



Appendix 3

Selection Questionnaire

Management of Community Use (Lettings) for

- Harris Academy Battersea (HABS)
 - Harris Academy Bermondsey (HAB)
 - Harris Academy Falconwood (HAF)
 - Harris Academy Greenwich (HAGR)
 - Harris Academy Purley (HAPU)
 - Harris Primary Academy Purley Way (HPAPW)
 - Harris Academy St Johns Wood (HASJW)
 - Harris Academy Sutton (HASU)
 - Harris Academy Westminster 6th Form (HWSF)

[Bidder Insert Your Company Name]

Standard Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. 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 submitted via myTenders.

Supplier Selection Questions: Part 3

Bidders should respond to all the selection questions. 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 information in filling in the Selection Questionnaire, and so induce an authority to enter 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.

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

Lettings Providers for Harris Federation

PROCUREMENT PROCEDURE – OPEN

Notes for completion

1. The “authority” means the contracting authority, Harris Federation 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. All sub-contractors are required to complete Part 1 and Part 2².
7. 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

² See PCR 2015 regulations 71 (8)-(9)
Selection Questionnaire

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.

The Three bidders who achieve the highest scores in their selection questionnaire will proceed to have their award questionnaire evaluated. ^[08]

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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
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?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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)	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <p>a) Voluntary Community Social Enterprise (VCSE)</p> <p>b) Sheltered Workshop</p> <p>c) Public service mutual</p>	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ³ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ⁴</p> <ul style="list-style-type: none"> - 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; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁵ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	

³ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

⁴ 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](#).

⁵ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant interest in 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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 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?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																
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. <table border="1"> <tbody> <tr> <td>Name</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered address</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Trading status</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Company registration number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Head Office DUNS number (if applicable)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered VAT number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Type of organisation</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>SME (Yes/No)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						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					
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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 (See Annex B)	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If 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 convicted If 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)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p>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</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	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?	
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 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.

Section 3		Grounds for discretionary exclusion (See Annex C)
	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , 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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The 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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j) –(iii)		Yes <input type="checkbox"/> No <input type="checkbox"/>

3.1(j)-(iv)	<p>The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.</p> <p>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 provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>If Yes, please provide details at 3.2</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes, please provide details at 3.2</p>
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3.2	<p>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)</p>	
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Part 3: Selection Questions

Section 4	Economic and Financial Standing																			
Question	Response																			
<p>If required, could you provide a copy of your audited accounts for the last two years?</p> <p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Please do not provide copies at this stage</p>																			
(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.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>																			
(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>																			
(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).	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>																			
<p>Scoring Guide</p> <p><u>Credit check</u></p> <p>A credit check will be conducted via CoCredo. Companies will be allocated scores as shown below:</p> <table border="1"> <thead> <tr> <th>Company credit risk index (1-100)</th> <th>Score allocated</th> </tr> </thead> <tbody> <tr> <td>91-100</td> <td>30</td> </tr> <tr> <td>81-90</td> <td>20</td> </tr> <tr> <td>61-80</td> <td>10</td> </tr> <tr> <td>41-60</td> <td>5</td> </tr> <tr> <td>0-40</td> <td>FAIL BID WILL BE REJECTED/REVIEWED</td> </tr> </tbody> </table> <p><u>Financial viability</u></p> <p>We will consider profitability, CCJ's, debt and other information arising out of the credit score reports. Scores will be allocated as follows:</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Score allocated</th> </tr> </thead> <tbody> <tr> <td>Financial viability</td> <td>20</td> </tr> <tr> <td>Issues of concern</td> <td>5</td> </tr> </tbody> </table>			Company credit risk index (1-100)	Score allocated	91-100	30	81-90	20	61-80	10	41-60	5	0-40	FAIL BID WILL BE REJECTED/REVIEWED	Detail	Score allocated	Financial viability	20	Issues of concern	5
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Section 5	Technical and Professional Ability
<p>Relevant Experience and Contract Examples</p> <p>Please provide three references relevant to our requirement that highlight the depth of your experience and ability.</p> <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> • For contracts in place or recently completed during the past three years. • The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided and by providing their contact details you have gained their approval to act as a referee. • The information supplied will be treated in the strictest confidence and only used for the purpose of evaluating bids. • If you currently provide services to a Harris Academy, then you must list as one (and no more) of your references. <p>References will be sought on 15 September 2023 with responses sought by 25 September 2023 so please ensure your nominated referees can meet this time window.</p>	

Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address and telephone number of contact	
Type of organisation	
Nature of service provided – these should be relevant to our requirements	

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Scoring Guide

This section will be marked in 2 ways:

- 1 Type of contract reference given, e.g., we will look at the information provided and description of the contract to determine relevance.

Contract and Reference Detail	Score per reference detail	Max score
Contract detail highly relevant, i.e. shows considerable synergies to the Federation	10	30
Contract detail partially relevant	5	15
Insufficient, irrelevant or inadequate contract detail provided, or reference details not provided	0	0

- 2 Actual references provided by the customer organisations

References provided	Score per reference	Max score
Praiseworthy, positive and offering a recommendation to use	20	60

	Average but service requires improvement or is not meeting all of the customer's needs	10	30	
	Poor or unreturned references	0	0	

Section 6	Modern Slavery Act 2015	
6.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act"), ie, have an annual turnover of £36m or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.2	If you have answered yes to question 6.1, please provide a statement confirming compliance with the act.	
Provide a response to 6.2		
Scoring Guide If you are a relevant organisation, you must be able to answer 'Yes' to question 6.1 and provide a statement. If not, your bid will be rejected.		

Additional Questions

Section 7	Insurance						
Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:							
Employer's Liability Insurance = £5 million *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.	Yes <input type="checkbox"/> If yes, please provide a copy No <input type="checkbox"/> If no, willing to obtain? Provide a copy of your current insurance and confirm that you are willing to obtain the level required. Yes <input type="checkbox"/> No <input type="checkbox"/>						
Public Liability Insurance = £10 million	Yes <input type="checkbox"/> If yes, please provide a copy No <input type="checkbox"/> If no, willing to obtain? Provide a copy of your current insurance and confirm that you are willing to obtain the level required. Yes <input type="checkbox"/> No <input type="checkbox"/>						
Scoring guide <table border="1"> <thead> <tr> <th>Insurances</th> <th>Score allocated</th> </tr> </thead> <tbody> <tr> <td>Obtained or willing to obtain required level of insurances</td> <td>Pass</td> </tr> <tr> <td>Do not have required levels of insurance and are unwilling to obtain</td> <td>Fail - your bid will be rejected</td> </tr> </tbody> </table>		Insurances	Score allocated	Obtained or willing to obtain required level of insurances	Pass	Do not have required levels of insurance and are unwilling to obtain	Fail - your bid will be rejected
Insurances	Score allocated						
Obtained or willing to obtain required level of insurances	Pass						
Do not have required levels of insurance and are unwilling to obtain	Fail - your bid will be rejected						

Section 8	Mandatory requirements	
Please confirm each of the following and provide the required information in the boxes below each question:		
a.	That your company has at least 3 years' experience of providing lettings services for education establishments	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p align="center">Summarise here what experience your company has with multi academy trusts you provide a lettings service for:</p>		
b.	That you have a track record of generating year on year increases in revenue.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p align="center">Identify here at least three anonymised examples which can evidence this, explaining how you achieved increased revenues year on year.</p>		
c.	Not Used	Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	That you are willing to contract on the terms and conditions provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
e.	That you have robust systems in place for mobilisation and management oversight and intervention	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p align="center">Summarise these systems</p>		
f.	That you have a robust method of accounting for personnel attendance at academy sites to ensure coverage for the whole of the letting period.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p align="center">Identify what that method is and why it is robust and if that's what you propose for Harris Federation.</p>		
g.	That your company and your employees conform to all requirements of the Health and Safety at Work etc. Act 1974 (HSWA), and with all other Health and Safety	Yes <input type="checkbox"/> No <input type="checkbox"/>

