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Ministry
of Defence

ATTACHMENT 2

**PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE
AND EVALUATION GUIDANCE**

MoD Licence Acquisition Training

REFERENCE NUMBER

RM3805

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1 INTRODUCTION

- 1.1. This document provides representations of the online 'Participation Requirements' and the online 'Selection Questionnaire'. You cannot submit your responses using this document – you must complete and submit only the online version of the Participation Requirements Questionnaire and Selection Questionnaire in the e-Sourcing Suite.
- 1.2. This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Selection Questionnaire.
- 1.3. For the avoidance of doubt, in the Participation Requirements questions 'we' refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
- 1.4. For the avoidance of doubt in the Selection questions 'you' / 'your' refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
- 1.5. If you cannot provide a response to a question your Tender will be deemed non-compliant.
- 1.6. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement. See the (Attachment 1) ITT for further details.

PARTICIPATION REQUIREMENTS (you must complete and submit the online version)

Below is a representation of the Participation Requirements in the e-Sourcing Suite. **You must complete the online version. You cannot submit your responses using this document.**

PARTICIPATION REQUIREMENTS		
PART A - Conditions of Participation		
PR1	We accept the Attachment 6 - Terms of Participation	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We accept the draft Terms and Conditions as set out in Attachment 4 – Contract Terms and Conditions, Attachment 4b - Contract Schedule 2 (Specification), and Attachment 12 – DEFCONS and DEFFORMS	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR3	We confirm that we, including named Sub-Contractors and all Group of Economic Operators members comply with all the statements in Attachment 7 - Declaration Of Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR1 - PR3 Response Guidance You are required to respond Yes to confirm your acceptance of the conditions set out in these documents. If you do not answer Yes to these questions you cannot participate in this Procurement. If you respond No to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.		
PART B - e-Sourcing Suite Tool Guidance		
PR4	We have read the document 'e-Sourcing Suite Supplier Guidance Part B - Tendering and Further Competitions' https://www.gov.uk/government/publications/e-Sourcing-tool-guidance-for-suppliers (select the e-Sourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR5	We understand that it is essential to press the red 'Submit all Draft Bids' button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the "e-Sourcing Suite Guidance Part B - Tendering and Further Competitions" https://www.gov.uk/government/publications/e-Sourcing-tool-guidance-for-suppliers (select the e-Sourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR6	We understand that to send a message to the CCS Procurement team we must ensure that the name of the Procurement is in the context field and 'ALL HOSTS' is selected in the 'TO' box	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR4 – PR6 Response Guidance You are required to respond Yes to confirm your understanding of how to use the e-Sourcing tool appropriately in this Procurement. If you respond No to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.		

Selection Questionnaire			
Section			Evaluated
Section 1: Potential Provider Details (For Information Only)			
SQ1a	Organisation Details	Compliance	
SQ1b	Trading Status	Compliance	
SQ1c	Trading Status - Other	Compliance	
SQ1d	Charity Registration Number	Compliance	
SQ1e	Relevant Classifications	Compliance	
SQ1f	Professional or Trade Body Registration	Compliance	
SQ1g	Professional or Trade Body Registration - Details	Compliance	
SQ1h	Organisation/Services Membership	Compliance	
SQ1i	Organisation/Services Membership - Details	Compliance	
SQ1j	Trading Name	Compliance	
SQ1k	SME	Compliance	
SQ1l	Details of Immediate Parent Company	Compliance	
SQ1m	Details of Ultimate Parent Company	Compliance	
Section 2: Tendering Model (For Information Only)			
SQ2a	Group of Economic Operators - Lead	Compliance	
SQ2b	Group of Economic Operators - Name	Compliance	
SQ2c	Group of Economic Operators - Legal Structure	Compliance	
SQ2d	Group of Economic Operators - Details	Compliance	
SQ2e	Group of Economic Operators - Sub-Contracting	Compliance	
SQ2f	Group of Economic Operators - Sub-Contracting - Details	Compliance	
Section 3: Grounds for Mandatory Exclusion (Evaluated)			
SQ3a-e	Grounds for Mandatory Exclusion (ineligibility)	Evaluation	Pass/Fail
Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)			
SQ4a-c	Grounds for Discretionary Exclusion (ineligibility)	Evaluation	Pass/Fail
Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)			

