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Ministry
of Defence

**SELECTION QUESTIONNAIRE GUIDANCE, EVALUATION AND
MARKING SCHEME**

ACQUISITION SUPPORT PARTNER

REFERENCE NUMBER

RM3738

ATTACHMENT 7

SELECTION QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Agent to evaluate your response to each question set out within the Selection Questionnaire. It also sets out the Marking Scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be references to the Potential Provider.
- 1.2 The defined terms used in the ITT document (Attachment 1) shall apply to this document.

2 OVERVIEW

- 2.1 The Selection Questionnaire is broken down into the following sections:

SECTION A – BACKGROUND QUESTIONS

SECTION B – GROUNDS FOR EXCLUSION

SECTION C – TERMS OF PARTICIPATION AND COMPLIANCE

SECTION D – CONTRACT SPECIFICS

SECTION E – TECHNICAL AND PROFESSIONAL ABILITY

- 2.2 If you fail to provide a response to any applicable question of the Selection Questionnaire, your Tender may be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender will be rejected and excluded from further participation in this Procurement.

2.3 Selection Questionnaire – Evaluation Summary Table

Section A - Please Read			
<p>[SQA1a-r] You must select YES or NO to confirm that you have read all Attachments in the eSourcing Suite and have accessed and read the Supplier Guidance Documentation, and understand that you MUST ensure you PRESS the red ‘Submit all Draft Bids’ button to correctly submit the completed Tender.</p> <p>SQA1i -You must confirm by selecting YES or NO to indicate that you will or will not, unreservedly sign the Contract Terms and Conditions without caveats or limitations as published at Attachments 7 and 8. Please Note: Selecting NO to SQA1h will mean your bid will Fail and that you cannot progress further in this procurement. If you select YES, and are ultimately successful in the procurement, but you subsequently request changes to the Contract Terms and Conditions as published before signing, the offer of the Contract will be withdrawn.</p> <p>If you have any queries you must clarify these in accordance with paragraph 7 of Attachment 1 – Invitation to Tender (ITT).</p>			
SQA1a	Attachment 1 - Invitation to Tender	Compliance	Yes/No
SQA1b	Attachment 2 – Statement of Requirements	Compliance	Yes/No
SQA1b.1	Attachment 2a – [SQA2k] Affiliated Company Data Sheet	Compliance	Yes/No

SQA1c	Attachment 3 – Acquisition System Operating Model (ASOM)	Compliance	Yes/No
SQA1d	Attachment 4 – Acquisition System Handbook (ASH)	Compliance	Yes/No
SQA1e	Attachment 5 – Finance Military Capability Operating Model (FOM)	Compliance	Yes/No
SQA1f	Attachment 6 – How Defence Works	Compliance	Yes/No
SQA1g	Attachment 7 - Selection Questionnaire Guidance, Evaluation and Marking Scheme	Compliance	Yes/No
SQA1h	Attachment 8 - Award Questionnaire Guidance, Evaluation and Marking Scheme	Compliance	Yes/No
SQA1i	Attachment 9 – Contract Terms and Conditions	Compliance	Yes/No
SQA1j	Attachment 10 – Pricing Model	Compliance	Yes/No
SQA1k	Attachment 11 - Terms of Participation	Compliance	Yes/No
SQA1l	Attachment 12 – Declaration of Compliance	Compliance	Yes/No
SQA1m	Attachment 13 – Deed of Guarantee	Compliance	Yes/No
SQA1n	Attachment 14 – Contract Population Template	Compliance	Yes/No
SQA1o	Attachment 15 – Financial Assessment Template	Compliance	Yes/No
SQA1p	Attachment 16 – Capability Practitioners Managers Guide	Compliance	Yes/No
SQA1q	Submit all Draft Bids’ button	Guidance	Yes/No
SQA1r	Messaging Guidance	Guidance	Yes/No
Section A –Background Questions			Maximum Available Mark if scored
SQA2a(i)	Organisation Details	Compliance	N/A
SQA2a(ii)	VAT Registration Number	Compliance	N/A
SQA2b	Registration with a professional or trade body	Compliance	N/A
SQA2c	Trading Name	Compliance	N/A

SQA2d	Type of Organisation	Compliance	N/A
SQA2e	Other Type of Organisation	Compliance	N/A
SQA2f	Organisation Size	Compliance	N/A
SQA2g	Parent Company and Parent Company Registration Number	Compliance	N/A
SQA2h	Number and Location(s) of the Premises	Compliance	N/A
SQA2i	Charity, Housing Association or Other Registration Number	Compliance	N/A
SQA2j	Affiliated Companies	Compliance	N/A
SQA2k	Affiliated Company data sheet	Compliance	N/A
SQA3	Organisation History	Compliance	N/A
SQA4a	Group of Economic Operators and Sub-Contracting	Compliance	N/A
SQA4b	Group of Economic Operators – Membership	Compliance	N/A
SQA4c	Group of Economic Operators – Governance	Compliance	N/A
SQA4d	Group of Economic Operators – Other Bids	Compliance	N/A
SQA4e	Sub-contracting - Details	Compliance	N/A
SQA4f	Sub-contracting – Other Bids	Compliance	N/A
SQA5	Number of Supplier staff	Compliance	N/A
SQA6a	Financial risk assessment	Compliance	N/A
SQA6b	Financial risk assessment	Compliance	N/A
SQA6c	Financial risk assessment	Compliance	N/A
SQA6d	Financial risk assessment	Compliance	N/A
Section B – Grounds for Exclusion			
SQB1	Grounds for Mandatory Exclusion (ineligibility)	Compliance	N/A
SQB2	Discretionary Grounds for Exclusion	Compliance	N/A
SQB3	Self-cleaning	Compliance	N/A
SQB4	Tax Compliance	Compliance	N/A

Section C – Terms of Participation & Compliance			
SQC1	Terms of Participation	Compliance	PASS/FAIL
SQC2a	Declaration of Compliance Part A	Compliance	PASS/FAIL
SQC2b	Declaration of Compliance Part B	Compliance	PASS/FAIL
Section D – Technical and Professional Ability			
SQD1	Membership of Trade and Professional Associations	Information only	N/A
SQD2	Cyber Essentials Scheme	Evaluation	PASS/FAIL
SQD3	Employers Liability Insurance	Evaluation	PASS/FAIL
SQD4	Public Liability Insurance	Evaluation	PASS/FAIL
SQD5	Professional Indemnity Insurance	Evaluation	PASS/FAIL
SQD6	Group of Economic Operators Legal Entity	Evaluation	PASS/FAIL
SQD7	Contract Population Template	Information only	N/A
SQE1 Section E –Technical and Professional Ability			
SQE 1	Ability to Security clear staff – SC level	Evaluation	Pass/Fail
SQE 2	Ability to Security clear staff – DV level	Evaluation	Pass/Fail
SQE 3	Embedding P3M principles within a Large and Complex organisation.	Evaluation	Pass/Fail
SQE 4	Embedding a Performance Management regime within a Large and Complex organisation.	Evaluation	Pass/Fail
SQE 5	Acquisition Reform Work in a Large and Complex organisation.	Evaluation	Pass/Fail
SQE 6	Embedding change within a Large and Complex organisation.	Evaluation	Pass/Fail
SQE7	Embedding behavioural change within within a Large and Complex organisation.	Evaluation	Pass/Fail
SQE 8	Team mentoring/coaching in a within a Large and Complex organisation.	Evaluation	Pass/Fail

Section A Background Questions

[SQA2a(i)] Organisation Details

Please complete the following details in the table provided within the e-Sourcing Suite:

- The organisation's registration number (Companies House or equivalent);
- DUNS Number (Dun & Bradstreet number)
- The organisation's full legal name;
- The organisation's address;
- The organisation's date of registration;
- Place of registration of the organisation.