	associated Acts and Regulations, relevant to the lettings service	
Summarise what training you provide to your staff.		
h.	<p>That your employees will conform to all site requirements with regard to Health and Safety, Fire Safety and at least one employee covering the site for the letting periods will have been trained by an accredited training provider in emergency first aid and this training is kept up to date.</p> <p>Please confirm that you have provided your company's Health and Safety Policy</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Summarise here what training you provide to your staff and how you'll ensure this requirement is met		
i.	<p>Compliance with Business Continuity Requirements</p> <p>Business continuity and emergency planning are critical requirements of the Contracting Authority's suppliers. The Authority requires its Concessionaire to have in place at the start of the contract, and maintain effectively throughout the period of the contract, adequate and effective business continuity and emergency planning systems and measures.</p> <p>Please self-certify that your organisation has a fully documented Business Continuity Plan.</p> <p>Please provide a copy of your Business Continuity Plan</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Please briefly detail how your Business Continuity Plan would apply/support the Lettings services.		
j.	<p>That you will ensure that all your personnel on any academy site will be Enhanced DBS checked (as detailed in Annex A, Safeguarding checklist) and that they wear a</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>photo ID badge with their name and company name/logo on the badge.</p> <p>A full list of the personnel working at the academy site(s) will be provided to the Federation and a completed Annex A, Keeping Children Safe in Education form.</p> <ul style="list-style-type: none"> That you will ensure that where children are expected on site that the Provider and Hirer both have robust child protection and safeguarding policies and procedures in place that adhere to KCSIE legislation and future iterations. 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Please confirm here that you can process your staff in line with Annex A and that the ID badge for your staff can incorporate a DBS clearance number and date this was issued</p>		
k.	<p>That you are willing to be a key holder for the academy and all the responsibilities that this encompasses as per the KPI's in Appendix 2 of the Contract.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Outline here how you'll ensure the safeguarding of the keys and security of the academy</p>		
l.	<p>That you will ensure there'll be transparency of the income generation and commit to open book accounting to facilitate this</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
m.	<p>That you will have robust electronic systems to manage bookings and the academy will have access to these</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Outline here how the systems work and to what degree the academy will have access

n.	That you have a responsibility for ensuring the facilities used for lettings are left clean and tidy (Providers will be expected to supply their own cleaning equipment & materials to do this) after use and seating, equipment and layouts are returned as directed by the academy using photographs and/or instructions provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
----	---	---

Outline here you will ensure these responsibilities are fulfilled 100% of the time

	That you will ensure compliance with the relevant sections of Harris Federation's Hire of Academy Premises Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	---	---

Identify how you will comply here:

Scoring Guide

This section will be marked in 2 ways:

1. Pass/Fail

Mandatory requirements	Score allocated
Positive responses to all of the above	Pass
Negative responses to any of the above	If you answer negatively to any of these questions and not provided sufficient or detailed explanation, then it is likely that your bid will be rejected as being non-compliant with our mandatory requirements.

2. Worded responses.

Depth and quality of responses overall	Score allocated for each of the 12 elements
Relevant and succinct and a clear understanding of requirements	20
Good relevance and a clear understanding of requirements	10
Average and a basic understanding of requirements	5
Poor and weak understanding of requirements	0

Summary of Scoring Guide			
Section	Name	Response criteria	Maximum Score possible
1	Potential Supplier Information	Completed	Completed
2	Mandatory Exclusion	Completed + Yes/No All responses should be No	Pass / Fail
3	Discretionary Exclusion	Completed + Yes/No	Pass / Fail
4	Economic & Financial Standing	Yes/No & Scored	30 + 20
5	Technical & Professional Ability	References to be provided with details	30 + 60
6	Modern Slavery	Yes/No	Pass / Fail
7	Insurance	Yes/No	Pass / Fail
8	Mandatory Requirements	Yes/No & Pass Fail & Scored	240 if all 12 worded questions (a,b,e,f,g,h,i,j,k,m,n,o) achieve highest score of 20
Maximum score overall = 380			

Bidders must pass the compliance questions in this Selection Questionnaire in order for their Award Questionnaire to be evaluated.

