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| **Invitation to Tender for Strategic Outline Case Report** |

PART B: RESPONSE DOCUMENT

To be completed and uploaded on to the Atamis e-procurement portal

This Tender has been submitted by ……………………………………………………..

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This is Part B for completion by the Potential Supplier and returned in accordance with the instructions given in ITT Part A – Instructions and Information.

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1. **Specifcation / NHS Standard Terms and Conditions for the Provision of Services.**
2. **Pricing Schedule**

 Please read this entire document before completing your response

# SCHEDULE 1: SPECIFICATION

**Note to Potential Suppliers:** This Specification will be inserted into Schedule 5 of the Contract (Specification and Tender Response Document).

Two Teesside hospital trusts have revealed a new identity to show when they are officially working in partnership for the benefit of the Tees Valley and beyond.

North Tees and Hartlepool NHS Foundation Trust and South Tees Hospitals NHS Foundation Trust have worked together for many years to ensure the best care for local patients and this relationship was formalised earlier this year with the creation of the region’s first hospital group.

While both trusts remain as separate organisations – keeping their own existing identities – going forward they will collectively be known as University Hospitals Tees.

North Tees and Hartlepool NHS Foundation Trust (the ‘Trust’) is a large Healthcare employer in the North East, with over 5,000 staff working at two hospitals located within Hartlepool and Stockton and a Community based Hospital in Peterlee. North Tees and Hartlepool NHS Foundation Trust serves a population of over 400,000 people and has an annual budget of £260 million. The Trust manages two general hospitals, the University Hospital of Hartlepool, the University Hospital of North Tees, and Peterlee Community Hospital. The Trust also runs a number of community based services within the North East.

North Tees & Hartlepool NHS Foundation Trust have a requirement for Consulting Services in relation to the Strategic Outline Case (SOC) development for the Trust, specifically To Develop a strategic paper to support investment at University Hospital of Hartlepool in this instance.

**UHT SOC support specification**

Please find the specification below that describes the scope of the services required to support UHT in the development of a Strategic Outline Case that is required to follow the ***HM Treasury NHS Guide to Developing the Project Business Case, Better Business Cases guidance*** for each of the elements detailed below.

|  |  |
| --- | --- |
| **Workstream** | **Key activities required to be completed by Business Case Advisor** |
| **PMO / SOC co-ordination** | * Overall management of Group SOC development, co-ordinating all required inputs for a SOC across the Trust/Group and other external advisors
* Navigate SOC inputs through internal governance structures, including development and obtaining clearance of papers, summary of actions from governance sessions
* Regular communications with SRO and other key stakeholders to ensure clarity of purpose and coordination with other key strategy developments
 |
| **Clinical Strategy Development** | * Subject Matter Expertise to assist the development of the Group Clinical Strategy and support key decision making in agreeing the Group Clinical Model.
* Critique the Group Clinical Strategy against NHSE expectations to maximise the overall case for support from NHSE.
* Articulate the Group Clinical Model to inform estate options development
 |
| **Demand and capacity modelling** | * Develop a service-level demand and capacity bed model to model the current state, unmitigated future state and mitigated future state scenarios. This should cover bedded activity and make suitable assumptions for non-bedded activity.
 |
| **Strategic narrative** | * Conduct qualitative and quantitative analysis to support the development of a case for change for developing infrastructure across the Tees Group.
 |
| **Options appraisal** | * Run a HMT compliant appraisal to identify and test options to redevelop the Tees Group Infrastructure. This will include but isn’t necessarily limited to:
* Developing Programme Critical Success Factors
* Developing a longlist and shortlist of options – these could consider various items such as sites, services and programme phasing
* Developing a robust evidence base to agree a Preferred Way Forward with the Group.
 |
| **Benefits modelling** | * Modelling of opportunities identified in the current state analysis into cash releasing, non-cash releasing and societal benefits for all shortlisted options
 |
| **Economic modelling** | * Development of CIA model and supporting inputs
* Sensitivity and switching analysis, as per NHSE guidance
 |
| **Financial modelling** | * Develop a financial model for capital and revenue with an agreed forecast BAU position and modelling of affordability impacts of Preferred Way Forward
* Development of incremental financial statements (SOCI, SOCF, SOFP)
* Test and analyse different funding flows to articulate the impact on scheme affordability
* Capture and craft the financial tactics and narrative, particularly around the breakeven position for the Preferred Way Forward
 |
| **Delivery planning** | * Develop a high-level plan which covers the transition of services to the new group infrastructure
* Write up of approach to other components of a Management Case as per NHSE requirements change management, governance, benefits realisation etc
 |
| **Authorship** | * Drafting and developing the five case SOC document to completion and Group sign off.
* Maintaining alignment with best practice and regulatory requirements (including NHSE requirements and HM Treasury requirements);
 |

Please note that Architectural support and OB Form costing are by others. Bidders are required to allow time for co-ordination with Architectural advisors and OB Form Cost Advisors.

Key Performance Indicators (KPI’s):

* Provide a weekly written update report to SRO (presented on Teams /or in person) detailing the progress to date against the programme, key decisions made, key risks / issues to be resolved and forward look to next weeks activities. (every week – submit 3 working days prior to Project Team meeting).
* Provide a monthly written update report to Group Executive Team (presented on Teams /or in person) detailing the progress to date against the programme, key decisions made, key risks / issues to be resolved and forward look to next months activities. (every week – submit 3 working days prior to Project Board meeting)
* Provide meeting minutes / actions for each meeting attended. (2 working days after meeting).
* Named team representative to be available for meeting (or Teams) (with 24 hrs notice).