It should be noted that this should be completed in respect of the organisation tendering (or where a Group of Economic Operators Tender is being submitted, the Lead Contact, the organisation who will register the private or public company with companies house or instruct a third party to do this on their behalf).

[SQA2a(i)] Response Guidance

This is the legal entity with whom the Authority will contract if successful.

The company registration details may be used for financial assessment in accordance with paragraph 10.3 in Attachment 1, the ITT.

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (the organisation who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must insert their own details.

[SQA2a(ii)] VAT Registration Number

Please state the VAT registration number for the organisation tendering.

[SQA2a(ii)] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (the organisation who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must insert their own VAT registration number in the text field.

[SQA2b(i)] Registration with a professional or trade body

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 the state.

Please select option Yes or No in the drop down list provided to confirm.

[SQA2b(ii)] If you selected Yes to question SQA2b(i) please provide details, including the registration number in the text box provided.

[SQA2b(iii)] 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.

Please select option Yes or No in the drop down list provided to confirm.

[SQA2b(iv)] If you selected Yes to question SQA2b(iii) please provide additional details within this text box of what is required and confirmation that you have complied with this.

[SQA2c] Trading Name

If applicable please state the trading name that will be used for this procurement.

[SQA2c] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (the organisation who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must insert the following information in this field.

Please enter N/A in the first cell of the table if this question is not applicable

[SQA2d] Type of Organisation

Please select the type of organisation tendering from the following options:

- Public Limited Company
- Limited Company
- Limited Liability Company
- Sole Trader
- Limited Liability Partnership
- Partnership
- Established Group of Economic Operators
- To be formed Group of Economic Operators
- Special Purpose Vehicle
- Other

[SQA2d] Response Guidance

Where a Group of Economic Operators Tender is being submitted the Lead Contact (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must select the applicable option from the drop-down selection menu provided to describe its own organisation

[SQA2e] Other Type of Organisation

If you selected Other to the options provided in SQA2d, please provide details.

Where a Group of Economic Operators Tender is being submitted, the Lead Contact (the organisation who will register the private or public company with companies house or instruct a third party to do this on their behalf) must select the applicable option from the drop-down selection list provided to describe the type of organisation it will be.

[SQA2f] Organisation Size

Please select option **MICRO**, **SMALL**, **MEDIUM** or **LARGE** to indicate the size of organisation tendering or where a Group of Economic Operators Tender is being submitted, the Lead Contact, (the organisation who will register the private or public company with companies house or instruct a third party to do this on their behalf) must select the option for the new company).

[SQA2f] Response Guidance

Please state the size of your organisation. Suppliers can be 'Large' or 'SME' (Small and Medium Sized Enterprises) please select the relevant option from the drop down menu. There are 3 classes of SME - Micro, Small and Medium.

Guidance on assessing supplier size can be found via the Authority's website at:

<http://ccs.cabinetoffice.gov.uk/i-am-supplier/find-opportunity/help-smes>

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (the organisation who will register the private or public company with companies house or instruct a third party to do this on their behalf), must answer this question in respect of the size of the new company.

[SQA2g] Parent Company and Parent Company Registration Number

Please complete the following details in the table provided within the e-Sourcing Suite, in respect of your parent company:

- The company registration number (Companies House or equivalent);
- The organisations full legal name;
- The organisation address;
- The date; and
- Place of registration.

Please enter N/A in the first cell of the table if this question is not applicable.

[SQA2g] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must provide the name(s) and details of the immediate Parent Company for each and every Group of Economic Operators member in the table provided, where applicable.

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

[SQA2h] Number and Location(s) of the Premises

Please state the number and location(s) of the premises from which you provide the Goods and Services required by this Procurement.

[SQA2h] Response Guidance

You must provide details about the number and location of premises from which Goods and Services are provided.

If you are proposing to use sub-contractors, you must also provide details of the number and location of premises for all named sub-contractors.

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must provide details about the number and location(s) of premises for each and every Group of Economic Operator member, in addition to any proposed sub-contractors (where appropriate).

[SQA2i] Charities, Housing Association or Other Registration Number

If applicable, please state the Charities, Housing Association or other registration number your organisation has (or enter N/A if this question is not applicable).

[SQA2i] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must provide all the information required on behalf of each and every member of the Group of Economic Operators.

[SQA2j] Affiliated Companies

NOTE – This is for information only.

Please confirm whether an Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Affiliated Company member of any member of that Group of Economic Operators) is submitting a Tender or is part of a Group of Economic Operators submitting a Tender in respect of this Procurement?

[SQA2j] Response Guidance

You must select **YES** to confirm that you are aware of an Affiliated Company member (or in the case of a Group of Economic Operators the Affiliated Company member of any member of that Group of Economic Operators) submitting a Tender either in its own right or as a member of a Group of Economic Operators or **No** you are not aware of an Affiliated Company member (or in the case of a Group of Economic Operators the Affiliated Company member of any member of that Group of Economic Operators) submitting a Tender either in its own right or as a member of a Group of Economic Operators.

[SQA2k] Affiliated Company Data sheet

If your response to SQA2j is **YES**, you must also confirm that **YES** you have completed and attached **Attachment 2a - SQA2k Affiliated Company Data Sheet** as part of your Tender submission with the details of the Affiliated Companies who are submitting Tenders either in their own right or as members of a Group of Economic Operators.

[SQA2k] Response Guidance

Please download **Attachment 2a - SQA2k Affiliated Company Data Sheet** from the Attachment screen in the e-Sourcing suite, update and upload your completed document against SQA2k in the e-Sourcing suite.

Your document should be re- named Acquisition Support Partner_AffiliatedCompany_[Supplier Name].xls

[SQA3] Organisation History

Please provide a brief history of your organisation, including;

- any changes of ownership over the last five years;
- details of your relationship with any parent and associated companies;
- details of significant pending developments;
- any changes in financial structure or ownership, prospective take-over bids, buy-outs; and
- closures etc which are currently in the public domain and can be disclosed.

