holders of mortgages or liens</li> </ul> </li> </ul> <p>It isn't necessary for you to identify which entities and persons you think are relevant, but you must state whether you think any of those that are relevant.</p>	
1.12.2	Self-cleaning evaluation guidance	<p>If you declare any convictions you must demonstrate to our satisfaction that you have 'self-cleaned' sufficiently, as a minimum, prove that you have:</p> <ul style="list-style-type: none"> <li>• paid or undertaken to pay compensation in respect of any damage</li> <li>• clarified the facts and circumstances in a comprehensive manner</li> <li>• taken concrete technical, organisational and personnel measures</li> </ul> <p>The actions agreed on deferred prosecution agreements (DPAs) may be considered as sufficient evidence of 'self-cleaning'.</p> <p>The measures taken will be evaluated taking into account the gravity of the offence and the evidence as sufficient, you will continue in the procurement process.</p> <p>If you cannot provide evidence of 'self-cleaning' that is acceptable to us, you will be excluded from the procurement process.</p>	
1.12.3	Convictions	<p>Within the past five years, anywhere in the world, have you or any person who has powers of representation, decision or control in the bidder been convicted of any of the following offences:</p>	
	Question	Description	Response Type

1.12.4	1.12.4	<p>Participation in a criminal organisation</p> <p>Participation offence as defined by section 45 of the Serious Crime Act 2015</p> <p>Conspiracy within the meaning of:</p> <ul style="list-style-type: none"> <li>● section 1 or 1A of the Criminal Law Act 1977 or</li> <li>● article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983</li> </ul> <p>where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.</p>	Option List
1.12.5	1.12.5	<p>Corruption</p> <ul style="list-style-type: none"> <li>● Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906</li> <li>● The common law offence of bribery</li> <li>● Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983</li> </ul>	Option List
1.12.6	1.12.6	<p>Terrorist offences or offences linked to terrorist activities</p> <p>Any offence:</p> <ul style="list-style-type: none"> <li>● listed in section 41 of the Counter Terrorism Act 2008;</li> <li>● listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;</li> <li>● under sections 44 to 46 of the Serious Crime Act 2007 that relates to an offence covered by the previous two points.</li> </ul>	Option List
1.12.7	1.12.7	<p>Money laundering or terrorist financing</p> <ul style="list-style-type: none"> <li>● Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002</li> <li>● An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.</li> </ul>	Option List

1.12.8	1.12.8	<p>Child labour and other forms of trafficking human beings</p> <ul style="list-style-type: none"> <li>• An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;</li> <li>• An offence under section 59A of the Sexual Offences Act 2003</li> <li>• An offence under section 71 of the Coroners and Justice Act 2009</li> <li>• An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994</li> <li>• An offence under section 1, section 2 or section 4 of the Modern Slavery Act 2015.</li> </ul>	Option List
1.12.9	1.12.9	<p>Other offences</p> <ul style="list-style-type: none"> <li>• Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland.</li> <li>• Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.</li> </ul>	Option List
1.12.10	1.12.10	<p>If you answered Yes to any of the questions above in this section, please provide further details including:</p> <ul style="list-style-type: none"> <li>• Who has been convicted</li> <li>• Date of the conviction and jurisdiction</li> <li>• Which of the grounds listed conviction was for <ul style="list-style-type: none"> <li>• The facts and circumstances relating to the conviction</li> <li>• Details of investigations carried out by relevant authorities</li> <li>• Evidence that you have paid or made arrangements to pay any compensation due</li> <li>• Web address of relevant documentation</li> <li>• Issuing authority</li> <li>• Precise reference of the documents</li> </ul> </li> </ul>	Attachment
1.12.11	1.12.11	<p>If you have answered Yes to any of the questions above, in this section please explain what measures have been taken to ensure that the relevant grounds for exclusion will not be triggered again. This is called self-cleaning.</p>	Text
	Note	Note Details	