SCHEDULE 2: tender response

**Note to Potential Suppliers:** Your response to this Schedule 2 will be included in Schedule 5 (Specification and Tender Response Document) of the Contract.

Responses to this ITT will be evaluated in line with the selection and award criteria stated in the Invitation to Tender document (refer to the ITT Part A – Instructions to Potential Suppliers. for further guidance).

# PART A: Standard Selection Questionnaire

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire (“SQ”) is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-2). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**PROVISION of Strategic Outline Case Report**

**Reference No: XXXXXXX**

**OPEN PROCEDURE**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier 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 (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 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. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The 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 must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| **Section 1** | **Potential supplier information** |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |       |
| 1.1(b) – (i) | Registered office address (if applicable) |       |
| 1.1(b) – (ii) | Registered website address (if applicable) |       |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 | Select an answer  |
| 1.1(d) | Date of registration in country of origin |       |
| 1.1(e) | Company registration number (if applicable) |       |
| 1.1(f) | Charity registration number (if applicable) |       |
| 1.1(g) | Head office DUNS number (if applicable) |       |
| 1.1(h) | Registered VAT number  |       |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Select an answer |
| 1.1(i) - (ii) | If you responded “Yes” to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Select an answer |
| 1.1(j) - (ii) | If you responded “Yes” to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |       |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |       |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |       |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-3)? | Select an answer |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-4) - 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 (for existing companies the 6 April 2016 should be used); - 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. [[4]](#footnote-5)(Please enter N/A if not applicable) |       |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |       |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |       |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant control of them.

Please provide the following information about your approach to this procurement:

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Select an answerIf “Yes”, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |       |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |       |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Select an answer |
| 1.2(b) - (ii) | If you responded “Yes” to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited 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.

|  |  |
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| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |       |
| 1.3(b) | Name of organisation |       |
| 1.3(c) | Role in organisation |       |
| 1.3(d) | Phone number |       |
| 1.3(e) | E-mail address  |       |
| 1.3(f) | Postal address |       |
| 1.3(g) | Signature (electronic is acceptable) |       |
| 1.3(h) | Date |       |

**Part 2: Exclusion Grounds**

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

|  |  |
| --- | --- |
| Section 2 | Grounds for mandatory exclusion |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.  | Select an answerIf Yes please provide details at 2.1(b) |
|  | Corruption.  | Select an answerIf Yes please provide details at 2.1(b) |
|  | Fraud.  | Select an answerIf Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Select an answerIf Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Select an answerIf Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Select an answerIf Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered “Yes” to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |       |
| 2.2 | If you have answered “Yes” to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Select an answer |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Select an answer |
| 2.3(b) | If you have answered “Yes” to question 2.3(a), please provide further details. Please also confirm 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 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.

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| Section 3 | Grounds for discretionary exclusion  |
| Question number | Question | Response |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Select an answerIf Yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Select an answerIf Yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Select an answerIf Yes please provide details at 3.2 |
| 3.1(d) | 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 State? | Select an answerIf Yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Select an answerIf Yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Select an answerIf Yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Select an answerIf Yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Select an answerIf Yes please provide details at 3.2 |
| 3.1(i) | 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? | Select an answerIf Yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is 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.The organisation has withheld such information.The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation 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. | Select an answerIf Yes please provide details at 3.2 |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |       |

**Part 3: Selection Questions**[[5]](#footnote-6)

|  |  |
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| **Section 4** | **Economic and Financial Standing**  |
| Question number | Question | Response |
| 4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Select an answer |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Select an answer |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Select an answer |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Select an answer |
| 4.2 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Select an answer |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

|  |  |  |
| --- | --- | --- |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Select an answer |
| 5.2 | If “Yes”, would the parent company be willing to provide a guarantee if necessary? | Select an answer |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Select an answer |

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| **Section 6** | **Technical and Professional Ability**  |
| 6.1 | **Relevant experience and contract examples**Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts 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.Consortia bids should provide relevant examples of where the consortium has 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 Special Purpose Vehicle (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 sub-contractor(s) who will deliver the contract.If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |       |       |       |
| **Point of contact in the organisation** |       |       |       |
| **Position in the 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)Evidence 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 or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |       |

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| 6.3  | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |       |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |
| **Question number** | **Question** | **Response** |
| 7.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?[[6]](#footnote-7) | Select an answer |
| 7.2 | If you have answered “Yes” to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?If your answer to this question is “Yes”**,** please provide the relevant URL …If your answer to this question is “No”,please provide an explanation. | Select an answer |

**8. Additional Questions**

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.

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| **Section 8** | **Additional Questions**  |
| 8.1 | **Insurance** |
| 8.1 (a) | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Select an answerEmployer’s (Compulsory) Liability Insurance = **£10 million cover for each and every claim or a higher level of cover appropriate to your Organisation**Public Liability Insurance = **No less than £5 million cover for each and every claim**Professional Indemnity Insurance =  **No less than £5 million cover for each and every claim**Product Liability Insurance =  **No less than £5 million cover for each and every claim**\*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. |
| Note: Suppliers must confirm that it has or, if successful, will buy the specified minimum levels of insurance. You will be asked to provide the evidence in the form of copies of policies, letters of confirmation from insurers or letters of confirmation from insurance brokers should you be awarded the contract. |

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| 8.2 | **Skills and Apprentices – Not Applicable To This Contract** |
| **NOTE TO SUPPLIERS** This section 8.2 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract. Please refer to the SQ Scoring Method table provided in Part A, 4.5 for details of how this section will be evaluated. |
| **Question number** | **Question** | **Response** |
| 8.2 (a) | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Select an answer. |
| 8.2 (b) | If “Yes”, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Select an answer. |
| 8.2 (c) | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Select an answer. |