BIDDER CONFIRMATION - ACADEMIES SUBMITTING A BID FOR

Please indicate in the table below which academies you are bidding for:

Academy	Bidding Y/N?	TUPE applicable

NB – Remember to submit a completed Award Questionnaire and Financial Submission for each Academy being bid for and one consolidated PDF with all supporting documentation.

Contact details and declaration

I declare that to the best of my knowledge that 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.

I declare that to the best of my knowledge no conflicts of interest exist in our decision to submit a bid.

Contact details and declaration	
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

ANNEX A – Safeguarding Checklist

On Your Company Headed Paper

Dear XXX Name of Academy Contact XXXX

I confirm that all XXXX your Company name XXXX staff are recruited in line with DfE guidance:

'Keeping Children Safe in Education' (September 2024):

This includes the following vetting procedures:

- A face-to-face interview, assessing candidate's suitability to work around children and Young people.
- Search of the candidate's publicly available online presence
New for September 2022 - KCSiE 2022, page 54 states:
221. In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.
- Identity checks in-line with the DBS regulations
- Proof of Address
- Proof of National Insurance Number
- Proof of Qualifications (where these are a requirement of the job)
- Enhanced DBS Check
- Site specific awareness briefing bespoke to each academy
- Overseas Police check (if applicable)
- Barred List check (formerly List 99)
- Confirmation of eligibility to work in the UK (Right to Work Check)
- A minimum of 2 references
- Medical Check – confirmation that each candidate is physically and mentally fit to work in an Education Setting
- Full employment history check – including covering any gaps or discrepancies
- Disqualification Declaration (for certain categories of staff working around children aged 8 years and under) <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- Read and understand, 'KCSiE – Information for all school and college staff (Part 1): https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
- Attended Safeguarding Training within the last 12 months

Yours sincerely

SIGNATURE

XXXX Company representative XXXX

Company Logo

PHOTO

Name: _____

Type of Check	Completed: Yes / No or N/A
Face to Face Interview	
Full Employment History Check	
Online Search	
Identity Check	
Address Check	
Proof of NI Number	
Proof of Qualifications	
Barred List	Date: DD/MM/YYYY
Confirmation of Right to Work	
2 References received	
Medical Check	
Disqualification Declaration (if applicable)	
Read 'KCSiE – Part 1'	
Safeguarding Training	

Type of Check	Date	Reference Number	Clear?*
Enhanced DBS Check	DD/MM/YYYY	'00.....'	Yes/No

* If DBS contains a disclosure, details must be given to the Principal, so he/she can risk-assess this before the individual is allowed on the Academy site.

The information contained in this declaration is confidential when complete - We ask that this information is sent to the academy prior to the staff members arrival, so that we can complete an ID check on the staff member upon arrival at the academy. Failure to provide the academy with this information will result in the staff member being denied access to the academy.

Annex B

Mandatory Exclusion Grounds

Public Contract Regulations 2015 R57(1), (2) and (3)

Public Contract Directives 2014/24/EU Article 57(1)

Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

- section 1 or 1A of the Criminal Law Act 1977 or
- article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

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;

Corruption

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;

The common law offence of bribery;

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;

Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
- fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;

- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

Terrorist offences or offences linked to terrorist activities

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

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

Child labour and other forms of trafficking human beings

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

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

An offence under section 2 or section 4 of the Modern Slavery Act 2015

Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or

- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

Other offences

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

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

Annex C

Discretionary exclusions

Obligations in the field of environment, social and labour law.

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following: -

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where 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.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

Bankruptcy, insolvency

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;

Grave professional misconduct

Guilty of grave professional misconduct

Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition

Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

Been involved in the preparation of the procurement procedure.

Prior performance issues

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.

Misrepresentation and undue influence

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 provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Additional exclusion grounds

Breach of obligations relating to the payment of taxes or social security contributions.

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;

- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

Consequences of misrepresentation

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).