SQ4d	Grounds for Discretionary Exclusion (ineligibility) Tax Compliance	Evaluation	Pass/Fail
Section 5: Economic and Financial Standing (Evaluated)			
SQ5.1 a-c	Financial Risk Assessment	Evaluation	Pass/Fail
Section 6: Contract Specific Questions (For Information Only)			
SQ6.1	Lot Selection	Information only	
SQ6.2	Order of Preference Lots 1 – 5	Information only	
SQ6.3	Order of Preference Lot 6 and Lot 7	Information only	
SQ6.4	Contract Population Template Upload	Information only	
SQ6.5 a-b	Subsidiary / Affiliated Companies	Information only	
Section 7: Contract Specific Questions (Evaluated)			
SQ7.1 a-b	Insurance Requirements	Evaluation	Pass/Fail
SQ7.2 a-d	Equality Legislation	Evaluation	Pass/Fail
SQ7.3 a-c	Environmental Management	Evaluation	Pass/Fail
SQ7.4 a-d	Health and Safety	Evaluation	Pass/Fail
SQ7.5	Cyber Essentials	Evaluation	Pass/Fail
SQ7.6	Conflict of Interest	Evaluation	Pass/Fail
Section 8: Technical and Professional Ability – Previous Supply (Evaluated)			
SQ8.1a	Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.1b	Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.1c	Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail

SELECTION QUESTIONNAIRE (you must complete and submit the online version)

Below is a representation of the online **Selection Questionnaire** in the e-Sourcing Suite. **You must complete the online version. You cannot submit your responses using this document.**

Note to Potential Providers: Unless the context provides otherwise, capitalised expressions in this Selection Questionnaire shall have the meaning given to them in the glossary in Attachment 1 - Invitation to Tender. In this questionnaire 'you' / 'your' refers to the Potential Provider (Lead Contact for a Group of Economic Operators).

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

Section 1: Potential Provider Details (For Information Only)		
Question number	Question	Response
SQ1a(i)	<p>Organisation Details</p> <ul style="list-style-type: none"> - Company registration number (if applicable) - Full name of the Potential Provider submitting the Tender (for a Group of Economic Operators this will be the Lead Contact) - Registered office address - Date of registration in country of establishment - Registered VAT number - Head office DUNS number 	complete table in the e-Sourcing Suite
SQ1a(ii)	<p>Additional Information</p> <ul style="list-style-type: none"> - Telephone number - Fax number (enter N/A in cell if not applicable) - Email address - Internet (web) address 	complete table in the e-Sourcing suite
<p>SQ1a(i- ii) Response Guidance</p> <p>This is the legal entity with whom the Authority will contract if successful (where there is no Group of Economic Operators).</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Lead Contact's own details.</p> <p>Please note, the organisation telephone number; fax number; email address and internet address that you provide may be published on Tenders Electronic Daily (TED) and/or Contracts Finder, if you are successful in this Procurement. Please refrain from using Personal Details.</p>		
SQ1b	<p>Trading status</p> <ul style="list-style-type: none"> a) Public limited company b) Limited company c) Limited liability partnership d) Other partnership e) Sole trader f) Other 	Use Pick list
<p>SQ1b Response Guidance</p> <p>If you selected Other to the options provided in SQ1b, please provide details.</p>		

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must select the applicable option from the drop-down selection list provided to describe your organisation.

SQ1c	Trading Status - Other If you responded OTHER to SQ1b please specify, in the following text field, your trading status.	character limit 255
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SQ1c Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.

SQ1d	Charity registration number (if applicable)	character limit 255
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SQ1d Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.

Please insert **N/A** if Not Applicable

SQ1e	Relevant Classifications a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual d) Not Applicable	Use Pick list
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SQ1e Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the applicable option from the drop-down selection list provided to describe your organisation.

SQ1f	Professional or Trade Body Registration If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established (as set out in Schedule 5 of the Regulations) under the conditions laid down by that state?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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SQ1f Response Guidance

Guidance on Professional and Trade Registers can be found at Link below:

<http://www.legislation.gov.uk/ukxi/2015/102/schedule/5/made>

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must, select the applicable option from selection list provided to describe your organisation. Please insert **N/A** if Not Applicable

SQ1g	Professional or Trade Body Registration - Details If you responded Yes to SQ1f, please provide, in the following text field, details including the registration number.	character limit 4096
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SQ1g Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. Please insert **N/A** if Not Applicable

SQ1h	Organisation/Services Membership 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ1h Response Guidance
 If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.

SQ1i	Organisation/Services Membership - Details If you responded Yes to SQ1h, please provide additional details within this box of what is required and confirmation that you have complied with this.	character limit 4096
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SQ1i Response Guidance
 If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. Please insert **N/A** if Not Applicable

SQ1j	Trading Name Trading name(s) that will be used if successful in this Procurement.	character limit 255
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SQ1j Response Guidance
 If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Trading Name of the Group of Economic Operators in this field.

SQ1k	SME Are you a Small Medium Enterprise (SME)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ1k Response Guidance
 Guidance on definition of a Small Medium Enterprise (SME) can be found at:
[What is an SME? - European Commission](#)
 If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must answer this question in respect of the size of your organisation (and not the size of the Group of Economic Operators)

SQ1l	Details of Immediate Parent Company: - Full name of the immediate parent company - Registered company office address (if applicable) - Registration number (if applicable) - Head office DUNS number Please enter N/A in first table cell if Not Applicable	complete table in the e-Sourcing Suite
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SQ1l Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name(s) and details of the immediate Parent Company for each and every Economic Operator Group member(s) in the table provided, where applicable.
Please insert **N/A** in the first cell of the table if this question is Not Applicable.