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| ***8.3*** | **Steel – Not Applicable To This Contract**  |
| 8.3 (a) | Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management |
|  |
| 8.3 (b) | Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. |
|  |
| 8.3 (c) | Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:(i) Your company(ii) All your supply chain members involved in the production or supply of steel. |

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| 8.4 | **Suppliers’ Past Performance – Not Applicable To This Contract** |

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| **8.5** | **Equality and Diversity**  |
| **NOTE TO SUPPLIERS** This section 8.5 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract.  |
| **Number****of employees** | **Question No** | **Question** | **Response** |
| **Less****than 5 employees** | 8.5 (a) | Does your organisation have a written equality and diversity (equal opportunities) policy to ensure that you as an employer and a service provider comply with your statutory obligations under the Equality Act? ***Please do not attach the policy at this stage.***If you do not have a policy, you **MUST** adhere to the Authority’s Equality and Diversity Policy statement | Select an answer |
| 8.5 (b) | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?If the answer is “Yes”please provide details in a separate Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  | Select an answer |
| **5-49 employees****(*Please also answer questions a and b above)*** | 8.5 (c) | If “Yes” to 8.5(a), does your equal opportunities policy cover all protected characteristics under the Equality Act 2010? | Select an answer |
| 8.5 (d) | If “Yes” to 8.5(c), does your equality policy cover:1. Recruitment, selection, training, promotion, discipline and dismissal?
2. Victimisation, discrimination and harassment, making it clear that these are disciplinary offences?
 | Select an answer  |
| 8.5 (e) | Do you regularly collect, analyse and monitor numbers of job applicants and employees in post, taking up training and development opportunities, promoted, transferred, disciplined and dismissed, leaving employment by protected characteristic? | Select an answer  |
| **50 or more employees** ***(answer ALL above questions)*** | 8.5 (f) | Do you regularly monitor complaints and feedback from employees and customers? | Select an answer |
| 8.5 (g) | Do you provide equality and diversity training for managers and employees responsible for service provision, recruitment and selection, to ensure they are up to date on current equality legislation? | Select an answer  |
| 8.5 (h) | Does the bidding organisation comply with its legal obligations under the Equality Act 2010, relating to the following?

|  |  |
| --- | --- |
| Age  | Select an answer |
| Disability  | Select an answer |
| Gender reassignment  | Select an answer |
| Marriage and civil partnership  | Select an answer |
| Pregnancy and maternity  | Select an answer |
| Race  | Select an answer |
| Religion or belief  | Select an answer |
| Sex  | Select an answer |
| Sexual orientation  | Select an answer |

 |
| 8.5 (i) | In the last three years has any finding of unlawful discrimination been made against the bidding organisation by any court or industrial or employment tribunal? | Select an answer |
| 8.5 (j) | In the last three years has any finding of unlawful discrimination been made against the bidding organisation as a result of a formal investigation by the Equality and Human Rights Commission (EHRC) or any relevant statutory European Body? |  Select an answer |
| 8.5 (k) | If your answer to the either of the above questions was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result | Select an answer |
| 8.5 (l) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? |  Select an answer |
| NOTE: Every organisation contracted to deliver goods or services to or on behalf of the Authority MUST comply with equality legislation and demonstrate commitment to the principles of diversity and inclusion. The Authority takes a zero tolerance approach to discrimination on the grounds of protected characteristics under the Equality Act 2010 – age, gender, disability, race, religion or belief, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity. If in the opinion of the Authority the answers in this section are sufficiently poor as to cast serious doubt on an applicant's ability to safely perform this contract then they may be excluded. The Authority will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. |

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| **8.6** | **Health and Safety**  |
| **NOTE TO SUPPLIERS** This section 8.6 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract.  |
| **Question No** | **Question** | **Response** |
| 8.6 (a) | Please self-certify that your organisation has a Health and Safety Policy[[7]](#footnote-8) that complies with current legislative requirementsIf exempt, please provide details in a separate Appendix in no more than 100 words question. | Select an answer |
| Note: The following applies to organisations that are bidding for work to be undertaken in the UK. The bidding organisation must:• Ensure that its entire workforce and subcontractors will comply with all relevant health and safety legislation as well as any requirements or instructions from the Authority.• Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.• Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is bidding.• Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is bidding that will identify, manage and mitigate associated risks and hazards.• (If it is an organisation with five or more employees) have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999. |
| 8.6 (b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?If your answer to this question is "Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. | Select an answer  |
| 8.6 (c) | Confirm whether your organisation has ever been prosecuted under the Health and Safety at Work Act. If “Yes”, please provide details and the actions taken to avoid occurrence in the future. | Select an answer |
| 8.6 (d) | Please confirm your accident statistics for the last three years. If you have none please indicate this. If yes, please provide details. | NONE/ DETAILS PROVIDED |
| 8.6 (e) | If you use sub-contractors, do you have processes in place to check whether any of the above questions apply to these other organisations? | Select an answer |
| NOTE: If in the opinion of the Authority the answers in this section are sufficiently poor as to cast serious doubt on an applicant's ability to safely perform this contract then they may be excluded. The Authority will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. |