[SQA3] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must provide details for each and every member of the Group of Economic Operators.

[SQA4a] Group of Economic Operators and Sub-Contracting

Please indicate how you will perform the Contract by selecting options a), b), c) , d) or e) below.

- a) You will provide the Goods and Services yourself without the use of third parties (sub-contractors); or
- b) You are bidding in the role of prime contractor; and intend to use third parties (sub-contractors) to provide some of the Goods and Services; or
- c) You are bidding in the role of prime contractor; and intend to use third parties (sub-contractors) to provide all of the Goods and Services; or
- d) You are bidding as part of a Group of Economic Operators and intend to use members only to provide the Goods and Services; or
- e) You are bidding as part of a Group of Economic Operators and intend to use third parties (sub-contractors) to provide some of the Goods and Services.

[SQA4a] Response Guidance

Please carefully consider the guidance on Contracting Arrangements set out in the ITT before completing this question. In responding to this question, you should only consider sub-contractors whose products or services will be integral to your provision of the Goods and Services.

Please select the relevant option from the drop down selection list.

[SQA4b] Group of Economic Operators - Membership

If you are bidding as a Group of Economic Operators, the Lead Contact, (who will register the private or public company with companies house or instruct a third party to do this on their behalf) must provide the following details for each member of the Group of Economic Operators;

- Full legal company name, and trading name where applicable;
- Registered address;
- Type of organisation;
- Organisation size – **MICRO, SMALL, MEDIUM** or **LARGE**;

Please enter N/A in the first cell of the table if this question is not applicable.

[SQA4b] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must provide all the information required.

[SQA4c] Group of Economic Operators - Governance

If you are bidding as part of a Group of Economic Operators you must provide details of:

- the proposed legal structure of the entity (e.g. a limited liability company established by the Group of Economic Operators, with x and y as shareholders and guarantors);
- the percentage shareholdings of each member; and
- which entities or persons will be signatories to the Contract and directly liable for the obligations of the entity (e.g. all members will be jointly and severally liable or the joint venture company will be liable).

Please state N/A if this question does not apply.

[SQA4d] Group of Economic Operators – Other Bids

If you are a Group of Economic Operators you must state the full legal names (and trading names where appropriate) of any members who are also submitting a separate Tender (either in their own name or as part of another Group of Economic Operators or as sub-contractor to another party) as part of this Procurement.

Please enter **N/A** in the first cell of the table if this question is not applicable.

[SQA4e] Sub-contracting - Details

If you are sub-contracting any of the Goods and Services you must provide the following details for each third party:

- Company registration number;
- Full legal company name, and trading name where applicable;
- Registered address;
- Type of organisation;
- Organisation Size – **MICRO, SMALL, MEDIUM or LARGE**;
- the role the sub-contractor will take in delivering the Services; and
- the approximate % of contractual obligations sub contracted to that party.

Please enter N/A in the first cell of the table if this question is not applicable.

[SQA4e] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must provide all the information required on behalf of every member of the Group of Economic Operators.

[SQA4f] Sub-contracting – Other Bids

If you are sub-contracting any of the Goods and Services you must state the full legal names (and trading names where appropriate) of any sub-contractors who are also submitting a separate Tender (either in their own name or as part of another Group of Economic Operators or as sub-contractor to another party) as part of this Procurement.

Please enter N/A in the first cell of the table if this question is not applicable. Please note that the Agent may use the information submitted under this response to validate other information that you submit as part of your Tender response.

[SQA4f] Response Guidance

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (who will register the private or public company with companies' house or instruct a third party to do this on their behalf) must provide all the information required on behalf of every member of the Group of Economic Operators.

[SQA5] Number of Supplier Staff

Please state how many staff you (and any Group of Economic Operator members or named sub-contractors where applicable) employ relevant to the carrying out the Goods and Services similar to those required under this Procurement.

[SQA6a] Financial Risk Assessment

The Agent will use the organisation name and registration number you provided at SQA2a above to obtain a financial risk assessment.

Where a Group of Economic Operators Tender is being submitted the Agent will use the organisation name and company registration number, in relation to each Group of Economic Operators member provided in (SQA4b) to obtain a financial risk assessment. Where any one member of the Group of Economic Operators fails the financial risk assessment the Group of Economic Operators Tender shall be disqualified from further participation in the Procurement.

Do you wish your financial risk assessment to be carried out in respect of a guarantor?

[SQA6a] Response Guidance

The Potential Provider must select **YES** or **NO** from the drop selection list provided. If a Group of Economic Operators Tender is being submitted, the lead contact must answer this question in respect of its own organisation.

[SQA6b Financial Risk Assessment

Where a Group of Economic Operators Tender is being submitted, the Lead Contact must complete the table provided in the e-Sourcing Suite to indicate (by answering either **YES** or **NO**) whether each member of the Group of Economic Operators wishes their financial risk assessment to be carried out in respect of a guarantor.

Please enter **N/A** in the first cell of the table if this question is not applicable.

[SQA6b] Response Guidance

Where a Group of Economic Operators Tender is being submitted the Lead Contact must list the name of each and every member of the Group of Economic Operators in the table provided and must select either **YES** or **NO** to indicate whether each member of the Group of Economic Operators wishes their financial risk assessment to be carried out in respect of a guarantor.

The Potential Provider must enter **N/A** in the first cell of the table if this question is not applicable.

[SQA6c] Financial Risk Assessment

If your answer to question SQA6a is **YES**, and/or any part of your answer to question SQA6b regarding provision of a guarantor is **YES**; please confirm that the Potential Provider will provide a deed of guarantee executed by the Potential Provider and the guarantor in the form provided at Contract Schedule 15 (Guarantee) when requested by the Agent.

Please select **N/A** if this question is not applicable.

[SQA6c] Response Guidance

The Potential Provider must select option **YES, NO or N/A** from the selection menu provided.

Where a Group of Economic Operators Tender is being submitted, the Lead Contact must select **YES** or **NO** from the drop down selection menu provided to confirm whether the Lead Contact will provide all the required deeds of guarantee menued in SQA6b.

Where a Potential Provider is successful in this Procurement, and a deed of guarantee is required, the Agent will request this from the Potential Provider. Upon request, the Potential Provider must provide an executed deed of guarantee to the Agent within a specified timescale, prior to the award of the first Call-Off Contract under this Contract Agreement.

[SQA6d] Financial Risk Assessment

If your response to question SQA6a and or SQA6b regarding provision of a guarantor is **YES**; please complete the following details in the table provided within the e-Sourcing Suite, in respect of the organisation that will act as guarantor:

- The company registration number (Companies House or equivalent);
- The organisation's full legal name;
- Address; and
- DUNS number
- Name of contact

Please enter **N/A** in the first cell of the table if this question is not applicable.