1.12.12	Part 3 continued	Grounds for mandatory and discretionary exclusion relating to the p	
1.12.13	Evaluation guidance	<p>Exclusion relating to the payment of taxes and social security contrib</p> <p>The regulations which govern how we procure specify that we must obligations relating to the payment of taxes and social security contr</p> <p>We reserve our right to use our discretion to exclude a bidder where obligations relating to the payment of taxes or social security contrib</p> <p>For these exclusion grounds you must respond for your organisation questions on behalf of other members of the group or consortium, b declaration' workbook)</p>	
1.12.14	Self cleaning evaluation guidance	<p>If you declare any convictions you must demonstrate to our satisfact sufficient it must, as a minimum, prove that you have 'self-cleaned' :</p> <ul style="list-style-type: none"> <li>● paid or undertaken to pay compensation in respect of any dama</li> <li>● clarified the facts and circumstances in a comprehensive manne</li> <li>● taken concrete technical, organisational and personnel measure:</li> </ul> <p>The actions agreed on deferred prosecution agreements (DPAs) ma</p> <p>The measures taken will be evaluated taking into account the gravity evidence as sufficient, you will continue in the procurement process.</p> <p>If you cannot provide evidence of 'self-cleaning' that is acceptable to why.</p>	
	Question	Description	Response Type
1.12.15	1.12.15	Has your organisation committed a breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision that has a final and binding effect?	Option List
	Note	Note Details	
1.12.16	1.12.16	If you have answered yes to the question above	
	Question	Description	Response Type
1.12.17	1.12.17	<p>Please provide these details for each occurrence:</p> <ul style="list-style-type: none"> <li>● Country concerned</li> <li>● what is the amount concerned</li> <li>● how the breach was established, i.e. through a judicial or administrative decision or by other means <ul style="list-style-type: none"> <li>● if the breach has been established through a judicial or administrative decision please provide the date of the decision</li> <li>● if the breach has been established by other means please specify the means</li> </ul> </li> </ul> <p>or enter N/A</p>	Text

1.12.18	1.12.18	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.	Option List
1.12.19	1.12.19	<p>Have any of your organisation's tax returns submitted on or after 1 October 2012 been found to be incorrect, as a result of any of:</p> <ul style="list-style-type: none"> <li>• HMRC successfully challenging you under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or</li> <li>• a tax authority in a jurisdiction in which you are established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;</li> <li>• a failure to notify, or failure of an avoidance scheme in which you are or were involved, under the Disclosure of Tax Avoidance Scheme rules (DOTAS), VADR (Schedule 11A to the Value Added Tax Act 1994 (as amended by Schedule 1 to the Finance (no. 2) Act 2005)) or any equivalent or similar regime in a jurisdiction in which the supplier is established.</li> </ul>	Option List
1.12.20	1.12.20	<p>Please provide these details for each occurrence:</p> <ul style="list-style-type: none"> <li>• Country concerned</li> <li>• what is the amount concerned</li> <li>• how and when the breach was established or challenge brought</li> </ul> <p>or enter N/A</p>	Text
1.12.21	1.12.21	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.	Option List

1.12.22	1.12.22	<p>If you have answered yes to any questions in this section exclusion relating to the payment of taxes and social security contributions, and evidence of meeting all obligations is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>● web address</li> <li>● issuing authority</li> <li>● precise reference of the documents</li> </ul>	Attachment
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<b>1.13</b>	<b>Part 3 Grounds for Discretionary Exclusion</b>	
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	Note	Note Details	
1.13.1	Evaluation guidance	<p>The regulations which govern how we procure specify that we may exclude certain proceedings, has had unacceptable conduct or has violated</p> <p>For these exclusion grounds you must respond for your organisation questions on behalf of other members of the consortium, because the 'declaration' workbook)</p>	
1.13.2	Self-cleaning evaluation guidance	<p>If you declare any convictions you must demonstrate to our satisfaction sufficient it must, as a minimum, prove that you have 'self-cleaned' and:</p> <ul style="list-style-type: none"> <li>● paid or undertaken to pay compensation in respect of any damage</li> <li>● clarified the facts and circumstances in a comprehensive manner</li> <li>● taken concrete technical, organisational and personnel measures</li> </ul> <p>The actions agreed on deferred prosecution agreements (DPAs) may be sufficient.</p> <p>The measures taken will be evaluated taking into account the gravity of the evidence as sufficient, you will continue in the procurement process.</p> <p>If you cannot provide evidence of 'self-cleaning' that is acceptable to us, we will exclude you from the procurement process. If you are unable to provide evidence of 'self-cleaning' that is acceptable to us, we will exclude you from the procurement process.</p>	
1.13.3	The past three years	Please indicate if, within the past three years, you, your organisation or your organisation has breached any of the following obligations in the UK	
	Question	Description	Response Type