SQ1m	<p>Details of Ultimate Parent Company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered company office address (if applicable) - Registration number (if applicable) - Head office DUNS number <p>Please enter N/A in first table cell if Not Applicable</p>	complete table in the e-Sourcing Suite
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SQ1m Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name and details of the Ultimate Parent Company in the table provided, where applicable.
Please insert **N/A** in the first cell of the table if this question is Not Applicable.

Section 2: Tendering Model (For Information Only)

Question number	Question	Response
SQ2a	<p>Are you Tendering as the Lead Contact for a Group of Economic Operators?</p> <p>If Yes, please provide details listed in questions SQ2b, SQ2c and SQ2d.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ2a Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must submit a response on behalf of the Group of Economic Operators.

SQ2b	Name of Group of Economic Operators (if applicable)	character limit 255
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SQ2b Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name on behalf of the Group of Economic Operators.

SQ2c	Proposed legal structure if the Group of Economic Operators intends to form a single legal entity prior to signing the Contract, if awarded.	character limit 255
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SQ2c Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the legal structure required on behalf of the Group of Economic Operators.

SQ2d	<p>If you responded Yes to SQ2a, please provide additional details for each Group of Economic Operator members in following table:</p> <ul style="list-style-type: none"> - Name 	complete table in the
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	<ul style="list-style-type: none"> - Registered office address - (if applicable) - Trading status - Company registration number – (if applicable) - Head office DUNS number - Registered VAT number - SME - The role each Group of Economic Operator member(s) will take in providing the Services - The approximate % of contractual obligations assigned to each Group of Economic Operator member(s) <p>Enter N/A in the first table cell if Not Applicable</p>	e-Sourcing Suite
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SQ2d Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required on behalf of the Group of Economic Operators.

SQ2e	Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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SQ2e Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, if you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.

Please insert **N/A** in the first cell of the table if this question is Not Applicable.

SQ2f	<p>If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor</p> <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each Sub-Contractor member will undertake in providing the Services - The approximate % of contractual obligations assigned to each Sub-Contractor member <p>Enter N/A in the first table cell if not applicable.</p>	complete table in the e-Sourcing Suite
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SQ2f Response Guidance

If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.

Section 3: Grounds for Mandatory Exclusion (Evaluated)		
Question number	Question	Response
SQ3a	Regulation 57 (1) Within the past five years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, has the organisation, directors or partners or any other person who has powers of representation, decision or control, been convicted of any of the following offences or any other offence within the meaning of Regulation 57(1) of the Regulations as defined by the law of any jurisdiction outside England and Wales and Northern Ireland?	
SQ3a(i)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(ii)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iii)	the common law offence of bribery;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iv)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b	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:	
SQ3b(i)	the common law offence of cheating the Revenue;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ii)	the common law offence of conspiracy to defraud;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(iii)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(iv)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(v)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(vi)	an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/> Yes

		<input type="checkbox"/> No
SQ3b(vii)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(viii)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ix)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c	any offence listed —	
SQ3c(i)	in section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(ii)	in Schedule 2 to that Act where the court has determined that there is a terrorist connection;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iii)	any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iv)	money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(v)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(vi)	an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(vii)	an offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(viii)	an offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(ix)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(x)	any other offence within the meaning of Article 57(1) of the Directive - <ul style="list-style-type: none"> • as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or • created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland 	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ3c(xi)	<p>If you answer Yes to any of the questions SQ3a, SQ3b and SQ3c you are required to provide evidence of ‘self-cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.</p> <p>This should be attached to this question SQ3c(xi) and entitled “SQ3c(xi) [insert your organisation name]”</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment
SQ3d	<p>Regulation 57 (3) –</p> <p>Has it been established, for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators, 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, if applicable, is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3e	<p>If you have answered Yes to question SQ3d, please provide further details to confirm whether you and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators have paid, or have entered into a binding arrangement with a view to paying, including where applicable any accrued interest and/or fines?</p>	character limit 4096

SQ3 (a-e) Response Guidance

If you answer **Yes** to any of the questions in this section you are required to provide evidence of ‘self-cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.

If you cannot provide evidence of ‘self-cleaning’ which is acceptable to the Authority you will be excluded from further participation in this Procurement.

‘Self-cleaning’

If you answer **Yes** to questions SQ3a, SQ3b and SQ3c in Selection Questionnaire, you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively ‘self-cleanse’ the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Economic Operator concerned shall be allowed to continue in the Procurement process.

In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by you shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, you shall be given a statement of the reasons for that decision.

The Authority may exclude Potential Providers that do not provide full and accurate information.

Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)		
Question number	Question	Response
SQ4a	Regulation 57 (8) – Within the past three years, please indicate if anywhere in the world any of the following situations have applied, or currently apply, to your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators:	
SQ4a(i)	An organisation has violated applicable obligations referred to in Regulation 56 (2) 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 Public Contracts Directive as amended from time to time;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(ii)	An organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iii)	An organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iv)	An organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(v)	An organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vi)	The prior involvement of an organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in Regulation 41, that cannot be remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vii)	An organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b	An organisation has:	
SQ4b(i)	Been 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b(ii)	Withheld such information or is not able to submit supporting documents required under Regulation 59;	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ4c	The organisation has undertaken to:	
SQ4c(i)	Unduly influence the decision-making process of the Contracting Authority;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(ii)	Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(iii)	An organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(iv)	If you responded Yes to either SQ4c(i) or SQ4c(iii), you must provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration.	character limit 4096

SQ4 (a-c) Response Guidance

If you answer **Yes** to any of the questions in this section you are required to upload evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.

If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you may be excluded from further participation in this Procurement.

'Self-cleaning'

If you answer **Yes** to any questions in Selection Questionnaires SQ4(a-c) you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleanse' the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Economic Operator concerned shall be allowed to continue in the Procurement process.

In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by you shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, you shall be given a statement of the reasons for that decision.

The Authority may exclude Potential Providers that do not provide full and accurate information.

Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)		
Question number	Question	Response
SQ4d	From 1 April 2013 onwards, for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, have any of the organisation's tax returns submitted anywhere in the world on or after 1 October 2012:	
SQ4d(i)	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4d(ii)	Been found to be incorrect as a result of: <ul style="list-style-type: none"> • HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the 'Halifax' abuse principle; or • a tax authority in a jurisdiction in which the Potential Provider is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the 'Halifax' abuse principle; or • the failure of an avoidance scheme which the Potential Provider was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Potential Provider is established? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4d(iii)	If you responded Yes to either SQ4d(i) or SQ4d(ii), you must provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration.	character limit 4096
<p>SQ4d Response Guidance</p> <p>If you answer Yes to any of the questions in this section you are required to upload evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.</p> <p>If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you may be excluded from further participation in this Procurement.</p>		
<p>'Self-cleaning'</p> <p>If you answer Yes to any questions in Selection Questionnaires SQ4d you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleanse' the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.</p> <p>If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Economic Operator concerned shall be allowed to continue in the Procurement process.</p> <p>In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;</p> <ul style="list-style-type: none"> • paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; • clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and 		

- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by you shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, you shall be given a statement of the reasons for that decision.

The Authority may exclude Potential Providers that do not provide full and accurate information.

Section 5: Economic and Financial Standing (Evaluated)		
Question number	Question	Response
SQ5.1	<p>For your organisation and, if applicable, each member of your Group of Economic Operators, The Authority will use the organisation's details provided in Section 1 'Potential Provider details' and Section 2 'Tendering Model' to obtain financial risk assessments.</p> <p>If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Contract Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Contract, a Contract Guarantee as laid out in Contract Schedule 18 must be completed by each Contract Guarantor and accepted by the Authority prior to Contract.</p>	
SQ5.1a	Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Contract Guarantor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ5.1b	<p>If you responded Yes to question SQ5.1a, please provide details of the Contract Guarantor:</p> <ul style="list-style-type: none"> - Full name of the Contract Guarantor - Registered office address (if applicable) - Company registration number (if applicable) - Head office DUNS number <p>Please enter N/A in first table cell if not applicable</p>	complete table in the e-Sourcing Suite
SQ5.1c	<p>If you responded Yes to question SQ5.1a and if you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Contract Guarantor, please confirm that the Contract Guarantor has committed to complete, prior to Contract, a Contract Guarantee as laid out in Contract Schedule 18 if a Contract is awarded.</p> <p>Please enter N/A from the pick list if not applicable</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>SQ5.1(a-c) Response Guidance</p> <p>This information is used with that from sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Contract Guarantor(s).</p> <p>Refer to paragraph 12.2 of Attachment 1 - Invitation to Tender for more information about how the financial assessment will be conducted.</p>		

Section 6: Contract Specific Questions (For Information Only)