SECTION B – GROUNDS FOR EXCLUSION

<p>[SQB1a] – [SQB1o] Grounds for Mandatory Exclusion (ineligibility)</p>
<p>Response Guidance</p> <p>You are required to select option YES or NO for each statement listed in question [SQB1a – SQB1o].</p> <p>You shall be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).</p> <p>If you have answered “yes” to question [SQB1o(i)] on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details in the text box provided at SQB1o(ii). You may contact the Agent for advice before completing this requirement as per paragraph 7 of the ITT .</p>
<p>Within the past five years, has your organisation, directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p>
<p>[SQB1a] 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 Contract Decision 2008/841/JHA on the fight against organised crime;</p>
<p>[SQB1b] 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;</p>
<p>[SQB1c] the common law offence of bribery;</p>
<p>[SQB1d] 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;</p>
<p>[SQB1e] 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:</p>
<p>[SQB1e(i)] the common law offence of cheating the Revenue;</p>
<p>[SQB1e(ii)] the common law offence of conspiracy to defraud;</p>
<p>[SQB1e(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;</p>
<p>[SQB1e(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;</p>
<p>[SQB1e(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;</p>
<p>[SQB1e(vi)] an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</p>
<p>[SQB1e(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;</p>
<p>[SQB1e(viii)] fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or</p>
<p>[SQB1e(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;</p>

[SQB1f] any offence listed:-
[SQB1f(i)] in section 41 of the Counter Terrorism Act 2008; or
[SQB1f(ii)] in Schedule 2 to that Act where the court has determined that there is a terrorist connection;
[SQB1g] any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);
[SQB1h] money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
[SQB1i] 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;
[SQB1j] an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
[SQB1k] an offence under section 59A of the Sexual Offences Act 2003;
[SQB1l] an offence under section 71 of the Coroners and Justice Act 2009
[SQB1m] 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;
[SQB1n] any other offence within the meaning of Article 57(1) of the Directive:
[SQB1n(i)] as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or
[SQB1n(ii)] created, after the day on which the Regulations were made, in the law of England and Wales or Northern Ireland.
[SQB1o] <u>Non-payment of taxes</u>
[SQB1o(i)] Has it been established 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 your organisation is established (if outside the UK), that your organisation, if applicable, is in breach of obligations related to the payment of tax or social security contributions?
[SQB1o(ii)] If you have answered Yes to question [SQB1o(i)] above, please provide further details in the text box provided. Your response must confirm whether you have paid or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

[SQB2a] – [SQB2j] Discretionary Grounds for Exclusion

Response Guidance

You are required to select option **YES** or **NO** for each statement listed in question [SQB2a – SQB2j].

The Agent may exclude any Potential Provider who answers ‘Yes’ in any of the following situations set out in questions [SQB2a – SQB2j];

Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation?

[SQB2a] your 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 Directive as amended from time to time;

[SQB2b] your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;

[SQB2c] your organisation is guilty of grave professional misconduct, which renders its integrity questionable;

[SQB2d] your organisation has entered into agreements with other economic operators aimed at distorting competition;

[SQB2e] your organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures;

[SQB2f] the prior involvement of your 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;

[SQB2g] your 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;

[SQB2h] your organisation has:

[SQB2h(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; or

[SQB2h(ii)] withheld such information or is not able to submit supporting documents required under Regulation 59;

[SQB2i] your organisation has undertaken to:

[SQB2i(i)] unduly influence the decision-making process of the contracting authority, or

[SQB2i(ii)] obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or

[SQB2j] your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

[SQB3a] Conflicts of Interest

In accordance with question SQB2e, the Agent may exclude the Potential Provider if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

[SQB3a(i)] Confirm by selecting Yes or No if there is a conflict of interest.

[SQB3a(ii)] If you have selected Yes to confirm that a conflict of interest exists or may arise then it is the responsibility of the Potential Provider to inform the Agent, detailing the conflict in the text box provided. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by

the Authority should not represent a conflict of interest for the Potential Provider.

[SQB3b] Self-cleaning

Any Potential Provider that answers 'Yes' to questions SQB1 and SQB2 should provide sufficient evidence, uploaded as an attachment to this question, 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. The Potential Provider has 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, the Potential Provider shall, as a minimum, prove that it has;

- 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 the Potential Provider 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, the Potential Provider shall be given a statement of the reasons for that decision.

Please confirm by selecting Yes, No or N/A that you have uploaded an attachment to this question.

[SQB4] Tax Compliance

The Authority reserves the right to use its discretion to exclude a Potential Provider where it can demonstrate the Potential Provider's non-payment of taxes/social security contributions where no binding legal decision has been taken.

Please note that SQB4 relating to tax compliance only applies where the Authority has indicated that the contract is over £5million in value, and the Authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies).

"Occasion of Tax Non-Compliance" means:

- (a) any tax return of the Potential Provider submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:
 1. a Relevant Tax Authority successfully challenging the Potential Provider under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
 2. the failure of an avoidance scheme which the Potential Provider was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
- (b) the Potential Provider's tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

[SQB4.1] From 1 April 2013 onwards has your organisation's (or where a Group of Economic Operators Tender is being submitted any member of the Group of Economic Operators) tax returns submitted on or after 1 October 2012:

[SQB4.1a] given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion?

Please confirm by selecting Yes or No from the drop down list provided.

[SQB4.1b] been found to be incorrect as a result of:

- 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 DOTAS or any equivalent or similar scheme regime in a jurisdiction in which the Potential Provider is established.

Please confirm by selecting Yes or No from the drop down list provided.

[SQB4.1c] If answering “Yes” to either SQB4.1a or SQB4.1b above, the Potential Provider may provide details of any mitigating factors in the text box provided that it considers relevant and that it wishes the Authority to take into consideration. This could include, for example:

- Corrective action undertaken by the Potential Provider to date;
- Planned corrective action to be taken;
- Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or
- Changes in financial, accounting, audit or management procedures since the OONC.

In order that the Authority can consider any factors raised by the Potential Provider, the following information should be provided:

- A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign tax authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.
- Where the OONC relates to a DOTAS, the number of the relevant scheme.
- The date of the original “non-compliance” and the date of any judgement against the Potential Provider, or date when the return was amended.
- The level of any penalty or criminal conviction applied.

SECTION C – TERMS OF PARTICIPATION AND COMPLIANCE

[SQC1] Terms of Participation	
You must indicate, by selecting option YES or NO whether you have read, understood and fully accepted the Terms of Participation without caveats or limitations as published in Attachment 11.	
YES	You have read, understood and fully accepted the Terms of Participation as published in Attachment 11 without caveats or limitations.
NO	You have not read, and/or understood and /or fully accepted the Terms of Participation as published in Attachment 11 without caveats or limitations.