1.13.4	1.13.4	<p>Violation of applicable obligations in the fields of environmental, social and labour law including, but not limited to:</p> <ul style="list-style-type: none"> <li>● The organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial notices in relation to the Health and Safety Executive (or equivalent body)</li> <li>● The organisation has been convicted of a breach of the Health and Safety legislation</li> <li>● The organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination <ul style="list-style-type: none"> <li>● Any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)</li> </ul> </li> <li>● The organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006</li> <li>● The organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006</li> <li>● The organisation has been in breach of the National Minimum Wage Act 1998</li> </ul>	Option List
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1.13.5	1.13.5	<p>Obligations in the fields of environmental, social and labour law listed in Annex X of the Public Procurement Directive 2014/24/EU</p> <p>Violation of applicable obligations in the fields of environmental, social and labour law established by these international environmental, social and labour law provisions:</p> <ul style="list-style-type: none"> <li>● ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise</li> <li>● ILO Convention 98 on the Right to Organise and Collective Bargaining</li> <li>● ILO Convention 29 on Forced Labour</li> <li>● ILO Convention 105 on the Abolition of Forced Labour</li> <li>● ILO Convention 138 on Minimum Age</li> <li>● ILO Convention 111 on Discrimination (Employment and Occupation)</li> <li>● ILO Convention 100 on Equal Remuneration</li> <li>● ILO Convention 182 on Worst Forms of Child Labour</li> <li>● Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer</li> <li>● Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel</li> </ul>	Option List
1.13.6	1.13.6	<p>Bankrupt or subject of insolvency</p> <ul style="list-style-type: none"> <li>● Is bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any Country</li> </ul>	Option List
1.13.7	1.13.7	<p>Grave professional misconduct</p> <ul style="list-style-type: none"> <li>● Is guilty of grave professional misconduct</li> </ul>	Option List
1.13.8	1.13.8	<p>Distortion of Competition</p> <ul style="list-style-type: none"> <li>● Has entered into agreements with other economic operators aimed at distorting competition</li> </ul>	Option List

1.13.9	1.13.9	<p>Conflict of Interest</p> <ul style="list-style-type: none"> <li>● Has been aware of conflict of interest within the meaning of regulation 24 due to the participation of the procurement procedure</li> </ul>	Option List
1.13.10	1.13.10	<p>Been involved in the preparation of the procurement procedure?</p> <ul style="list-style-type: none"> <li>● Has advised CCS or otherwise been involved in the preparation of this procurement procedure</li> </ul>	Option List
1.13.11	1.13.11	<p>Prior performance issues</p> <ul style="list-style-type: none"> <li>● Has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions</li> </ul>	Option List
1.13.12	1.13.12	<p>Misrepresentation and undue influence</p> <ul style="list-style-type: none"> <li>● Has been found guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria <ul style="list-style-type: none"> <li>● Has withheld such information</li> <li>● Is not able, without delay, to submit supporting documents if or when required</li> </ul> </li> </ul> <p>Has undertaken:</p> <ul style="list-style-type: none"> <li>● to unduly influence the decision-making process of CCS to obtain confidential information that may confer upon your organisation undue advantages in the procurement, or</li> <li>● to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award</li> </ul>	Option List

1.13.13	1.13.13	<p>If you answered Yes to any of the questions above, please attach a file to provide further details as appropriate including:</p> <ul style="list-style-type: none"> <li>• Date of the violation or offence</li> <li>• Which of the grounds listed applied</li> <li>• The facts and circumstances relating to the violation or offence</li> <li>• Details of investigations carried out by relevant authorities</li> <li>• Evidence that you have paid or made arrangements to pay any compensation due</li> <li>• Web address of relevant documentation</li> <li>• Issuing authority</li> <li>• Precise reference of the documents</li> </ul>	Attachment
1.13.14	1.13.14	<p>If you have answered Yes to any of the questions above, please explain what measures have been taken to ensure that the relevant grounds for exclusion will not be triggered again. This is called self-cleaning.</p> <p>Or enter N/A</p>	Text

1.14 Part 4 Suitability			
	Note	Note Details	
1.14.1	Supplier code of conduct	The supplier code of conduct exists to help suppliers to understand you can help Government deliver for taxpayers	
	Question	Description	Response Type
1.14.2	1.14.2	<p>Supplier code of conduct</p> <p>Please self-certify that your organisation will comply with the 'Supplier Code of Conduct' guidance which can be found at the following link:</p> <p><a href="https://www.gov.uk/government/publications/supplier-code-of-conduct">https://www.gov.uk/government/publications/supplier-code-of-conduct</a></p>	Option List
	Note	Note Details	
1.14.3	Guidance	Professional or Trade Registers - this is information to ensure that your corresponding declarations and certificates for each country are listed	
	Question	Description	Response Type
1.14.4	1.14.4	Are you registered with the appropriate professional or trade registers specified for this procurement in the country where your organisation is established?	Option List

<b>1.15</b>	<b>Professional or Trade Registers - Relevant Details</b>	<b>Responses to this Section</b>
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	Question	Description	Response Type
1.15.1	1.15.1	What is the name of the register?	Text
1.15.2	1.15.2	What is your registration number(s)?	Text
1.15.3	1.15.3	If evidence of registration is available electronically, please list the website address, issuing body and reference number?	Text

<b>1.16 Authorisation or Organisation Legal Requirement</b>			
	Question	Description	Response Type
1.16.1	1.16.1	<p>For procurements for services, is it a legal requirement in the state where you are established for you to:</p> <ul style="list-style-type: none"> <li>● possess a particular authorisation, or</li> <li>● be a member of a particular organisation,</li> </ul> <p>to provide the requirements specified in this procurement?</p>	Option List