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| **8.7** | **Data Protection**  |
| **NOTE TO SUPPLIERS** This section 8.7 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract.  |
| **Question No** | **Question** | **Response** |
| 8.7 (a) | Is your organisation registered with the Information Commissioners Office?**If “Yes”, please confirm your Notification number in the box opposite.** | Select an answer  |
|  |
| **Pass / Fail:** Your submission will be rejected and will not be scored further if you answer “No” to the above question. To Pass, you must answer “Yes” and provide a valid UK Data Protection Registration Number or suitable equivalent. The Data Protection Registration Number will be validated by the Authority on the Information Commissioners Website or equivalent. |
| 8.7 (b) | Have you had a security breach resulting in loss of or damage to personal or confidential information within the past 2 years?If your answer to this question is "Yes”, please provide details | Select an answer |
| 8.7 (c) | Have you had a security breach resulting in unauthorised disclosure of personal information within the last 2 years?If your answer to this question is “Yes”, please provide details | Select an answer |
| 8.7 (d) | Have you been the subject of any complaints to the Information Commissioner, or suitable equivalent, within the past 2 years?If your answer to this question is “Yes”, please provide details | Select an answer |
| 8.7 (e) | Confirm that you regularly train your staff on the DPA and review the following data protection policies on a regular basis:- confidentiality- information security- data protection- records managementIf your answer to this question is “No”, please provide details in a separate Appendix of why your data protection system is acceptable without regular reviews of policies. | Select an answer |
| 8.7 (f) | Does your organisation have a named officer who advises, at a senior level, on matters of confidentiality, information sharing and the protection of personal data? | Select an answer |
| 8.7 (g) | The General Data Protection Regulations which intend to strengthen and unify data protection for individuals are expected to come into force on 25 May 2018.Please confirm if you are aware of the obligations that will apply to your organisation. | Select an answer |
| *NOTE: If in the opinion of the Authority the answers in this section are sufficiently poor as to cast serious doubt on an applicant's ability to safely perform this contract then they may be excluded.* |

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| **8.8** | **Social Value**  |
| **NOTE TO SUPPLIERS** This section 8.8 is **for information only**. In accordance with the Authority’s aspirations and objectives and its obligations under the Public Services (Social Value) Act 2012 we recommend the adoption of the Living Wage Foundation rate to our providers and suppliers.  |
| **Question No** | **Question** |
| 8.8 (a) | In the below box please provide three examples, in contracts delivered, that demonstrated a commitment to Social Value.Please limit your response to this question in no more than 500 words. |
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| **8.9** | **Safeguarding**  |
| **NOTE TO SUPPLIERS** This section 8.9 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract. Please refer to the SQ Scoring Method table provided in Part A, 4.5 for details of how this section will be evaluated. |
| **Question No** | **Question** | **Response** |
| 8.9 (a) | Does your organisation comply with all current legislation in relation to safeguarding?The expectation is for your organisation to comply with the Safe Network Standards: Core standards and guidance for safeguarding children in the voluntary and community sector. The standards can be found at URL: <http://www.safenetwork.org.uk/resources/safe_network_standards/Pages/safe_network_standards.aspx>  | Select an answer |
| 8.9 (b) | In the last three years, has your organisation been the subject of any formal investigations in relation to safeguarding?If the answer to question 8.9(b) is “Yes” using please provide details including an anonymised summary of the details and actions and what steps did your organisation take as a result of that finding or investigation. | Select an answer |
| 8.9 (c) | In the last three years, has any finding of unlawful acts related to safeguarding been made against any individual employed within your organisation or working voluntarily for your organisation?If the answer to question 8.9(c) is “Yes” using the comments box below, please include an anonymised summary of the details and actions and what steps did your organisation take as a result of that finding or investigation? | Select an answer |
| 8.9 (d) | Is there a safeguarding policy and procedure for children, young people and adult with care and support needs that sets out clearly the responsibilities of staff and volunteers as to how to respond to safeguarding concerns?  | Select an answer |
| 8.9 (e) | Is there a Public Interest Disclosure (whistle-blowing) policy in place that is accessible to staff and volunteers? | Select an answer |
| 8.9 (f) | Does the organisation have an induction and training programmes that includes safeguarding children, young people and adult with care and support needs? | Select an answer |
| 8.9 (g) | Does the organisation have a safer recruitment policy in line with regulatory requirements, the Disclosure and Barring Service and for services for children, the Local Safeguarding Children Boards: SLSCB (Stockton-On-Tees Local Safeguarding Children Board), HSCB (Hartlepool Safeguarding Children Board) and LSCB (Durham Local Safeguarding Children Board)? | Select an answer |
| *NOTE: If in the opinion of the Authority the answers in this section are sufficiently poor as to cast serious doubt on an applicant's ability to safely perform this contract then they may be excluded.* |

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| **8.10** | **Environmental Management**  |
| **NOTE TO SUPPLIERS** This section 8.10 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract. Please refer to the SQ Scoring Method table provided in Part A, 4.5 for details of how this section will be evaluated. |
| **Question No** | **Question** | **Response** |
| 8.10 (a) | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years; unless we are satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Select an answer |
| 8.10 (b) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Select an answer |
| 8.10 (c) | Does your organisation dispose of waste created during the operation of similar services in a legally compliant manner?If your answer to this question is “No”, please give reasons in no more than 100 words | Select an answer |
| 8.10 (d) | Are yours, and your sub-contractor(s') where relevant, environmental policies set out in instructions and documents for employees, suppliers and other stakeholders to access?If your answer to this question is “No”, please give reasons in no more than 100 words | Select an answer |
| 8.10 (e) | Do you, and your sub-contractor(s') where relevant, check the environmental performance of your suppliers?If your answer to this question is “No”, please give reasons in no more than 100 words | Select an answer |
| *NOTE: If in the opinion of the Authority the answers in this section are sufficiently poor as to cast serious doubt on an applicant's ability to safely perform this contract then they may be excluded.* |