Response Guidance

This is a PASS/FAIL question. If you fail to select option YES without caveats or limitations, you will be unable to continue in the Procurement.

Confirmation should be made by selecting the applicable response from the drop down response box.

Providing a **YES** response means you fully accept, without caveats or limitations, the Terms of Participation as published at Attachment 11.

If you are unable to accept the Terms of Participation as published at Attachment 11 without caveats or limitations, by selecting **NO** (or not answering the question) then you will be unable to continue in the procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you confirm that you have read, understood and fully accept the Terms of Participation as published in the Attachment 11 without caveats or limitations.
Fail	By selecting NO , you confirm that you have not read, and/or understood and/or fully accepted the Terms of Participation as published in Attachment 11, without caveats or limitations.

[SQC2a] DECLARATION OF COMPLIANCE PART A	
You must indicate, by selecting option YES or NO , whether you have read, understood and comply with each of the statements contained within Attachment 12 – Declaration of Compliance Part A.	
YES	You have read, understood and comply with each of the statements contained within Attachment 12 - Declaration of Compliance Part A.
NO	You have not read, and/or understood and/or cannot comply with each of the statements contained within Attachment 12 - Declaration of Compliance Part A.

Response Guidance

This is a PASS/FAIL question. If you fail to select option YES, you will be unable to continue in the procurement.

Confirmation should be made by selecting the applicable response from the drop down response box.

Providing a **YES** response means that you confirm that you have fully read, understood and can comply with each of the statements contained within the Declaration of Compliance Part A as published at Attachment 12.

If you are unable to confirm that you have fully read, understood and can comply with each of the statements contained within the Declaration of Compliance Part A as published at Attachment 11, by selecting **NO** then you will be unable to continue in the procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you confirm that you have read, understood and comply with each of the statements contained within Attachment 12 – Declaration of Compliance Part A.
Fail	By selecting NO , you confirm that you have not read, and/or understood and/or cannot comply with each of the statements contained within Attachment 12 – Declaration of Compliance Part A.

[SQC2b] DECLARATION OF COMPLIANCE PART B

You must indicate, by selecting option **YES** or **NO**, whether (where a Group of Economic Operators tender is being submitted) all members of the Group of Economic Operators and each of the sub-contractors that you propose to use have read, understood and comply with each of the statements contained within Attachment 12 – Declaration of Compliance Part B.

- YES** All Group of Economic Operators members and all of the sub-contractors you propose to use have read, understood and comply with each of the statements contained within Attachment 12 - Declaration of Compliance Part B.
- NO** Not all Group of Economic Operators members and not all the sub-contractors you propose to use have read, understood and comply with each of the statements contained within Attachment 12 - Declaration of Compliance Part B.
- N/A** This question is not applicable to your organisation.

Response Guidance

This is a PASS/FAIL question. If you fail to select option YES or N/A, you will be unable to continue in the procurement.

Confirmation should be made by selecting the applicable response from the drop down response box.

Providing a **YES** response means that each Group of Economic Operators members and each of the sub-contractors that you propose to use have read, understood and can comply with each of the statements contained within the Declaration of Compliance Part B as published at Attachment 12.

If you are unable to confirm that each Group of Economic Operators member and each of the sub-contractors that you propose to use have read, understood and can comply with each of the statements contained within the Declaration of Compliance Part B as published at Attachment 12, by selecting **NO** then you will be unable to continue in the procurement.

Marking Scheme	Evaluation Guidance
Pass	You have selected YES confirming that each Group of Economic Operators member and each of the sub-contractors you propose to use have read, understood and comply with each of the statements contained within Attachment 11 – Declaration of Compliance Part B. OR You have selected N/A confirming that this question is not applicable to your organisation
Fail	By selecting NO , you confirm that each Group of Economic Operators member and each of the sub-contractors you propose to use have not read, and/or understood and/or cannot comply with each of the statements contained within Attachment 11 – Declaration of Compliance Part B.

SECTION D – CONTRACT SPECIFICS

[SQD1] Membership of Trade and Professional Associations

Please indicate in the box provided within the e-Sourcing Suite, whether you are a member of REC (The Recruitment and Employment Confederation) or any other professional/trade association

[SQD1] Response Guidance

Potential Providers must indicate in the box provided within the e-Sourcing Suite whether they are a member of REC (The Recruitment and Employment Confederation) or any other relevant professional/trade associations.

This question is asked for information only and will not be scored.

[SQD2] Cyber Essentials Scheme

In relation to the Services, please answer **YES** or **NO**, to confirm that you comply with one of the following criteria, as set out in paragraphs 10.21 – 10.24 of Attachment 9 (Specification Annex A to Part A Contract Schedule 2).

- 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;

OR

- ii) You have not got 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 Agreement or at a later date when you receive sensitive and personal information with regard to the Services;

OR

- iii) You have not got 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 Agreement or at a later date when you receive sensitive and personal information with regard to the Services) 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;

OR

- iv) Your organisation is exempt from complying with the requirements at paragraphs i), ii) and iii) above 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 body 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.) above.

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 are compliant with the requirements of paragraphs i), ii) and iii) above.

[SQD2] Response Guidance

NOTE – this is a PASS/FAIL question.

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>

Please select option **YES** or **NO** from the drop down list.

YES By selecting **YES**, 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;

OR

You have not got 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 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 Agreement or at a later date when you receive sensitive and personal information with regard to the Services;

OR

you have not got 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 Agreement or at a later date when you receive sensitive and personal information with regard to the Services) 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;

OR

your organisation is exempt from complying with the requirement of having a Cyber Essentials Certificate 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 body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies.

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 are compliant with the requirements of paragraphs i), ii) and iii) of Question SQD2 above.

NO By selecting **NO**, you have confirmed that you have not got 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 Agreement 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;

AND/OR

You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, and you cannot demonstrate (or, will not be able to demonstrate by the commencement date of the Contract Agreement or at a later date when you receive sensitive and personal information with regard to the Services) 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/or you cannot 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/OR, your organisation is not exempt from complying with the requirement of having a Cyber Essentials Certificate 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 body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies.

Please do not submit any documentation at this stage.

Marking Scheme	Evaluation Guidance
<p>[Pass]</p>	<p>By selecting YES, 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;</p> <p>OR</p> <p>you have not got 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 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 Agreement or at a later date when you receive sensitive and personal information with regard to the Services;</p> <p>OR</p> <p>you have not got 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 Agreement or at a later date when you receive sensitive and personal information with regard to the Services) 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;</p> <p>OR</p> <p>Your organisation is exempt from complying with the requirement of having a Cyber</p>

	<p>Essentials Certificate 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 body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies.</p>
<p>[Fail]</p>	<p>By selecting NO, you have confirmed that you have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, and cannot demonstrate (or, will not be able to by the commencement date of the Contract Agreement 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;</p> <p>AND/OR</p> <p>you have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, and you cannot demonstrate (or, will not be able to demonstrate by the commencement date of the Contract Agreement or at a later date when you receive sensitive and personal information with regard to the Services) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:</p> <p>https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</p> <p>and/or, you cannot 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 the Cyber Essentials technical requirements;</p> <p>AND/OR</p> <p>your organisation is not exempt from complying with the requirement of having a Cyber Essentials Certificate 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 body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies.</p>

[SQD3] Employers Liability Insurance

Please select **YES**, **NO** or **N/A** to indicate whether your organisation has, or will have prior to the commencement date of the Contract, Employer’s Liability insurance of at least **£5,000,000** per incident.