<b>1.17 Authorisation or Organisation Legal Requirement -</b>			<b>Responses to this Se</b>
	Question	Description	Response Type
1.17.1	1.17.1	What are the details of what is required?	Text
1.17.2	1.17.2	Have you complied with what is required?	Option List
1.17.3	1.17.3	If evidence of compliance is available electronically, please list the website address, issuing body and reference number?	Text

<b>1.18 Part 5 Financial Risk</b>		
	Note	Note Details

1.18.1	Evaluation guidance	<p>Evaluation guidance</p> <p>Your financial risk will be evaluated PASS/FAIL.</p> <p>What we will do to assess your financial risk</p> <p>Stage 1</p> <p>We will use a credit reference agency (Dun &amp; Bradstreet) to obtain a score for any nominated guarantor(s).</p> <p>If the financial risk score associated with the Contract is 60 or more,</p> <p>Stage 2</p> <p>If the score is less than 60 or no financial risk score is available then we will use the score from the guarantor's credit reference agency for the recent years.</p> <p>If there are no financial statements available, we will ask for other information to assess your financial risk:</p> <ul style="list-style-type: none"> <li>• a statement of turnover, profit and loss account/income statement for the recent period of trading</li> <li>• forecast financial statements and cash for the current year and a budget for the next year</li> <li>• an alternative means of demonstrating financial status</li> </ul> <p>If the information we ask for is not provided you will Fail this question.</p>	
1.18.2	Evaluation guidance	<p>Stage 3</p> <p>We will then use the information provided at stage 2 above to assess the level of financial risk. If the level of financial risk is unacceptable, you will Fail this question.</p> <p>If the level of risk is acceptable with mitigating actions, and you have provided a guarantor, we will proceed to stage 4.</p> <p>If you have nominated a guarantor and your nominated guarantor's bid is excluded.</p> <p>Stage 4</p> <p>If you name a guarantor, stages 1, 2 and 3 above will be repeated on the guarantor. If the level of financial risk is unacceptable, or you cannot provide a guarantor, you will Fail this question.</p> <p>If any member of a group or a consortium has a level of financial risk that is unacceptable, then you will Fail this question and the consortium bid will be rejected.</p>	
1.18.3	1.18.3	<p>Would you, or any of the members of the consortium, prefer us to carry out the financial risk score and financial risk assessment on a guarantor?</p>	Option List

<b>1.19</b>	<b>Guarantor Details</b>		<b>Responses to this Section</b>
	Note	Note Details	

1.19.1	Guidance	What are the details of your guarantor	
	Question	Description	Response Type
1.19.2	1.19.2	Have you attached the 'information and declaration' workbook attachment 4 as completed by the nominated guarantor, without amendment?  Please name the file [Guarantor_insertyourcompanyname]	Attachment
1.19.3	1.19.3	Confirm that your nominated guarantor has agreed to complete a deed of guarantee in favour of Cabinet Office in the form set out in Schedule 10 (Guarantee) prior to the award of the Contract.	Attachment

<b>1.20 Part 6 Requirements under Modern Slavery Act 2015</b>			
	Question	Description	Response Type
1.20.1	1.20.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act") this means do you have a total turnover of £36m or more?	Option List

<b>1.21 Requirements under Modern Slavery Act 2015</b>			<b>Responses to this Section</b>
	Question	Description	Response Type
1.21.1	1.21.1	Are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015 <a href="http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted">www.legislation.gov.uk/ukpga/2015/30/section/54/enacted</a>	Option List

<b>1.22 Compliant with reporting requirements</b>			<b>Responses to this Section</b>
	Note	Note Details	
1.22.1	Evaluation guidance	This section will be evaluated PASS / FAIL.  Your bid will FAIL, if you do not provide a link to your organisations website homepage	
	Question	Description	Response Type
1.22.2	1.22.2	Provide the relevant link to the slavery and human trafficking statement that appears in a prominent place on your organisations website homepage.	Text

<b>1.23 Not Compliant with annual reporting requirements</b>			<b>Responses to this Section</b>
	Note	Note Details	

1.23.1	Evaluation guidance	This section will be evaluated PASS / FAIL.  Your bid will FAIL, if you do not provide a satisfactory explanation as Section 54 of the Act 2015.	
	Question	Description	Response Type
1.23.2	1.23.2	Please provide an explanation as to why your organisation is not compliant with the annual reporting requirements contained within section 54 of the Act 2015.	Text

<b>1.24 Part 7 Insurance Requirements</b>			
	Note	Note Details	
1.24.1	Evaluation guidance	This question is evaluated PASS/FAIL.  Your bid will FAIL, if you do not answer Yes to this question.  You will be required to provide evidence of the required levels of ins	
	Question	Description	Response Type
1.24.2	1.24.2	<p>Tell us if you have, or agree to get before the Contract start date, the following levels of insurance cover:</p> <ul style="list-style-type: none"> <li>• Employer's (Compulsory) Liability Insurance* = £5,000,000</li> <li>• Professional Indemnity Insurance = £1,000,000</li> <li>• Public liability insurance = £5,000,000</li> </ul> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders.</p> <p>You will be required to provide evidence of the above certificates prior to the Contract commencement date.</p>	Option List