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| **8.11** | **TUPE – Not Applicable To This Contract**  |
| **NOTE TO SUPPLIERS** This section 8.10 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract. Please refer to the SQ Scoring Method table provided in Part A, 4.5 for details of how this section will be evaluated |
| **Question No** | **Question** | **Response** |
| 8.11 (a) | Do you intend to comply with TUPE and employ the employees referred to in [ITT Schedule xx] from the Contract Start Date? If your answer to this question is “No”, you must provide legal reasons for your approach.  | Select an answer |
| 8.11 (b) | Confirm that your tender will fully reflect any costs which you will incur as a result of applying TUPE including the costs of re-organising the workforce.  | Select an answer |

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| **8.12** | **Licencing and Registration [– NOT USED]** |
| **NOTE TO SUPPLIERS** This section 8.3 will be evaluated on a **pass/fail** basis. If you fail this section you will not be eligible to be awarded the contract.  |
| **Question No** | **Question** | **Response** |
| 8.12 (a) | Is it a legal requirement in the state where you are established for you to be licenced or a member of a relevant organisation in order to provide the requirement in this procurement?If your answer to this question is “Yes”, please provide additional details in the box opposite of what is required and confirmation that you have complied with this | Select an answer |
|  |
| 8.12 (b) | Is your business currently registered/authorised and regulated by [the appropriate trade or professional body[ for example for example The Contractors Health and Safety Scheme (CHAS)] or equivalent] to provide the services required by the Authority as part of this Contract.**If your answer to this question is "Yes”, please provide […] [authorisation/registration] (Reference Number and Business Type) in the box opposite.** | Select an answer |
|  |
| 8.12 (c) | North Tess and Hartlepool Solutions LLP has established the following guidance notes to assist your company representatives when visiting its NHS Trusts.Is your business and company representative currently registered with the Credential Checking Service Company – Who Are You? | Select an answer |
|  |  |  |
| *NOTE: This contract carries a mandatory requirement for companies to demonstrate they are regulated and authorised by […] Your response will be rejected and will not be scored further if you answer No to any of the above questions. To Pass, you must answer “Yes” and provide a valid [name of trade or professional] registration number or suitable equivalent. As part of the Contract Award the Authority will request appropriate evidence confirming the above statement.* |

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| **8.13** | **NHS Procurement Data Standards** |
| **NOTE TO SUPPLIERS** Section 8.13 will be evaluated on a **pass/fail** where indicated.Please ensure that you complete this section as requested. Failure to do so may result in your application being disqualified. Please refer to the SQ Scoring Method table provided in Part A, 4.5 for details of how this section will be evaluated. |
| Verification of Information Provided:Not all questions require supporting documents to be provided (for example certificates, statements with this questionnaire.) However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.Please provide your organisation’s contact person for this element of the procurement below:

|  |
| --- |
| Contact details for enquiries for the Scan4Safety Programme Compliance |
|  | Contact name |       |
|  | Role in organisation |       |
|  | Postal address |       |
|  | Phone number |       |
|  | E-mail address  |       |

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| **SECTION A - GS1 COMPLIANCE** |
| **Question No** | **Question** | **Response** |
| 8.13 (a) | Are you a fully subscribed GS1 member?If your answer to this question is “Yes”, please confirm the following:Membership number: Legal Entity GLN number: Digital GLN Number (if different to above): 1. If your answer to the above question is “No”, please read the following statement and select an option.

*It is acknowledged that any contracts awarded as part of this procurement exercise are conditional upon the successful bidder becoming a member of GS1 at the commencement of the contract, and agreeing to maintain its membership of GS1 for the full duration of the awarded contract period.*  Agree [ ]  Disagree [ ]   | Select an answer |
| **Pass / Fail:** This is a mandatory requirement for all suppliers of goods and/or services to the NHS. Your submission will be rejected and will not be scored further if you answer “No” to the above question and answer “Disagree” in response to the statement provided above. To Pass, you must either answer “Yes” or provide the following: a valid GS1 membership number, your organisation’s GS1 Legal Entity Global Location Number (GLN) and/or your organisation’s Digital GLN Number; or answer “No” and select “Agree” in response to the statement provided above. |
| **SECTION B - PEPPOL COMPLIANCE** |
| 8.13 (b) | Do you have a tested, accredited and certified PEPPOL Access Point Provider?If your answer to this question is “Yes”, please provide the name of your Access Point provider and your Access Point Number and type (e.g. GLN, GB: VAT, etc ) below:a) Access Point Provider: b) Access Point No:  c) Access Point No. Type: d) If your answer to the above question is “No”, please read the following statement and select an option:*It is acknowledged that any contracts awarded as part of this procurement exercise are conditional upon the successful bidder (at the commencement of the contract) appointing a PEPPOL AP Provider, and agreeing that all transactions for Purchase Orders and Invoices are processed via the PEPPOL network, for the full duration of the awarded contract period.*  Agree [ ]  Disagree [ ]   | Select an answer |
| **Pass / Fail:** This is a mandatory requirement for all suppliers of goods and/or services to the NHS. Your submission will be rejected and will not be scored further if you answer “No” to the above question and answer “Disagree” in response to the statement provided above. To Pass, you must answer “Yes” and provide confirmation of your PEPPOL Access Point Provider; or answer “No” and select “Agree” in response to the statement provided above. |
| 8.13 (c) | Please confirm how you have elected to trade via your PEPPOL Access Point?Fully integrated, e.g. machine to machine, fully automated processing OR Manual Integration via Web portal, e.g. business to business, with manual intervention. | Select an answer |
| 8.13 (d) | Please advise if your organisation has allocated GTINs (Global Trade Item Number) to your products?1. If your answer to the above question is “Yes”, please, what percentage of your products currently contains a GTIN?