YES – your organisation has, or will have in place prior to the commencement date of the Contract, Employer’s Liability insurance of at least **£5,000,000** per incident and you will provide certification of this prior to the commencement date of the Contract.

NO - your organisation does not have, and will not have in place prior to the commencement date of the Contract, Employer’s Liability insurance of at least **£5,000,000** per incident and/or you will not provide certification of this prior to commencement date of the Contract.

N/A - your organisation does not require Employer’s Liability insurance of at least **£5,000,000** per incident because your organisation employs only the owner or close family members.

Employer’s Liability insurance is a legal requirement except for businesses employing only the owner / close family members. Please note that **N/A** will therefore apply if your organisation employs only the owner or close family members.

[SQD3] Response Guidance

You must indicate whether you have, or will have, Employer's Liability insurance of at least **£5,000,000** per incident and be able to provide a valid in-date certification as evidence of the insurance being in place prior to the Commencement Date of the Contract.

Please select option **YES** - your organisation has, or will have Employer's Liability insurance of at least **£5,000,000** per incident and a certificate will be provided, **NO** or **N/A** from the drop down list.

If you indicate by selecting **NO** that your organisation does not have Employer's Liability insurance of at least **£5,000,000** per incident and/or will be unable to provide valid in-date certification as evidence of the insurance being in place prior to the Commencement Date of the Contract then you will fail this question and be disqualified from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has, or will have Employer's Liability insurance of at least £5,000,000 per incident and will provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract. OR You have selected option N/A from the drop down list.
Fail	By selecting NO , you have indicated that your organisation does not have or will not have Employer's Liability insurance of at least £5,000,000 per incident and/or will be unable to provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract.

[SQD4] Public Liability Insurance

Please select **YES** or **NO** to indicate whether your organisation has or will have in place Public Liability insurance of at least **£5,000,000** per incident prior to the Commencement Date of the Contract.

YES Your organisation has, or will have in place; Public Liability insurance of at least **£5,000,000** per incident and you will provide certification of this prior to the commencement date of the Contract.

NO Your organisation does not have and will not have in place Public Liability insurance of at least **£5,000,000** per incident prior to the commencement date of the Contract and/or you will not provide certification of this prior to commencement date of the Contract.

[SQD4] Response Guidance

You must indicate whether your organisation has or will have Public Liability insurance of at least **£5,000,000** per incident and be able to provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract.

Please select option **YES** or **NO** from the drop down list.

If you indicate that your organisation does not have Public Liability insurance of at least **£5,000,000** per incident and/or will not be able to provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract then you will fail this question and be disqualified from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has, or will have, Public Liability insurance of at least £5,000,000 per incident and will provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract.
Fail	By selecting NO , you have indicated that your organisation does not have and will not have Public Liability insurance of at least £5,000,000 per incident prior to the commencement date of the Contract and/or you will not provide certification of the insurance being in place prior to commencement date of the Contract.

[SQD5] Professional Indemnity Insurance

Please select **YES** or **NO** to indicate whether your organisation has or will have in place Professional Indemnity insurance of at least **£5,000,000** per incident and will provide valid in-date certification as evidence of the insurance being in place prior to the Commencement Date of the Contract:

YES - Your organisation has or will have in place Professional Indemnity insurance of at least **£5,000,000** per incident and you will provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract.

NO - Your organisation does not have and will not have Professional Indemnity insurance of at least **£1,000,000** per incident in place prior to the commencement date of the Contract and/or you will not provide certification of this prior to Commencement Date of the Contract.

[SQD5] Response Guidance

You must indicate whether your organisation has or will have Professional Indemnity insurance of at least **£5,000,000** per incident and provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract.

Please select option **YES** or **NO** from the drop down list.

If you indicate that your organisation does not have and/or will not have Professional Indemnity insurance of at least **£5,000,000** per incident and/or will not provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract then you will fail this question and your Tender shall be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has or will have Professional Indemnity insurance of at least £5,000,000 per incident and will provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract.
Fail	By selecting NO , you have indicated that your organisation does not have and/or will not have Professional Indemnity insurance of at least £5,000,000 per incident and/or will not provide valid in-date certification as evidence of the insurance being in place prior to the commencement date of the Contract.

[SQD6] Group of Economic Operators Legal Entity

Where a Group of Economic Operators Tender is being submitted, the Lead Contact, (the organisation who will register the private or public company with companies' house or instruct a third party to do this on their behalf) is the legal entity with whom the Authority will award a Contract Agreement to if successful.

Please select **YES** or **NO** to indicate whether you as the Lead Contact will have in place the Group of Economic Operators organisation, as a legal entity, registered at companies house and will provide the Authority with all evidence to satisfy the requirements of this document Attachment 7 Selection Questions within six (6) months of the Contract commencement date:

YES - Your organisation has or will have in place the Group of Economic Operators organisation, as a legal entity, registered at companies' house and will provide the Authority with all evidence to satisfy the requirements of this document Attachment 7 Selection Questions within six (6) months of the Contract commencement date.

NO - Your organisation does not have and will not have in place the Group of Economic Operators organisation, as a legal entity, registered at companies' house and will provide the Authority with all evidence to satisfy the requirements of this document Attachment 7 Selection Questions within six (6) months of the Contract commencement date.

Or Group of Economic Operator does not apply to your bid structure

[SQD6] Response Guidance

You must indicate whether your organisation has or will have in place the Group of Economic Operators organisation, as a legal entity, registered at companies house and will provide the Authority with all evidence to satisfy the requirements of this document Attachment 7 Selection Questions within six (6) months of the Contract commencement date.

Please select option **YES** or **NO** from the drop down list.

If you indicate that your organisation does not have and/or will not have in place the Group of Economic Operators organisation, as a legal entity, registered at companies house and will provide the Authority with all evidence to satisfy the requirements of this document Attachment 2 Selection Questions within six (6) months of the Contract commencement date you will fail this question and your Tender shall be excluded from further participation in this Procurement.