Question number	Question	Response
SQ6.1	<p>Lot Selection</p> <p>Please indicate which Lot(s) you are submitting a Tender for by selecting the relevant option(s) from the list below:</p> <p>Lot 1 – Scotland (B / B+E / C / C+E / D / D1 / D1+E)</p> <p>Lot 2 – Northern Ireland (B / B+E / C / C+E / D / D1 / D1+E)</p> <p>Lot 3 – Wales, West Midlands and North West (B / B+E / C / C+E / D / D1 / D1+E)</p> <p>Lot 4 – South, South East, South West, London (B / B+E / C / C+E / D / D1 / D1+E)</p> <p>Lot 5 – North East, East Midlands (B / B+E / C / C+E / D / D1 / D1+E)</p> <p>Lot 6 – Phase 2 training establishments (B / B+E)</p> <p>Lot 7 – Phase 2 training establishments (C / C+E)</p>	<p>Select from the available Lots</p> <p><input type="checkbox"/> Lot 1</p> <p><input type="checkbox"/> Lot 2</p> <p><input type="checkbox"/> Lot 3</p> <p><input type="checkbox"/> Lot 4</p> <p><input type="checkbox"/> Lot 5</p> <p><input type="checkbox"/> Lot 6</p> <p><input type="checkbox"/> Lot 7</p>

SQ6.1 Response Guidance

This question is for information only

Please indicate which Lots(s) you are submitting a Tender for by selecting the relevant option(s) from the list.

SQ6.2	<p>Order of Preference Lots 1 - 5</p> <p>Further to SQ6.1, for Lots 1 – 5 please indicate your order of preference for the Lots you are submitting a Tender for using the table below. 1st preference is the highest preference.</p> <table border="1"> <thead> <tr> <th></th> <th>1st Preference</th> <th>2nd Preference</th> <th>3rd Preference</th> <th>4th Preference</th> <th>5th Preference</th> </tr> </thead> <tbody> <tr> <td>Lots 1 – 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		1 st Preference	2 nd Preference	3 rd Preference	4 th Preference	5 th Preference	Lots 1 – 5						<p>complete table in the e-Sourcing Suite</p>
	1 st Preference	2 nd Preference	3 rd Preference	4 th Preference	5 th Preference									
Lots 1 – 5														

SQ6.2 Response Guidance

This question is for information only.

Potential Providers may only be awarded one Contract in Lots 1 – 5. Please specify your order of preference for the Lots you are submitting a Tender for. In the event that you are ranked first in more than one Lot, you will be awarded the Lot that is highest (with 1st being the highest possible) in your order of preference. Your Tender submission for all other Lots in Lots 1 – 5 will be excluded from consideration for the purposes of this Procurement.

Please indicate your order of preference for the Lot(s) you are submitting a Tender for.

SQ6.3	<p>Order of Preference Lot 6 and Lot 7</p> <p>Further to SQ6.1, for Lot 6 and Lot 7, please indicate your order of preference for the Lots you are submitting a Tender for in the table below.</p>	<p>complete table in the e-Sourcing Suite</p>
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		1 st Preference	2 nd Preference
	Lots 6 – 7		

SQ6.3 Response Guidance

This question is for information only.

Potential Providers may only be awarded one Contract for Lots 6 – 7. Please specify your order of preference for the Lots you are submitting a Tender for. In the event that you are ranked first in both Lot 6 and Lot 7, you will be awarded the Lot that is highest (with 1st being the highest possible) in your order of preference. Your Tender submission for the other Lot in Lots 6 – 7 will be excluded from consideration for the purposes of this Procurement.

Please indicate your order of preference for the Lot(s) you are submitting a Tender for.

SQ6.4	<p>Contract Population Template Upload</p> <p>Please select option Yes or No to confirm you have uploaded, using the paperclip icon aligned to this question whether or not you have populated and uploaded as an attachment to this question the Attachment 9 - Contract Population Template.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ6.4 Response Guidance

This question is for information only.

You are required to download, populate and upload Attachment using the paperclip icon aligned to this question SQ6.4.

This should be attached to question SQ6.4 and entitled "[insert your company name] Contract Population Template"

SQ6.5a	<p>Subsidiary/Affiliated Companies</p> <p>Please select option Yes or No to confirm whether or not you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of the Procurement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ6.5a Response Guidance

This question is for information only.

You are required to confirm you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of the procurement.

You are required to select **Yes** to confirm you are aware of a Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender.

You are required to select **No** if you are not aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of that Group of Economic Operators) submitting a tender.

SQ6.5b	<p>If you responded Yes to question SQ6.5a please provide details of Subsidiary/Affiliated Companies or Group of Economic Operators</p> <ul style="list-style-type: none"> - Name of Group of Economic Operator Member (if applicable) - Name of Subsidiary/Affiliated Company - Company Registration Number of Subsidiary/Affiliated Company (If applicable) <p>Please enter N/A in the first table cell if not applicable</p>	Complete table in the eSourcing Suite
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SQ6.5b Response Guidance

This question is for information only.

If you select **Yes** to SQ6.4a you are required to provide the following details for each Subsidiary/Affiliated Company.