<b>1.25 Part 8 Cyber Essentials Basic Scheme</b>			
	Note	Note Details	

1.25.1	Evaluation guidance	<p>The questions in this section will be evaluated PASS / FAIL.</p> <p>Your bid will FAIL, if you answer do not answer 'Yes' to question 1.2</p> <p>You will be required to provide evidence of the required Cyber Essential</p> <p>PLEASE NOTE: All certificates issued prior to 1 April 2020 or before 30 June 2020 or Accreditation Bodies other than IASME.</p> <p>On 30 June 2021, any certificate issued under the old scheme will e</p> <p>Refer to <a href="https://www.ncsc.gov.uk/information/cyber-essentials-faqs">https://www.ncsc.gov.uk/information/cyber-essentials-faqs</a></p>	
1.25.2	Question	In relation to the services, please tell us if you comply with one of the	
1.25.3	(i)	(i) You have a current and valid Cyber Essentials certificate which has been issued within the most recent 12 months and where your organisation proposes to be involved in handling sensitive and personal information with regard to the services, you will have a valid Cyber Essentials certificate by the Contract commencement where your organisation	
1.25.4	(ii)	<p>OR</p> <p>(ii) You do not have a current and valid Cyber Essentials certificate issued by one of the government approved accreditation bodies but you are working towards gaining it, and will have a valid Cyber Essentials certificate by one of the government approved accreditation bodies, sub-contractors to carry out the services and these key sub-contractors will have in place a valid Cyber Essentials certificate by the Contract commencement where your organisation proposes to use the key subcontractor;</p>	
	Question	Description	Response Type
1.25.5	1.25.5	In relation to the services, please tell us if you comply with one of the criteria above	Option List

1.26 Part 10 Contract award form population template			
	Note	Note Details	
1.26.1	FW Population Guidance	Please provide the information to be used to populate the Contract Award Form	
	Question	Description	Response Type
1.26.2	Supplier Name	Supplier Name (registered name if registered)	Text
1.26.3	Registration number	Registration number	Text
1.26.4	SID4GOV ID	SID4GOV ID, if you have one	Text
1.26.5	Supplier Contract Manager	Supplier Contract Manager Name: Job title: Email address: Phone number:	Text
1.26.6	Supplier Authorised Representative	Supplier Authorised Representative: Name: Job title: Email address: Phone number:	Text

1.26.7	Supplier Compliance Officer	Supplier Compliance Officer: Name: Job title: Email address: Phone number:	Text
1.26.8	Supplier Data Protection Officer	Supplier Data Protection Officer: Name: Job title: Email address: Phone number:	Text
1.26.9	Supplier Marketing Contact	Supplier Marketing Contact: Name: Job title: Email address: Phone number:	Text
1.26.10	Joint Schedule 4 – Commercially sensitive information	Please provide any commercially sensitive information including:  Date: Details: Duration of confidentiality:	Text
1.26.11	Contracts finder information	This information will be published on Contracts Finder, if you are successful in this competition and therefore must be generic with no references to individual names and no contact details that are directly linked to an individual:  Email address: Internet (web) address: Fax number (if applicable):	Text

1.27 Part 11 Technical and Professional Ability			
	Note	Note Details	
1.27.1	Evaluation guidance	<p>Examples will be evaluated PASS/FAIL</p> <ul style="list-style-type: none"> <li>• The example can be of work you have done for your own organisation or others;</li> <li>• The example provided must relate to the past 3 years, prior to publication of the response to 1.27.2);</li> <li>• We reserve the right to verify with yourselves the accuracy of the example;</li> <li>• The example must clearly and unambiguously fall within the scope of the requirement.</li> </ul> <p>If you do not provide the example we have asked for your bid will be evaluated as FAIL.</p>	
	Question	Description	Response Type

1.27.2	Example details	Example Response Guidance	Text
		<p>Please provide in this text box a statement. This statement can cover multiple examples or a singular example but it must be relevant to the scope of the specification requirement, and as a minimum evidence the following technical capability;</p> <ul style="list-style-type: none"> <li>o Previously have had, a helpline service. (Organisations with no history of a helpline service will not be considered.)</li> <li>o Organisations must have demonstrable experience of providing support to vulnerable persons remotely.</li> </ul> <p>Please refer to the example evaluation guidance</p>	
	Note	Note Details	
1.27.3	Evaluation guidance	<p>What we will do with your responses:</p> <p>Quality Evaluation We will give your examples to our evaluation panel. Each evaluator the, marking scheme and evaluation criteria below. They will give a evaluators will enter the marks and reasons into the eSourcing suite</p> <p>Consensus Once the evaluators have independently assessed your example we the evaluators will discuss the quality of your answers and review the consensus regarding the mark and reason for that mark.</p> <p>If you do not achieve a PASS for the example, your bid will be excluded competition and why.</p>	
1.27.4	Evaluation guidance	The marking scheme and evaluation criteria below will be used for the	
1.27.5	Evaluation guidance	<p>Marking Scheme -- Evaluation Criteria</p> <hr/> <p>Pass -- You have provided an example which address the</p> <p>Fail -- You have not provided an example which address the</p> <p>OR</p> <p>You have not provided any example details or the requested information</p>	