PLEASE NOTE: You will not be able to enter into a Contract with the Authority or accept any orders and/or Call Off Contracts under the Contract until you evidence that you as the Lead Contact, (the organisation who will register the private or public company with companies' house or instruct a third party to do this on their behalf) is the legal entity with whom the Authority will award a Contract Agreement to if successful. You will require the Authorities acceptance of the evidence In Writing before you receive a Contract.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has or will have in place the Group of Economic Operators organisation, as a legal entity, registered at companies' house and will provide the Authority with all evidence to satisfy the requirements of this document Attachment 7 Selection Questions within six (6) months of the Contract commencement date
Fail	By selecting NO , you have indicated that does not have and will not have in place the Group of Economic Operators organisation, as a legal entity, registered at companies' house and will provide the Authority with all evidence to satisfy the requirements of this document Attachment 7 Selection Questions within six (6) months of the Contract commencement date

[SQD7] Contract Population

Please select option YES or NO to confirm whether or not you have populated and uploaded as an attachment to your Tender, the Contract Population Template (Attachment 14). This should be attached to this question and entitled "[insert your company name]_SQD7 Contract Population Template"

[SQD7] Response Guidance

This question is for information purposes only and therefore will not be evaluated; however information submitted by Potential Providers will be used to populate the Contract Terms and Conditions for the successful bidder.

SECTION E – TECHNICAL AND PROFESSIONAL ABILITY

[SQE1] Ability to Security clear staff – SC level

The Authority shall assess your organisation’s technical and professional ability to provide a minimum of eight [8] staff who would be utilised through this contract.

Please provide details of the number of SC cleared staff, or

Your organisations existing processes in place to achieve clearance or.

Your ability to set up processes within two [2] weeks of contract award to be able to achieve clearances at SC level

Your response must not exceed 8192 characters in total

[SQE1b] Response Guidance

NOTE – this is a PASS/FAIL question. If you cannot or are unwilling to agree to this request at SQE2 you will be unable to continue in this process.

You must populate the text boxes within the e-Sourcing Suite with the number and details of the staff in your organisation;

Name

Grade

Expiry date of Current Vetting

The information provided must relate to contracts performed in the past **three** years prior to the publication of the OJEU Notice to be valid.

Marking Scheme	Evaluation Guidance
Pass	You have provided details of the Minimum of eight [8] staff who would be utilised on this contract who have already achieved clearance.
Pass	You have existing processes in place to achieve clearance for eight [8] staff
Pass	You would be able to set up a process within two [2] weeks of contract award to be able to achieve clearance for eight [8] staff
Fail	You have not provided the required information which fully complies with the response guidance. OR This question has not been answered.

[SQE2] Ability to Security clear staff – DV level

The Authority shall assess your organisation’s technical and professional ability to provide a minimum of four [4] staff who would be utilised through this contract.

Please provide details of the number of DV cleared staff, or

Your organisations existing processes in place to achieve clearance or.

Your ability to set up processes within two [2] weeks of contract award to be able to achieve clearances at DV level

Your response must not exceed 8192 characters in total

[SQE2] Response Guidance

NOTE – this is a PASS/FAIL question. If you cannot or are unwilling to agree to this request at SQE2 you

will be unable to continue in this process.

You must populate the text boxes within the e-Sourcing Suite with the number and details of the staff in your organisation;

Name

Grade

Expiry date of Current Vetting

The information provided must relate to contracts performed in the past **three** years prior to the publication of the OJEU Notice to be valid.

Marking Scheme	Evaluation Guidance
Pass	You have provided details of the Minimum of four [4] staff who would be utilised on this contract who have already achieved clearance.
Pass	You have existing processes in place to achieve clearance
Pass	You would be able to set up a process within two [2] weeks of contract award to be able to achieve clearance for staff
Fail	You have not provided the required information which fully complies with the response guidance. OR This question has not been answered.

[SQE3] Embedding P3M Principles within a Large and Complex Organisation

The Potential Provider is to describe their skills and experience of Embedding P3M principles within a Large and Complex organisation. A Large and Complex organisation is defined as:

Over 2000 employees in total with over 300 employees involved in acquisition;

Annual Procurement spend in excess of £200M demonstrating procurement of various types of equipment and services;

Based at over 6 locations within the UK.

Your response must not exceed 8192 characters in total

Please describe in the text boxes provided within the e-Sourcing Suite with one [1] contract example from the public or private sector from the past three years from the publication of the OJEU notice for this procurement opportunity that covers the scope of the Services within this Contract and provide the following information:

- i. Name of customer organisation
- ii. Customer contact name and email or telephone number
- iii. contract start and completion date
- iv. A description of the contract describing your technical capability to deliver the Services, and specifically your concise and detailed experience of P3M Principles ;

Each contract example provided must relate to contracts performed in the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be warned that they may be contacted by the Agent, as the Agent

reserves the right to verify the accuracy of the contract details provided.
 Each contract example provided must clearly and unambiguously fall within the scope of the requirement.
 Examples of contracts awarded under Contract agreements through the call-off contracts will be considered valid, but Contract agreements themselves will NOT be considered valid;
 The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice; and
 The response may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a consortium.

Your response must not exceed 8192 characters in total per contract example.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract example which fully complies with the response guidance.
Fail	You have not provided a contract example which fully complies with the response guidance. OR This question has not been answered.

[SQE4] Embedding Performance management regime within a Large and Complex organisation

Embedding Performance management regime within a Large and Complex organisation. A Large and Complex organisation is defined as:

Over 2000 employees in total with over 300 employees involved in acquisition;

Annual Procurement spend in excess of £200M demonstrating procurement of various types of equipment and services;

Based at more than 6 locations within the UK.

Please describe in the text boxes provided within the e-Sourcing Suite with one [1] contract from the public or private sector from the past **three** years from the publication of the OJEU notice for this procurement opportunity that covers the scope of the Services within scope of this Contract and provide the following information:

- Name of customer organisation
- Customer contact name and email or telephone number
- contract start and completion date
- A description of the contract describing your technical capability to deliver the Services, and specifically your experience of embedding a Performance management regime

Response Guidance

You must populate the text boxes provided within the e-Sourcing Suite with an example of one [1] contract from the public or private sector that cover the scope in addition to providing the information below.

- i. Name of customer organisation
- ii. Customer contact name and email or telephone number
- iii. Contract start and completion date
- iv. A description of the contract describing your technical capability to deliver the Services, and in particular embedding Performance Management regime within the Organisation

The contract example provided must relate to contracts performed in the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be warned that they may be contacted by the Agent, as the Agent reserves the right to verify the accuracy of the contract details provided.

The contract example provided must clearly and unambiguously fall within the scope of the requirement.

Example of a contract awarded under Contract agreements through the call-off contracts will be considered valid, but Contract agreements themselves will NOT be considered valid;

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice; and

The response may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a consortium.

Your response must not exceed 8192 characters in total .

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract example which fully complies with the response guidance.
Fail	You have not provided a contract example which fully complies with the response guidance. OR This question has not been answered.