- Name Group of Economic Operator Member (if applicable)
- Name of Subsidiary/Affiliated Company
- Company Registration Number of Subsidiary/Affiliated Company (if applicable)

Section 7: Contract Specific Questions (Evaluated)

Question number	Question	Response
SQ7.1	<p>Insurance Requirements</p> <p>For your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, each already have or commit to obtain, prior to the commencement of the Contract, the levels of insurance cover indicated below:</p>	
SQ7.1a	Employer's (Compulsory) Liability Insurance = £5,000,000.00*	Complete table in the eSourcing Suite

SQ7.1a Response Guidance

This question is evaluated PASS/FAIL

You must indicate whether you currently have, or will have prior to the commencement of the Contract, Employer's Liability insurance of at least £5,000,000.

*This is a legal requirement for all companies except for businesses employing only the owner / close family members or employing someone based abroad.

To achieve a **PASS** you must select **Yes** to confirm that your organisation has, or will have prior to the commencement of the Contract, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place prior to the commencement of the Contract

OR

You must select **N/A** if your organisation, and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.

If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	<p>By selecting Yes, you have indicated that your organisation has, or will have prior to the commencement of the Contract, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place prior to the commencement of the Contract</p> <p>OR</p> <p>You have selected option N/A as your organisation, and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.</p>	
FAIL	<p>By selecting No, you have indicated that your organisation does not have, and will not have, the insurance listed prior to Contract Award.</p>	
SQ7.1b	Public Liability Insurance = £5,000,000.00	Complete table in the eSourcing Suite

SQ7.1b Response Guidance

This question is evaluated PASS/FAIL

You must indicate whether you currently have, or will have prior to the commencement of the Contract, Public Liability insurance of at least £5,000,000.

To achieve a **PASS** you must select **Yes** to confirm that your organisation has, or will have prior to the commencement of the Contract, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place prior to the commencement of the Contract

If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	<p>By selecting Yes, you have indicated that your organisation has, or will have prior to the commencement of the Contract, the level of insurance cover listed and will be</p>	

	able to provide valid in-date certification as evidence of all the insurance being in place prior to the commencement of the Contract	
FAIL	By selecting No , you have indicated that your organisation does not have, and will not have, the insurance listed prior to Contract Award.	
SQ7.2a	Equality Legislation In the last three years has any finding of unlawful discrimination 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).	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.2a Response Guidance You must indicate whether your organisation had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK).		
SQ7.2b	In the last three years has your organisation 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.2b Response Guidance You must indicate whether your 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 or alleged unlawful discrimination.		
SQ7.2c	If you responded Yes to one or both of questions SQ7.2a and SQ7.2b, please provide, as a separate Attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against the organisation, please explain what action (if any) the organisation has taken to prevent unlawful discrimination from reoccurring. This should be attached to this question SQ7.2c and entitled "SQ7.2c [insert your organisation name]" Please select option Yes , No or N/A to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable
SQ7.2c Response Guidance This section is evaluated PASS/FAIL 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 occurring. If you answer Yes to one or both questions SQ7.2a and SQ7.2b you are required to provide an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date as an Attachment to SQ7.2c by uploading an Attachment using the paperclip icon aligned to this question.		

To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	You have selected Yes and have provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date. OR You have selected N/A from the drop down list	
FAIL	You have not provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date. OR You have selected No	
SQ7.2d	Sub-Contractors Equality Legislation Does the organisation have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ7.2d Response Guidance

This section is evaluated PASS/FAIL

Please note that for question SQ7.2d (Not Applicable) **N/A** will only apply if your organisation does not intend to use Sub-Contractors throughout the duration of the Contract.

To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation have processes in place to check whether any of the above circumstances apply to Sub-Contractors? OR You have selected N/A from the drop down list.	
FAIL	By selecting No , you have indicated that your organisation does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	
SQ7.3a	Environmental Management Has your organisation and/or any proposed Sub-Contractors and/or members of your Group of Economic Operators been convicted of breaching environmental legislation, or had any notice served upon it,	<input type="checkbox"/> Yes <input type="checkbox"/> No

	in the last three years by any environmental regulator or authority (including local authority)?	
<p>SQ7.3a Response Guidance</p> <p>You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has 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)?</p>		
SQ7.3b	<p>If you responded Yes to question SQ7.3a, please provide details in a separate Attachment of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>This should be attached to this question SQ7.3b and entitled "SQ7.3b [insert your organisation name]"</p> <p>Please select option Yes, No or N/A to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable
<p>SQ7.3b Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>If you answer Yes to question SQ7.3a you are required to provide details of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years by any environmental regulator or authority (including local authority) conviction or notice served.</p> <p>To achieve a PASS you must select Yes or (Not Applicable) N/A. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	<p>You have provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.</p> <p>OR</p> <p>You have selected N/A from the drop down list</p>	
FAIL	<p>You have not provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.</p> <p>OR</p> <p>You have selected No</p>	