1.28 Visibility of Third Party Agents / Bid Writers			
	Question	Description	Response Type
1.28.1	1.28.1	Please confirm if you have engaged the services of a third party / agent in the preparation of your bid.	Option List

1.29 Visibility of Third Party Agents / Bid Writers continued			Responses to this Section
	Question	Description	Response Type

1.29.1	1.29.1	If you have responded Yes to question 1.28.1 please confirm the name of the organisation of the Third Party Agent / Bid Writer	Text
1.29.2	1.29.2	Please confirm that you have full visibility of the bid pack for this competition, including the terms and conditions.	Text
1.29.3	1.29.3	Please confirm that you have full visibility of the content of your bid	Text
1.29.4	1.29.4	Please confirm that you have taken all necessary action required to authorise the person who will sign the Declaration within the Selection Questionnaire to do so on your behalf.	Text

<b>1.30 Declaration</b>			
	Note	Note Details	
1.30.1	Declaration	<p>Note details</p> <p>I declare that to the best of my knowledge the information submitted</p> <p>I declare that I will provide relevant certificates and/or evidence where</p> <p>I understand that the information will be used in the selection process</p> <p>I understand that CCS may exclude us if we fail to answer all the relevant</p> <p>I am aware of the consequences of serious misrepresentation.</p>	
	Question	Description	Response Type
1.30.2	Agreement to declaration	Do you agree to the declaration	Option List
1.30.3	Name	Name of person agreeing to the declaration	Text
1.30.4	Role in organisation	Role in organisation	Text
1.30.5	Date	Date	Date

INS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPRE

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Fail if you do not answer Yes to both questions below, 1.1.2 and 1.1.3.

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	
Select one of the Options listed in the drop down menu on the bottom right of the response box	

--

Response Guide	Response
Enter plain text	
Select the applicable response from the drop down menu on the bottom right of the response box	

--

Response Guide	Response
Enter plain text	
Enter a valid Date	
Enter plain text	

Mark the applicable Options as "Option Selected"	Public limited company	
	Limited company	
	Limited liability partnership	
	Other partnership	
	Sole trader	
	Third sector	
	Other	
Enter plain text		
Enter plain text		
Mark the applicable Options as "Option Selected"	Voluntary Community Social Enterprise (VCSE)	
	Sheltered Workshop	
	Public Service Mutual	
	None of these	
Select one of the Options listed in the drop down menu on the bottom right of the response box		

**ction will be considered only if:1.3.8 = Yes**

Response Guide	Response
Enter plain text	

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

**ction will be considered only if:1.5.1 = Yes**

Response Guide	Response
Enter plain text	

remment.	
Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

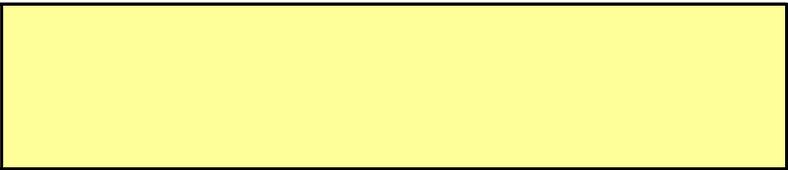
**ction will be considered only if:1.7.2 = The lead member of a group or consortium**

ember completes the 'information and declaration' workbook attachment 4. The lead workbook as received from each member.

Response Guide	Response
Enter plain text	
The applicable attachment must be uploaded	
The applicable attachment must be uploaded	
Enter plain text	

Response Guide	Response
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Select one of the Options listed in the drop down menu on the bottom right of the response box



**ction will be considered only if:1.9.1 = Yes**

Response Guide	Response
The applicable attachment must be uploaded	

meet the selection criteria, completes an information and declaration workbook (attachment

Response Guide	Response
The applicable attachment must be uploaded	



exclude any organisation which has been convicted of certain offences.

eed to complete these particular questions on behalf of other members of the group or  
emselves, using the 'information and declaration' workbook.

your organisation and for all relevant persons and entities. Each organisation must decide

nt:

upervisory board. This category will typically cover company directors and members of an

in or control. This could be:

the relevant powers depending on their particular rights

resentation, decision or control

holding

parent company (for example, in the case of an SPV set up specifically to bid for a

think are covered in the declarations. However, you must be satisfied that the declaration is

tion that you have taken effective remedial action. In order for the evidence provided to be  
as follows:

ge caused by the criminal offence or misconduct;

r by actively collaborating with the investigating authorities; and

s that are appropriate to prevent further criminal offences or misconduct.

ay be submitted as evidence of self-cleaning and evaluated by us as described below.

y and particular circumstances of the criminal offence or misconduct. If we consider such

. Our decision will be final.