100% [ ]  75-99% [ ]  50-74% [ ]  25-49% [ ]  1-24% [ ]  1. If your answer to the above question is “No”, or less than 100%, please advise when you intend to have allocated GTINs to every product.

1-3 months [ ]  3-6 months [ ]  6-12 months [ ]  12+months [ ]  | Select an answer |
| **Note**: Products provided to the NHS must hold a GTIN to the lowest level of packaging. GTINs are required for every level of packaging, (e.g. Unit of purchase, unit of issue/point of use). |
| 8.13 (e) | Have you applied GTIN’s encoded in a GS1 barcode on the product at secondary packaging level (e.g. each individual unit within a pack or box)? 1. If your answer to this question is “Yes”, please confirm what percentage of your products holds the GTIN on product at a secondary level?

100% [ ]  75-99% [ ]  50-74% [ ]  25-49% [ ]  1-24% [ ]  1. If your answer to the above question is “No”, or less than 100%, please advise when you intend to have allocated GTINs to every product at secondary level:

1-3 months [ ]  3-6 months [ ]  6-12 months [ ]  12+months [ ]  | Select an answer |
| **Note**: Products provided to the NHS must hold a GTIN to the lowest level of packaging. GTINs are required for every level of packaging, (e.g. Unit of purchase, unit of issue/point of use). |
| 8.13 (f) | Have you included PI (Production Information, e.g. Batch/Lot/Expiry) to the GTIN’s allocated to your products?1. If your answer to this question is “Yes”, please confirm what percentage of your products contains PI details?

100% [ ]  75-99% [ ]  50-74% [ ]  25-49% [ ]  1-24% [ ]  1. If your answer to the above question is “No”, or less than 100%, please advise when you intend to allocate PI details to all your product packaging:

1-3 months [ ]  3-6 months [ ]  6-12 months [ ]  12+months [ ]  | Select an answer |
| **Note:** Production Information is required at All levels of packaging (e.g. Unit of purchase, unit of issue/point of use). |
| **SECTION C - CATALOGUE MANAGEMENT** |
| 8.13 (g) | The Authority has selected Virtualstock as its Catalogue Management Solution (“CMS”) partner. We require all products supplied to the Authority to be uploaded to The EDGE. Are you already registered on The Edge provided by Virtualstock?1. If No, please read the following statement and select an option.

*It is acknowledged that any contracts awarded as part of this procurement exercise are conditional upon the successful bidder (upon contract commencement) subscribing to “the Edge” software and agreeing to manage its product catalogue via the Edge, for the full duration of the awarded contract period.*  Agree [ ]  Disagree [ ]   | Select an answer |
| **Pass / Fail:** This is a mandatory requirement for all suppliers of goods and/or services to the Authority. Your submission will be rejected and will not be scored further if you answer “No” to the above question and answer “Disagree” in response to the statement provided above. To Pass, you must answer “Yes” to confirm that you agree to register with the Authority’s catalogue management solution partner and upload your catalogue and pricing; or answer “No” and select “Agree” in response to the statement provided above.Further details and how to register can be found at [**http://www.virtualstock.co.uk**](http://www.virtualstock.co.uk) |

PART B: AWARD questions

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder(s) response to Non-Price (quality) Questions.**Please complete each section, giving evidence of how you meet each relevant element of the tendering specification. All questions within this document will be scored. Questions are split into categories, scored against set marks and weightings as outlined in the below.Table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question Number | Category | Max Score Available | Max % Weighting per Question | Overall Weighting |
| **Schedule 2 - Part B** **Award Questions** | **Non-Price (quality)** |  |  |  |
| **Quality Question 1** | Compliance with Specification  | PASS/FAIL | PASS/FAIL |  |
| **Quality Question 2** | Compliance with T&C’s  | PASS/FAIL | PASS/FAIL |  |
| **Quality Question 3** | Experience | PASS/FAIL | PASS/FAIL |  |
| **Quality Question 4** | Experience | PASS/FAIL | PASS/FAIL |  |
| **Quality Question 5** | Reference  | PASS/FAIL | PASS/FAIL |  |
| **Quality Question 6** | Social Value  | 10 | 10 | 10 |
| **Quality Question 7** | Service Delivery | 15 | 15 | 15 |
| **Quality Question 8** | Service Delivery  | 20 | 20 | 20 |
| **Quality Question 9** | Service Delivery | 5 | 5 | 5 |
| **Quality Question 10** | Service Delivery | 20 | 20 | 20 |
|  |  |  | **TOTAL** | **70%** |
| **Schedule 3 - Commercial Schedule** | **Price**  |  |  |  |
| **Price Question 1** | Total costs of service  |  |  | **30%** |
|  |  |  |  |  |
| **TOTAL** |  |  |  | **100%** |

**Scoring Criteria**All questions will be attributed a score between 0-10 as per scoring criteria outlined in table 2 below with the exception of Schedule 3 – Commercial Schedule (details of the scoring methodology for Schedule 3 is provided in section 5 of Part A Bidder Instructions And General Information)

|  |  |
| --- | --- |
| **Score** | **Performance** |
| 10 | Fully comprehensive and appropriate response |
| 8 | Response of a high standard with a highly appropriate understanding of the question |
| 6 | Response illustrates a good understanding of the matter in question. Would benefit from further detail |
| 4 | Response illustrates a basic understanding of the matter in question but lacks detail |
| 2 | Very limited response lacking in appropriate detail |
| 0 | No response submitted or response not relevant |

