

**Attachment 2b – Lot 4 Transition Support Services (Mobile Voice and Data Services) Certificate of Technical and Professional Ability**

**RM6261 – Mobile Voice and Data Services**

**Instructions**

We require you to demonstrate that you have delivered Transition Support Services within the scope of Lot 4. For the assessment of Technical and Professional ability the relevant Services are listed within Section A of this Certificate of Technical and Professional ability (COTPA) To do so, you are required to download, complete and submit two (2) Certificates of Technical and Professional ability (COTPA). Each COTPA must reference a different Contract.

You are required to complete section A within the COTPA.

The customer must verify that the information you have provided in section A is true and accurate by completing and signing Section B within the COTPA.

The form of the COTPA is set out below.

You must submit the completed COTPA for Lot 4 Transition Support Services by uploading this file to question 1.52.5 within the online selection questionnaire (qualification envelope) as a ZIP file.

Name your ZIP file in the following format: ***organisation name\_Lot 4TransitionSupport ServicesCOTPA***

Please note that we reserve the right to contact the customer listed in the certificates to verify the information provided. You must notify the customer that they may be contacted by us.

**Mandatory requirements**

* the COTPA must evidence a contract that you have delivered in the **3 years prior** to the publication of the contract notice for this competition, or an ongoing contract you are currently delivering that has been ongoing for a minimum of six months. If the contract is ongoing you must be delivering the services. You cannot use a contract where you have not yet started to deliver the services
* projects only need to have been completed within the time limit stated above. It is acceptable for the project to have commenced prior to August 2019
* contracts must have been successful in **implementation and mobilisation** and have become **operational**
* each contract must evidence the Services being delivered from **within the United Kingdom** (i.e. not delivered offshore)
* the contract can be from the public or private sector or Third Sector e.g. Charity
* it is possible to submit more than one Certificate, and potentially all of the Certificates from the same client organisation, providing they are different contracts, with each certificate meeting all of the COTPA requirements as specified by the Authority
* examples of call-off contracts awarded under framework contracts will be considered valid, but framework contracts themselves will not be valid
* no attachments other than the certificates are permitted. Any additional documents submitted will be disregarded
* examples may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium. Where you relied on other such entities to perform the contract, you need to tell us who they were and describe the function that each such other entity performed under the contract
* customer contacts provided must not have been 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 contract notice
* if you delivered work for a client who has since left the customer organisation you worked for, they cannot sign off on the COTPA. A COTPA must be signed by an existing employee of the company for whom the work was undertaken
* although physical customer signatures on the COTPAs would be preferable, we recognise that this might be problematic for some customers. Therefore, if a customer is unable to print off a completed Certificate, sign it and return a scanned copy to the Bidder, a digital signature is an acceptable alternative
* if bidding for either Lot 1, Lot 2 or Lot 3 in addition to Lot 4, it is permissible to re-use the same customer contract example on COTPAs for different lots, provided that it covers the requirements. However, a separate COTPA must be submitted for each Lot (and each service line in Lot 4) for which you are bidding, using the relevant COTPA template, which must be signed off separately by the customer

**Certificates of Technical and Professional Ability will be marked PASS/FAIL**

You may fail Part 11 – Technical and Professional Capability of the selection questionnaire and be excluded from the competition if:

* your COTPA does not meet all the mandatory requirements set out above
* you do not tick the box to confirm that you have provided the full scope of the Services as detailed within Section A. You have not completed all of the information requested in the Certificate of Technical and Professional Ability
* your customer has not provided the required certification information in section B of the Certificate of Technical and Professional Ability
* we contact the customer to verify the information provided and they cannot or will not verify the information. It is vital that you select a customer that is prepared to verify the information you have provided and be contactable in the event that clarification is required

If we determine that you have failed Part 11 – Technical and Professional Capability of the selection questionnaire we will notify you and tell you the reasons for this.