› us, you will be excluded from the competition. We will tell you if you are excluded and say

erson who is a member of the bidder's administrative, management or supervisory body or  
convicted of any of the offences identified in the questions below?

Response Guide

Response

<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	

<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>The applicable attachment must be uploaded</p>	
<p>Enter plain text</p>	

ayment of taxes and social security contributions

utions

or may (depending on the breach) exclude any organisation which is in breach of its  
contributions.

we can demonstrate by any appropriate means that the supplier is in breach of its  
contributions.

1. (If you are the lead member of a consortium, you do not need to complete these particular  
because they must complete Parts 2, 2A, 3 and 4 for themselves, using the 'information and

tion that you have taken effective remedial action. In order for the evidence provided to be  
as follows:

ge caused by the criminal offence or misconduct;

r by actively collaborating with the investigating authorities; and

s that are appropriate to prevent further criminal offences or misconduct.

ay be submitted as evidence of self-cleaning and evaluated by us as described below.

y and particular circumstances of the criminal offence or misconduct. If we consider such

. Our decision will be final.

us, you will be excluded from the competition. We will tell you if you are excluded and say

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

Response Guide	Response
Enter plain text	

<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Enter plain text</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	

The applicable attachment must be uploaded



exclude any organisation which has been convicted of certain offences, has been subject to obligations in the field of environmental, social and labour law.

1. (If you are the lead member of a consortium, you do not need to complete these particular they must complete Parts 2, 2A, 3 and 4 for themselves, using the 'information and

tion that you have taken effective remedial action. In order for the evidence provided to be as follows:

- ge caused by the criminal offence or misconduct;
- r by actively collaborating with the investigating authorities; and
- s that are appropriate to prevent further criminal offences or misconduct.

ay be submitted as evidence of self-cleaning and evaluated by us as described below.

y and particular circumstances of the criminal offence or misconduct. If we consider such . Our decision will be final.

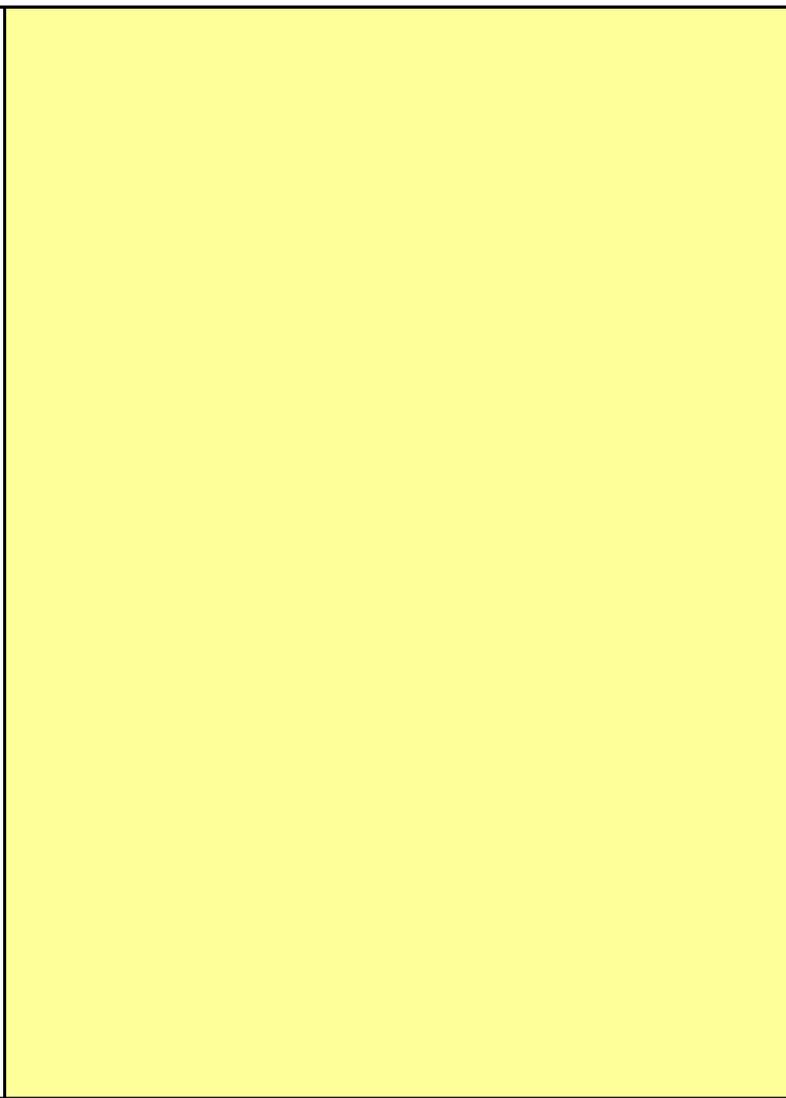
us, you will be excluded from the competition. We will tell you if you are excluded and say

or any other person who has powers of representation, decision or control in the or anywhere else in the world:

Response Guide

Response

Select one of the  
Options listed in the  
drop down menu on the  
bottom right of the  
response box



<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	

<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	
<p>Select one of the Options listed in the drop down menu on the bottom right of the response box</p>	

The applicable attachment must be uploaded	
Enter plain text	

the standards and behaviors that are expected when you work with Government, and how

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

ou are suitable for this procurement. The relevant professional and trade registers and ad in Annex XI of the Public Procurement Directive 2014/24/EU

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

**ction will be considered only if:1.14.4 = Yes**

Response Guide	Response
Enter plain text	
Enter plain text	
Enter plain text	

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>ction will be considered only if:1.16.1 = Yes</b>	
Response Guide	Response
Enter plain text	
Select one of the Options listed in the drop down menu on the bottom right of the response box	
Enter plain text	


a financial risk score (D&B Failure Score) for you and any members of your consortium or  
or there is an equivalent international score, you will receive a Pass for this question.

we will ask for copies of your financial statements, audited if applicable, for the two most  
formation including:

t, balance sheet/statement of financial position and statement of cash flow for the most  
bank letter outlining the current cash and credit position and/or

n and your bid may be rejected.

s the level of financial risk using our financial risk assessment template, attachment 5. If the

not already nominated a guarantor, we will ask you to name a guarantor.

level of financial risk is unacceptable, you will Fail this question and your bid may be

n the guarantor. If you cannot provide a guarantor whose level of financial risk is  
stion and your bid may be excluded.

k which is unacceptable, and you cannot provide a guarantor whose level of financial risk is  
ay be excluded.

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

**ction will be considered only if:1.18.3 = Yes**

Response Guide	Response
The applicable attachment must be uploaded	
The applicable attachment must be uploaded	

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

**ction will be considered only if:1.20.1 = Yes**

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

**ction will be considered only if:1.21.1 = Yes**

Response Guide	Response

slavery and human trafficking statement that appears in prominent place on your website

Response Guide	Response
Enter plain text	

**ction will be considered only if:1.21.1 = No**

Response Guide	Response

to why you are not compliant with the annual reporting requirements contained within

Response Guide	Response
Enter plain text	


urance cover prior to the Contract commencement date.

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	


5.5 in this section.

ntials certificate prior to the Contract commencement date.

n the existing scheme are valid until 30 June 2021. This includes those issued by

xpire.

for more information.

e following criteria (i) or (ii) at question 1.25.5:

as been awarded by one of the government approved Cyber Essentials accreditation bodies  
oses to use key subcontractors to carry out the services and these key subcontractors shall  
rd to the services, such key subcontractors will have in place a valid Cyber Essentials  
proposes to use the key subcontractor

which has been awarded by one of the government approved Cyber Essentials  
be in a position to confirm that you have been awarded a current and valid Cyber Essentials  
by the Contract commencement date and where your organisation proposes to use key  
rs shall be involved in handling sensitive and personal information with regard to the  
ssentials certificate by the Contract commencement date where your organisation

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

Award Form and any applicable Contract Schedules if successful in this competition.

Response Guide	Response
Enter plain text	

Enter plain text	


sations services i.e. non-profit charity providing a helpline or work that you have done for  
 ublication of the contract notice to be valid (please stipulate the date of any example to your  
 : example provided;  
 oe of the requirement;  
 : excluded from this procurement.

Response Guide	Response
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Enter plain text	
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will independently assess your example using the response guidance for your example and mark (PASS/FAIL) and a reason for their mark for the example they are assessing. The

will arrange for the evaluators to meet. We will facilitate the discussion. At this meeting, our marks and reasons for that mark. The discussion will continue until they reach a

ded from the competition. We will tell you that your bid has been excluded from the

he example

the response guidance.  
Use the response guidance

ation.



Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	

**ction will be considered only if:1.28.1 = Yes**

Response Guide	Response
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Enter plain text	


I in this selection questionnaire is correct and accurate.

n requested and without delay.

is to assess our suitability to participate further in this procurement.

evant questions fully, or if we provide false or misleading information.

Response Guide	Response
Select one of the Options listed in the drop down menu on the bottom right of the response box	
Enter plain text	
Enter plain text	
Enter a valid Date	

SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE SPREADSHEET TO FAIL.