**PLEASE NOTE: 70% of your total score is allocated to this section.**Please enlarge the boxes as necessary but do no not attach any additional sheets **do not merge any of your answers to the questions together – answer each question separately.****All answers to the section must be provided in this document.** |

|  |  |  |
| --- | --- | --- |
| **Criteria: Compliance with Specification & Terms and Conditions** | **Weighting: Pass/Fail** | **Score Available** |
| Q1 | Provide evidence of experience of working on £250m+ business cases inside and outside of NHP within the last 3 years (2000 words limit) | PASS OR FAIL |
|  | Response: |  |
| Q2 | Please confirm your company are able to comply with the NHS, Terms & Conditions included within the document set. **(Failure to comply with the Terms & Conditions will result in a fail and your company will not progress any further)** | PASS OR FAIL |
|  | Response: |  |
| Q3 | Provide evidence of experience securing approvals at all stages of the business case process – (500 word limit) | PASS OR FAIL |
|  | Response:  |  |
| Q4 | Provide evidence of experience working with NHS Group or similar model- (500 word limit). | PASS OR FAIL |
|  | Response: |  |
| Q5 | Provide 2 reference organisations where your organisation has successfully completed similar projects. Please provide contact names, e-mail addresses and contact phone numbers for each reference. - Maximum response – 1 Page A4 | PASS OR FAIL |
|  | Response: |  |
| **Total Score Available for this Section** | **Pass / Fail** |
| **Criteria: Social Value**  | **Weighting:** **10%** | **Score Available** |
| Q6 | Demonstrate how your company promotes and discharges its social value responsibilities.Maximum word count 500 (this includes any attachments) | 10 |
|  | Response:**Weighting: 10% / word limit: 500** |  |
| **Total Score Available for this Section** | **10** |
| **Criteria: Service Delivery**  | **Weighting:** **60%** | **Score Available** |
| Q7 | Provide a programme to complete the scope of the works and highlight key milestones including Project commencement 31st January 2025 and first draft of Strategic Outline Case by 30th April 2025.**(The project is time critical and no slippage is allowable against this programme).****Weighting: 20% / word limit: 1000** | 15 |
|  | Response: |  |
| Q8 | Demonstrate how you will engage with the various structures (Trusts/Groups/other stakeholders) to deliver this work.**Weighting: 20% / word limit: 1000** | 20 |
|  | Response:  |  |
| Q9 | Identify key risks to programme delivery and how these can be effectively mitigated against.**Weighting: 5% / word limit: 500** | 5 |
|  | Response : |  |
| Q10 | Provide an organogram of the named team members that will fill the respective roles to successfully deliver the SOC and provide clarity on the roles they will carry out. Provide a 1 page CV for each individual detailing relevant qualifications and experience to fill the role. (8 pages A4 limit).**Weighting: 20% / word limit: 8 Pages A4** | 20 |
|  | Response: |  |
| **Total Score Available for this Section** | **60** |

SCHEDULE 3: COMMERCIAL SCHEDULE –

AS PER PRICING SCHEDULE IN APPENDIX B

|  | **Price (whole life cost)**  | **Weighting: 30%** |
| --- | --- | --- |
|  | **GENERAL INSTRUCTIONS*** Please provide full pricing information of your proposed fee and costs associated with the delivery of the contract in the below table.
* All pricing should be in pound sterling (£GBP). If applicable please convert currency into UK sterling using the rate published by the European Central Bank on the date you submit your Tender.
* Costs should be quoted exclusive of VAT. Please confirm this in your Commercial Schedule, and indicate if the project will attract VAT and at what rate.
* If your proposal includes costs for sub-contractors these costs must be identified and shown inclusive of any VAT they will charge you.
* All prices will remain fixed for the duration of the contract.
* Prices quoted shall be the maximum allowed under the contract.

Amendments may be made to the tables if required by adding in extra sub pricing or splitting pricing down but please ensure everything stated below is priced for. |

SCHEDULE 4: FORM OF TENDER

To: North Tees & Hartlepool Soultions LLP

Hardwick Rd

Stockton

Stockton on Tees

TS19 8PE

For the attention of: Sepi Key

Date: [insert date]

Dear Sir or Madam

**Tender for theContract**

I/We, the undersigned, tender and offer to provide the Contract as listed below, which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms of the Contract.

Attached to this Form of Tender (Schedule 4) are the following:

1. My/our response to Schedule 2 ofthe ITT (Tender Response Parts A - B)
2. The completed my/our response to Schedule 3 of the ITT (Commercial Schedule)
3. A signed Certificate of Non Collusion and Non Canvassing (Schedule 5)

 4 Any other documents necessary for return with the Tender

I/We confirm that the I/we can supply the Contract as specified in the Invitation to Tender and in accordance with the Commercial Schedule supplied.

I/We confirm that we accept the Contract as issued with the Invitation to Tender. [subject to the changes marked on the copy attached to my/our Tender]

I/We agree in the event of acceptance of our Tender [and any variations to the Standard Terms and Conditions or Special Terms and Conditions agreed by the Authority to execute the Contract [(subject to such agreed variations)] within 15 business days of acceptance (or otherwise as agreed with the Authority), and in the interim, provide the Contract in accordance with the Contract [and any variations which have been agreed by the Authority if necessary.

I/We understand that the Authority reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that:

* the information supplied to you and forming part of this Tender; and
* (To avoid doubt) any information that I/we supplied to you as part of my/our initial expression of interest in tendering was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as needed.

I/We confirm that I/We are authorised to commit the supplier to the Contractual obligations contained in the Invitation to Tender and the Contract.