[SQE5] Acquisition Reform Work in a Large and Complex organisation.

A Large and Complex organisation is defined as:

Over 2000 employees in total with over 300 employees involved in acquisition;

Annual Procurement spend in excess of £200M demonstrating procurement of various types of equipment and services; Based at more than 6 locations within the UK.

Please describe in the text boxes provided within the e-Sourcing Suite with one [1] contract from the public or private sector from the past **three** years from the publication of the OJEU notice for this procurement opportunity that covers the scope of the Services within scope of this Contract and provide the following information:

- Name of customer organisation
- Customer contact name and email or telephone number
- contract start and completion date
- A description of the contract describing your technical capability to deliver the Services and specifically your experience of Acquisition reform work

Your response must not exceed 8192 characters in total .

Response Guidance

You must populate the text boxes provided within the e-Sourcing Suite with example of a contract from the public or private sector that cover the scope in addition to providing the information below.

- i. Name of customer organisation
- ii. Customer contact name and email or telephone number
- iii. Contract start and completion date
- iv. A description of the contract describing your technical capability to deliver the Services, and in particular Acquisition reform work

The contract example provided must relate to contracts performed in the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be warned that they may be contacted by the Agent, as the Agent reserves the right to verify the accuracy of the contract details provided.

The contract example provided must clearly and unambiguously fall within the scope of the requirement.

Example of a contract awarded under Contract agreements through the call-off contracts will be considered valid, but Contract agreements themselves will NOT be considered valid;

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice; and

The response may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a consortium.

Your response must not exceed 8192 characters in total .

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract example which fully complies with the response guidance.
Fail	You have not provided a contract example which fully complies with the response guidance. OR This question has not been answered.

[SQE6] Embedding change within a Large and Complex organisation.

A large and Complex organisation is defined as:

Over 2000 employees in total with over 300 employees involved in acquisition;

Annual Procurement spend in excess of £200M demonstrating procurement of various types of equipment and services;

Based at more than 6 locations within the UK.

Please describe in the text boxes provided within the e-Sourcing Suite with one [1] example of a contract from the public or private sector from the past **three** years from the publication of the OJEU notice for this procurement opportunity that covers the scope of the Services within scope of this Contract and provide the following information:

- Name of customer organisation
- Customer contact name and email or telephone number
- contract start and completion date
- A description of the the contract describing your technical capability to deliver the Services, and specifically your experience of embedding change within the Organisation

Your response must not exceed 8192 characters in total

Response Guidance

You must populate the text boxes provided within the e-Sourcing Suite with a contract from the public or private sector that cover the scope in addition to providing the information below.

- i. Name of customer organisation
- ii. Customer contact name and email or telephone number
- iii. Contract start and completion date
- iv. A description of the contract describing your technical capability to deliver the Services, and in particular embedding change in the organisation

The contract example provided must relate to contracts performed in the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be warned that they may be contacted by the Agent, as the Agent reserves the right to verify the accuracy of the contract details provided.

The contract example provided must clearly and unambiguously fall within the scope of the requirement.

Example of a contract awarded under Contract agreements through the call-off contracts will be considered valid, but Contract agreements themselves will NOT be considered valid;

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice; and

The response may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a consortium.

Your response must not exceed 8192 characters in total.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract example which fully complies with the response guidance.
Fail	You have not provided a contract example which fully complies with the response guidance. OR This question has not been answered.

[SQE7] Embedding behavioural change within a Large and Complex organisation.

A Large and Complex organisation is defined as:

Over 2000 employees in total with over 300 employees involved in acquisition;

Annual Procurement spend in excess of £200M demonstrating procurement of various types of equipment and services;

Based at more than 6 locations within the UK.

Please describe in the text boxes provided within the e-Sourcing Suite with a example of a contract from the public or private sector from the past **three** years from the publication of the OJEU notice for this procurement opportunity that covers the scope of the Services within scope of this Contract and provide the following information:

- Name of customer organisation
- Customer contact name and email or telephone number
- contract start and completion date
- A description of the contract describing your technical capability to deliver the Services, and specifically your experience of embedding behavioural change within an organisation

Your response must not exceed 8192 characters in total.

Response Guidance

You must populate the text boxes provided within the e-Sourcing Suite with an example of a contract from the public or private sector that cover the scope in addition to providing the information below.

- i. Name of customer organisation
- ii. Customer contact name and email or telephone number
- iii. Contract start and completion date
- iv. A description of the two contracts describing your technical capability to deliver the Services, and in particular embedding change in the organisation

The contract example provided must relate to contracts performed in the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be warned that they may be contacted by the Agent, as the Agent reserves the right to verify the accuracy of the contract details provided.

The contract example provided must clearly and unambiguously fall within the scope of the requirement.

Examples of a contract awarded under Contract agreements through the call-off contracts will be considered valid, but Contract agreements themselves will NOT be considered valid;

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice; and

The response may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a consortium.

Your response must not exceed 8192 characters in total per contract example.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract example which fully complies with the response guidance.
Fail	You have not provided a contract example which fully complies with the response guidance. OR This question has not been answered.

[SQE8] Team mentoring/coaching in a within a Large and Complex organisation.

A Large and Complex organisation is defined as:

Over 2000 employees in total with over 300 employees involved in acquisition;

Annual Procurement spend in excess of £200M demonstrating procurement of various types of equipment and services;

Based at more than 6 locations within the UK.

Please describe in the text boxes provided within the e-Sourcing Suite with a contract from the public or private sector from the past **three** years from the publication of the OJEU notice for this procurement opportunity that covers the scope of the Services within scope of this Contract and provide the following information:

- Name of customer organisation
- Customer contact name and email or telephone number
- contract start and completion date
- A description of the contract describing your technical capability to deliver the Services, and specifically your experience of Team Mentoring/coaching in a central Government Department or Similar Organisation undergoing significant change

Your response must not exceed 8192 characters in total per contract example.

Response Guidance

You must populate the text boxes provided within the e-Sourcing Suite with an example of a contract from the public or private sector that cover the scope in addition to providing the information below.

- i. Name of customer organisation
- ii. Customer contact name and email or telephone number
- iii. Contract start and completion date
- iv. A description of the contract describing your technical capability to deliver the Services, and in particular Team mentoring/coaching in an organisation undergoing significant change

The contract example provided must relate to a contract performed in the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be warned that they may be contacted by the Agent, as the Agent

reserves the right to verify the accuracy of the contract details provided.

The contract example provided must clearly and unambiguously fall within the scope of the requirement.

Examples of a contract awarded under Contract agreements through the call-off contracts will be considered valid, but Contract agreements themselves will NOT be considered valid;

The customer contract provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice; and

The response may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a consortium.

Your response must not exceed 8192 in total.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract example which fully complies with the response guidance.
Fail	You have not provided a contract example which fully complies with the response guidance. OR This question has not been answered.