SQ7.3c	<p>Sub-Contractors Environmental Management</p> <p>Do you and/or the Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>SQ7.3c Response Guidance</p> <p>This question is evaluated PASS/FAIL</p> <p>You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation.</p> <p>Please note that (Not Applicable) N/A will only apply if your organisation does not intend to use Sub-Contractors throughout the duration of the Contract.</p> <p>To achieve a PASS you must select Yes or (Not Applicable) N/A. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	<p>By selecting Yes, you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has processes in place to check whether any of the above circumstances apply to Sub-Contractors.</p> <p>OR</p> <p>You have selected N/A from the drop down list</p>	
FAIL	<p>By selecting No, you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors?</p>	
SQ7.4a	<p>Health and Safety</p> <p>Please self-certify that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ7.4a Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have a Health and Safety Policy that complies with current legislative requirements.</p>		

To achieve a PASS you must select Yes . If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.	
FAIL	By selecting No , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators does not have a Health and Safety Policy that complies with current legislative requirements.	
SQ7.4b	Health and Safety Has your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.4b Response Guidance This section is evaluated PASS/FAIL You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? To achieve a PASS you must select No . If you select Yes , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting No , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has not been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
FAIL	By selecting Yes , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
SQ7.4c	If you responded Yes to question SQ7.4b, please provide details in a separate Attachment of any enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and give details of any remedial action or changes to procedures the organisation has made as a result. This should be attached to this question SQ7.4c and entitled "SQ7.4c [insert your organisation name]"	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	Please select option Yes , No or N/A to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.	Upload Attachment if applicable
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SQ7.4c Response Guidance

This section is evaluated PASS/FAIL

If you answer **Yes** to question SQ7.4b you are required to provide details of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and give details of any remedial action or changes to procedures the organisation has made as a result.

To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	You have provided an uploaded summary of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and given details of any remedial action or changes to procedures the organisation has made as a result. OR You have selected N/A from the drop down list.	
FAIL	You have not provided an uploaded summary of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and given details of any remedial action or changes to procedures the organisation has made as a result. OR You have selected No	
SQ7.4d	Do you and/or the Group of Economic Operators have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ7.4d Response Guidance

This section is evaluated PASS/FAIL

Please note that (Not Applicable) **N/A** will only apply if your organisation does not intend to use Sub-Contractors throughout the duration of the Contract.

To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
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<p>PASS</p>	<p>By selecting Yes, you have indicated that your organisation has processes in place to check whether any of the above circumstances apply to Sub-Contractors?</p> <p>OR</p> <p>You have selected N/A from the drop down list.</p>	
<p>FAIL</p>	<p>By selecting No, you have indicated that your organisation does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors?</p>	
<p>SQ7.5</p>	<p>Cyber Essentials Scheme</p> <p>In relation to the Services, please confirm that you comply with one of the following criteria:</p> <p>(i) You have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and</p> <p>where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract;</p> <p>OR</p> <p>(ii) You do not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies, by the commencement date of the Contract, and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract;</p> <p>OR</p> <p>(iii) You do not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate) by the commencement date of the Contract that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link: https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</p> <p>AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials technical requirements. Also where</p>	<p>Please select an option from the drop down list.</p> <p><input type="checkbox"/> (i) Yes</p> <p><input type="checkbox"/> (ii) Yes</p> <p><input type="checkbox"/> (iii) Yes</p>

	<p>your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract;</p> <p>OR</p> <p>(iv) Your organisation is exempt from complying with the requirements at questions i), ii) and iii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification bodies carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i) and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract.</p>	<p><input type="checkbox"/> (iv) Yes</p> <p><input type="checkbox"/> No</p>
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SQ7.5 Response Guidance

This section is evaluated PASS/FAIL

The Government introduced its new Cyber Essentials Scheme on 01 October 2014, to further reduce the levels of cyber security risks in its supply chain. Cyber Essentials defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat which come from the internet. The link below to the GOV.UK website provides information on the new Cyber Essentials Scheme;

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

Yes (i) - By selecting **Yes (i)**, you have confirmed that you have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and where your organisation proposes to use Sub-Contractors to carry out the Services, these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract;

Yes (ii) - By selecting **Yes (ii)** you have confirmed that you do not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies, by the commencement date of the Contract and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract;

Yes (iii) - By selecting **Yes (iii)** you have confirmed that you do not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate by the

commencement date of the Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials technical requirements and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract;

OR

Yes (iv) - By selecting **Yes (iv)** you have confirmed that your organisation is exempt from complying with the requirements at questions i), ii) and iii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification Authority(s) carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i) and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Contract;

No - By selecting **No**, you have confirmed that you do not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months, and cannot demonstrate (or, will not be able to demonstrate by the commencement date of the Contract or at a later date when you receive sensitive and personal information with regard to the Services;) that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies. Your tender will be excluded from further consideration for the purposes of this Procurement.