I/We understand that the Authority reserves the right to accept or refuse this Tender whether it is the lower, the same, or higher than any other Tender.

|  |
| --- |
| Name of person duly authorised to sign tenders: [insert name] |
| Date: | [insert date] |
| **Signature:**  | [your signature] |
|  |  |
| in the capacity of: | [your position] |
| duly authorised to sign tenders for and on behalf of: [insert Organisation name] |
| *(Organisation Name)* |

SCHEDULE 5: CERTIFICATION OF NON-COLLUSION AND NON-CANVASSING

Provision of **Strategic Outline Case Report**  (the ’Contract’)

To: North Tees & Hartlepool Solution LLP

Hardwick Rd

Stockton

Stockton on Tees

TS19 8PE

For the attention of: Sepi Key

Date: [insert date]

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any governor, Director, employee, representative or adviser of the Authority in connection with this Tender and the proposed award of the Contract by the Authority, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act. I/we agree that the Authority may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

I/we further hereby undertake that I/we will not canvass any governor, Director, employee, representative or adviser of the Authority in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of the public procurement process for selective tendering for the Contract is that North Tees & Hartlepool Solutions LLP shall receive bona fide competitive Tenders from all Potential Suppliers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our tender being successful while the resulting Contract is in force, any of the following acts:

* + - * 1. communicate to any person, other than the Authority, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
				2. enter into any agreement or agreements with any other person that they shall refrain from tendering to the Authority or as to the amount of any offer submitted by them; or
				3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
				4. commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
				5. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender, any act or omission as within the Bribery Act 2010.

In this Certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that the Authority may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

|  |
| --- |
| Name of person duly authorised to sign tenders: [insert name] |
| Date: | [insert date] |
| **Signature:**  | [your signature] |
|  |  |
| in the capacity of: | [your position] |
| duly authorised to sign tenders for and on behalf of: [insert Organisation name] |
| *(Organisation Name)* |

# SCHEDULE 6: terms and conditions of contract

NHS Standard Terms and Conditions for the Provision of Services and Service /Purchase Order Contract/Framework Agreement. (attached as a separate document)

The following documents shall form part of the Contract between North Tees and Hartlepool Solutions LLP and the Preferred Supplier which shall be legally binding on both parties:

1. The Contract terms and conditions (see attached as Appendix A).

2. Schedule 1: The Specifications.

3. Schedule 2: Tender Response (as completed by the Preferred Supplier).

3. Pricing schedule (as completed by the Preferred Supplier).

ANNEX B1: CONTRACT ADMINISTRATIVE INSTRUCTIONS

**Note to Potential Suppliers:** Please complete this Annex**.** If you are awarded the contract the details you provide here will be copied into NHS Terms and Conditions for the Supply of Goods and the Provision of Services and Service /Purchase Order Contract Agreement. Schedule 1: (Key Provisions).

1. **CONTRACT MANAGERS**

For the Supplier, the Contract Manager at the commencement of the contract will be as follows (see clause 3 of schedule 6, Appendix A):

|  |  |
| --- | --- |
| **Name** | [*Insert name*] |
| **Contact details** | [*Insert address, e-mail address*] |
| **Role** | [*Insert details]* |

1. **NOTICES**

Any notices served on the Supplier under the contract are to be delivered to (see clause 4 of schedule 6, Appendix A)):

|  |  |
| --- | --- |
| **Name** | [*Insert name*] |
| **Address** | [*Insert address*] |
| **Role** | [*Insert details*] |

1. **MANAGEMENT LEVELS FOR DISPUTE RESOLUTION**

The management levels at which a dispute will be dealt with are as follows (see Appendix clause 5 of schedule 6, Appendix A):

|  |  |
| --- | --- |
| **Level** | **Supplier representative** |
| **1** | **[*insert role*]** |
| **2** | **[*insert role*]** |
| **3** | **[*insert role*]** |

Annex B2: Template for Appendices

|  |  |
| --- | --- |
| **Appendix Number** |  |
| **Section** |  |
| **Question number** |  |
|  |

Annex B3: Checklist of Supporting Documentation

Before returning this document, please check you have answered all questions applicable to you and signed all declarations contained within this Tender Response Document

**DO NOT** enclose brochures, testimonials, company reports, or other supplementary information not requested in this document.

Please ensure that the following supporting information is included within your response:

|  |  |  |
| --- | --- | --- |
| **Supporting Information** | **Related Question** | **Included (Yes/No)** |
| A completed version of the ‘Tender Response Document’ | N/A | Yes / No |
| Appendices to provide further explanation in support of an answer, if applicable | Part 3 Questions 2.1(b), 3.2, Part 3 Questions 6.3 , 7.2, 8.5 (b, k), 8.6 (a), 8.7(e), 8.10(a)  | Yes / No |

|  |
| --- |
| **CHECKLIST:** |
| **Please ensure that you have:** | **Tick Below** |
| Completed all questions within the Tender Response Document –Standard Selection Questionnaire (Schedule 2: Part A) |  |
| Completed all questions within the Tender Response Document – Specification Questionnaire (Schedule 2: Part B) |  |
| Completed the Commercial Schedule (Schedule 3)  |  |
| Completed the Form of Tender (Schedule 4)  |  |
| Completed the Certification of Non-Collusion and Non-Canvassing (Schedule 5) |  |
| Reviewed and agreed to the Contract Terms and Conditions (Schedule 6, Appendix A |  |
| Completed Annex B1 Contract Administrative Instructions  |  |
| Signed all declarations Note: An electronic signature will be sufficient.Any Tender Response Document returned unsigned will not be accepted.  |  |

**Thank you for your interest in this procurement exercise.**

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-2)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
5. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)
6. https://www.gov.uk/government/publications/transparency-in-supply-chains-a-practical-guide [↑](#footnote-ref-7)
7. <http://www.hse.gov.uk/simple-health-safety/index.htm> [↑](#footnote-ref-8)