# Standard Selection Questionnaire

**MOPAC (VRU) Youth Practitioners’ Leadership Programme**

**Bidders must answer all questions**

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| **Section 1 - Supplier Information** | | | **Yes/ No** |
| Name of the organisation submitting the quotation. |  | | |
| Contact name and details for enquiries about this submission (to include contact name, job title, address, phone number, email, website address) to be provided as an attachment on company headed paper. |  | | |
| Trading names that will be used if successful in this procurement. |  | | |
| Trading status i.e. Public Limited Company, Limited Company, Limited Liability Partnership, Other Partnership, Sole Trader, Third Sector, Other). |  | | |
| Please confirm if you are a self- employed consultant or individual. The VRU will be required to complete the IR35 HMRC 'Check Employment Status for Tax' questionnaire. |  | |  |
| Company / Charity registration number (if applicable). |  | | |
| DUNS number (if applicable). |  | | |
| Approval to carry out a credit check (should this be needed) to assure the VRU of your organisation’s financial sustainability throughout the contract term. The VRU run the checks through Dun & Bradstreet. |  | |  |
| VAT registration number. |  | | |
| Registration with appropriate professional or trade register(s) – please include your membership number. |  | | |
| Is your organisation classified as an SME? See definition here <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> |  | |  |
| Details of parent company (if applicable). Please include organisation name, company registration number, address and contact details. |  | | |
| Are you intending to subcontract any part of the contract or  service?  If yes, please name sub-contractor, percentage of contract they will perform. |  | |  |
| Section 2: Exclusion Grounds |  | |  |
| Within the past 5 years have you or your organisation or any other person who has power of representation, decision or control in the organisation been convicted anywhere in the world of any of the following offences:   * Participation in a criminal organisation * Corruption * Fraud * Terrorist offences or offences of offences linked to terrorist activities * Money Laundering or Terrorist financing * Child labour and other forms of trafficking of human beings |  | |  |
| * Have you fulfilled your obligation related to payment of taxes and social security contribution? |  | |  |
| * Within the past 3 years, anywhere in the world, have you, your organisation or any other person who has powers of representation, decision or control been convicted of breech(s) of: * Environmental obligations * Social obligations * Labour law obligations |  | |  |
| Has your organisation been bankrupt, insolvent, subject to compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings? |  | |  |
| Has your organisation been convicted of a criminal offence related to business or professional misconduct? |  | |  |
| **Section 3: Economic and Financial Standing** | | | |
| The VRU will carry out financial due diligence checks prior to the offer of funding. This will ensure that any risks to either the programme’s success and project objectives, or the funding itself, has been considered and deemed acceptable.  Please provide the most recent two years of audited accounts OR a statement of turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of operations where this information is not available in audited form.\*  \*A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.  \*Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | |
| In accordance with Public Contracts Regulations 2015 contracting authorities, contractors and their subcontractors are required to ensure prompt payment through their supply chain(s). Please confirm that you will meet this legal requirement. | |  | |
| Section 4: Insurance | | | |
| Please confirm that you hold public liability and employer’s liability insurance policies, the levels of insurance cover indicated below:     * Professional Indemnity: £1,000,000 * Public liability: £10,000,000 * Employer’s Liability: £10,000,000   It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £10 million as a minimum.  Please note this requirement is not applicable to Sole Traders.  The successful bidder will be required to supply valid insurance certificates in line with the above prior to commencement of the work. | |  | |
| Section 5: Policies | | | |
| Please confirm your organisation has a written health and safety policy that could be provided upon request. | |  | |
| Does your organisation have a written equalities policy that could be provided upon request? | |  | |
| Business Continuity Plan  A Business Continuity Plan is a plan to that explains how business processes and operations can continue during a time of emergency or disaster and includes an exit management plan.  Please confirm that you have a business continuity plan, which you would make immediately available to MOPAC (VRU) should you be successful with your bid, and/or work with MOPAC (VRU) to have one in place within three months of contract award. | |  | |
| Please confirm that you have appropriate security clearance checks, or other clearance in place that may be required by volunteers and staff. | |  | |
| If your organisation works with children and vulnerable adults, please confirm that you have policies in place which reflect current legislation. | |  | |
| Please confirm that your organisation is General Data Protection Regulation (GDPR) compliant. | |  | |
| Are you a relevant commercial organisation as defined by section 54 (“Transparency in the supply chain etc”) of the Modern Slavery Act 2015?  If you have answered yes, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | |  | |
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| Please advise if there is any conflict of interest to be disclosed? | |  | |
| **Section 6: Quality Statement including**     * The Supplier’s Proposal * Key Personnel   If the supplier’s proposal which includes the quality statement, proposal and list of key personnel does not meet the requirements of the VRU, this may at the discretion of the VRU result in a Fail for this section. | | | |
| Please can you confirm that your quality statement including proposal and key personnel meets the VRU’s specification?  *The VRU will review your response to confirm this statement and reserves the right to ask for further clarification.* | |  | |