Do not submit any Cyber Essentials documentation at this stage.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes (i) , or Yes (ii) , or Yes (iii) , or Yes (iv) , you have indicated that you comply with one of the criteria (i – iv) required to comply with Clause 5 of Attachment 4 – Contract Terms and Conditions.	
FAIL	By selecting No you have indicated that you do not comply with one of the criteria (i – iv) required to comply with Clause 5 of Attachment 4 – Contract Terms and Conditions.	
SQ7.6a	<p>Conflict of Interest</p> <p>Please confirm if your organisation and/or any of your Sub-Contractors or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.6a Response Guidance

You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.

<p>SQ7.6b</p>	<p>If you responded Yes to question SQ7.6a, please confirm that any potential, actual or perceived conflicts of interest in respect of this Procurement are identified in a separate attachment and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.</p> <p>This should be attached to this question SQ7.6b and entitled "SQ7.6b [insert your organisation name]"</p> <p>Please select option Yes or No to confirm whether or not you have uploaded an attachment using the paperclip icon aligned to this question.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p>Upload attachment if applicable</p>
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SQ7.6b Response Guidance

This section is evaluated PASS/FAIL

If you answer **Yes** to question SQ7.6a you are required to provide details of the particulars relating to the conflict of interest.

The Authority reserves the right to validate information submitted by a Potential Provider to satisfy itself of the particulars relating to the conflict of interest.

If you cannot provide details of the particulars relating to the conflict of interest, which is acceptable to the Authority you may be excluded from further participation in this Procurement.

To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

<p>Marking Scheme</p>	<p>Evaluation Guidance</p>
<p>PASS</p>	<p>By selecting Yes, you have indicated that you have uploaded details of the particulars relating to the conflict of interest.</p> <p>OR</p> <p>You have selected N/A from the drop down list.</p>
<p>FAIL</p>	<p>You have not provided uploaded details of the particulars relating to the conflict of interest.</p> <p>OR</p> <p>You have selected No</p>

Section 8: Technical and Professional Ability - Previous Supply (Evaluated)		
Question number	Question	Response
MOD Licence Acquisition Training – Previous Supply of Technical/Professional Ability		
SQ8.1(a-c)		
Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.		
SQ8.1a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ8.1b	<p>Contract Example 1</p> <p>Please describe the contract and how its performance demonstrates the necessary technical and professional ability and experience required to perform the requirements sought under this Procurement. Your response must include evidence of:</p> <ul style="list-style-type: none"> • Delivering an organised programme of licence acquisition training; • Coordinating resources, including training vehicles and instructors, to deliver concurrent licence acquisition training to a number of candidates; and • Providing an account management and complaints resolution function to the customer. <p>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.</p>	character limit 4096

<p>SQ8.1c</p>	<p>Contract Example 2</p> <p>Please describe the contract and how its performance demonstrates the necessary technical and professional ability and experience required to perform the requirements sought under this Procurement. Your response must include evidence of:</p> <ul style="list-style-type: none"> • Delivering an organised programme of licence acquisition training; • Coordinating resources, including training vehicles and instructors, to deliver concurrent licence acquisition training to a number of candidates; and • Providing an account management and complaints resolution function to the customer. <p>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.</p>	<p>character limit 4096</p>
<p>SQ8.1(a-c) Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>You must demonstrate you have the necessary technical and professional ability and experience to perform the Contract to the required standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:</p> <ul style="list-style-type: none"> • Two contract examples where similar requirements to those sought under this Procurement have been performed; and • Evidence within these contract examples to demonstrate that you have the necessary technical and professional ability and experience. <p>Contract examples must:</p> <ul style="list-style-type: none"> • Have been performed within the last three years prior to the publication of the OJEU Contract Notice for this Procurement to be valid, and can be from the public or private sector. • The customer contacts must be warned that they may be contacted by the Agent to verify the accuracy of the information provided at any time. The Agent may exclude Potential Providers that do not provide full and accurate information. • The customer contacts provided must not be employed by your organisation or be from within your associated group of companies. • Examples of call-off contracts awarded under framework agreements will be considered valid, but citing a framework agreement that you have been awarded will NOT be considered as a valid contract example. <p>The Authority will use the information you provide in this section to evaluate whether your organisation; and/or members within the Group of Economic Operators and/or named Sub Contractors have the relevant technical and human resources and experience to perform the requirement for this Procurement. Refer to paragraph 10.2 (Consensus Marking Procedure), of the Invitation to Tender (Attachment 1).</p> <p>Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Contract (or their Tenders where the Agent has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) will be excluded from further consideration by the Agent.</p>		
<p>Marking Scheme</p>	<p>Evaluation Guidance</p>	

PASS	You have provided two contract examples which demonstrate you have the necessary technical and professional ability and experience to perform the Contract to the required standard.
FAIL	You have not provided two contract examples which demonstrate you have the necessary technical and professional ability and experience to perform the Contract to the required standard OR You have not provided a response to this question.