**Certificate of Technical and Professional Ability**

**RM6261 – Mobile Voice and Data Services – Lot 4**

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| **Section A - To be completed by the bidder** | |
| **Lot Title: Lot 4 Transition Support Services Mobile Voice and Data Services** | |
| **Name of bidder:** | [bidder’s name] |
| **Certificate of Technical and Professional Ability - details of the contract, to be certified by the customer in Section B.** | |
| **Name of customer:** | [customer name] |
| **Name of supplier:**  **If you were not the Prime Contractor please state whether you were a Key Subcontractor or part of a Consortium.**  **Where you are relying on the capacity of another entity to demonstrate technical and professional ability e.g. you are relying on a proposed Key-Subcontractor, then they should be named as the supplier.**  **Where you want to rely on the capacities of other entities, you shall prove to us that you will have at your disposal the resources necessary. To that end please complete Attachment 4 - Information and Declaration workbook for each entity** | [supplier name] [additional information] |
| **Contract title:** | [contract title] |
| **Contract start date:** | [dd/mm/yyyy] |
| **Contract end date / anticipated end date:** | [dd/mm/yyyy] |
| **OJEU/FTS Award Notice reference or**  **Contracts Finder reference:**  *(for Public Sector Contracts only – enter N/A if not applicable)* | OJEU/FTS Award Notice or Contracts Finder reference:  [e.g. 2011/S 239-387260] |
| The certification you provide **must** cover the Transition Support Services Service Element of Lot 4 (Mobile Voice and Data Services), which is listed below. The Transition Support Services Service Element is further detailed within Lot 4 - Framework Schedule 1 - Specification.  Please tick the box to confirm that you have provided the full scope of Service Elements to the Customer.  **Service Elements for Transition Support Services for Mobile or the following services as outlined in the specification;**   1. delivered objective advice relating to transition support services, using different grades of consultants. Provided details about the identification of options with recommendations as well as implementation and delivery 2. provided advice and assurance on transition via outline strategies and project plans on different delivery options to the customer with a clear assessment of each option including, but not limited to, the practicality, timescales, cost, comparative value for money and risk 3. worked with customer stakeholders to ensure compliance with relevant regulations and managed any arising issues that may have impacted the on-time delivery of the transition 4. provided and maintained a full project plan which included outputs and milestones and managed the plan to ensure the delivery of the transition to agreed timescales and within budget. Identified options to mitigate any deviations from the agreed timescales and budget and communicated these to the customer 5. engaged with customers while delivering your service: reported on progress, maintained a risks and issues log which identified and assessed risks and issues associated with the implementation and adoption of the strategy, mitigated identified risks for the Customer 6. transferred knowledge acquired during the term of the contract to the Customer, allowing the Customer to improve awareness of strategic approaches and market intelligence and to share learnings with internal and external stakeholders   𝥷 I confirm that the full scope of the Service Elements listed above has been delivered to the Customer. | |

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| **Section B - To be completed by the customer** | |
| **Certificate of Technical and Professional Ability - Customer contact details** | |
| **Customer contact name:** | [name of customer contact] |
| **Customer address:** | [customer address] |
| **Customer direct line:** | [customer telephone number] |
| **Customer email:** | [customer email] |
| **Customer confirmation:** | |
| We hereby certify that, to the best of our knowledge and belief, the supplier has satisfactorily supplied the services and delivered the deliverables and the outcomes described above at Section A in accordance with the contract. | Authorised signature (either double-click on signature box below to digitally sign or copy & paste in an image file of your signature): |
| **Liability for customer certifying Certificate of Technical and Professional Ability:** | |
| In signing this Certificate of Technical and Professional Ability I confirm that I have the necessary authority to do so on behalf of the organisation for which the works and services were provided.  Whilst the information in this certificate has been provided in good faith in the belief that it is truthful and accurate, the customer does not assume any responsibility or any liability nor make any guarantee, representation or warranty as to the contents of this certificate. The customer shall not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the certificate and its content, to the fullest extent permitted by law.  Nothing in this certificate shall affect, or constitute a waiver of, the customer's rights or remedies in relation to the contract. | |