

# **Clean Sport Hub: Learning Management System & Assurance Portal**

**Appendix III – Tender Questionnaires**  
**Date: 31/01/2025**

# **PART A**

## **SELECTION QUESTIONNAIRE (SQ)**

## **Clean Sport Hub: Learning Management System & Assurance Portal**

### **OPEN PROCEDURE**

#### **Notes for completion**

1. The “authority” means the contracting authority (UKAD), or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e., the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2.
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	

1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>2</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more.  (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company:  - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable)  (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company:  - Full name of the ultimate parent company	

<sup>1</sup> See UK definition of SME [Small to medium sized enterprise \(SME\) action plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274622/small-to-medium-sized-enterprise-sme-action-plan.pdf)

<sup>2</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

	<ul style="list-style-type: none"> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	
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### Contact details and declaration

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.2(a)	Contact name	
1.2(b)	Name of organisation	
1.2(c)	Role in organisation	
1.2(d)	Phone number	
1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>  The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation have been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>	
	Participation in a criminal organisation	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Corruption	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Fraud	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted.</p>	

	If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion
	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a	Yes <input type="checkbox"/> No <input type="checkbox"/>

	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?	If yes, please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(j) – (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
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## Part 3: Selection Questions

Section 4	Technical and Professional Ability
4.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past three years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p><b>Please note that UKAD may contact the individuals referenced in order to verify the responses provided.</b></p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			

<b>Contract completion date</b>			
<b>Estimated contract value</b>			

<b>4.2</b>	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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<b>4.3</b>	Please confirm (for information purposes) details of the solution provided by your organisation should you be successfully appointed as the Supplier (100 words maximum per answer):	
	<p>(a) What type of supplier of the LMS are you?</p> <ul style="list-style-type: none"> <li>• Not a reseller</li> <li>• Reseller providing extra features and support</li> <li>• Reseller providing extra support</li> <li>• Reseller (no extras)</li> <li>• Consortium</li> </ul>	
	<p>(b) Using your LMS</p> <ul style="list-style-type: none"> <li>• Web browser interface</li> <li>• Application to install</li> <li>• Mobile devices</li> </ul>	
	<p>(c) User support</p> <ul style="list-style-type: none"> <li>• Email or online ticketing</li> <li>• Phone</li> <li>• Web chat</li> <li>• Onsite support</li> </ul>	
	<p>(c) What is your cloud deployment model?</p> <ul style="list-style-type: none"> <li>• Public cloud</li> <li>• Private cloud</li> <li>• Community cloud</li> <li>• Hybrid cloud</li> </ul>	
	(d) Datacentre security standard	

	<ul style="list-style-type: none"> <li>Complies with a recognised standard (for example CSA CCM version 3.0)</li> </ul>	
	(e) Metrics reporting <ul style="list-style-type: none"> <li>API access</li> <li>Real-time dashboards</li> <li>Regular reports</li> <li>Reports on request</li> </ul>	
	(f) Data protection between buyer and supplier networks <ul style="list-style-type: none"> <li>Private network or public sector network</li> <li>TLS (version 1.2 or above)</li> <li>IPsec or TLS</li> <li>VPN gateway</li> <li>Bonded fibre optic connections</li> </ul>	
	(g) Data protection within supplier network <ul style="list-style-type: none"> <li>TLS (version 1.2 or above)</li> <li>IPsec or TLS</li> <li>VPN gateway</li> </ul>	
	(h) User authentication <ul style="list-style-type: none"> <li>2-factor authentication</li> <li>Public key authentication (including by TLS client certificate)</li> <li>Identity federation with existing provider (for example Google Apps)</li> <li>Limited access network (for example PSN)</li> <li>Dedicated link (for example VPN) Username or password</li> </ul>	
	(i) Management access authentication <ul style="list-style-type: none"> <li>2-factor authentication</li> <li>Public key authentication (including by TLS client certificate)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Identity federation with existing provider (for example Google Apps)</li> <li>• Limited access network (for example PSN)</li> <li>• Dedicated link (for example VPN) Username or password</li> </ul>	
	(j) Security certification <ul style="list-style-type: none"> <li>• ISO/IEC 27001 (service security)</li> <li>• ISO 28000:2007 (supply chain security)</li> <li>• CSA STAR (service security)</li> <li>• CSA CCM version 3.0</li> <li>• PCI DSS (payment card security)</li> <li>• Cyber Essentials</li> </ul>	
	(k) Staff security clearance <ul style="list-style-type: none"> <li>• Conforms to BS7858:2012</li> </ul>	
	(l) Minimum government security clearance <ul style="list-style-type: none"> <li>• Developed Vetting (DV)</li> <li>• Security Clearance (SC)</li> <li>• Baseline Personnel Security Standard (BPSS)</li> </ul>	

<b>4.4</b>	Please confirm that the Solution provided by your organisation should you be successfully appointed as the Supplier meets the following requirements stipulated (100 words maximum per answer):	
	(a) Project delivery <ul style="list-style-type: none"> <li>• Solution by be delivered (go live) by September 2025</li> </ul>	
	(b) Data storage and processing locations <ul style="list-style-type: none"> <li>• United Kingdom</li> <li>• European Economic Area (EEA)</li> <li>• EU-US Privacy Shield agreement locations</li> </ul>	
	(c) Availability zones	

	<ul style="list-style-type: none"> <li>If your availability zone is outside of the UK or EEA, would you be prepared to host an instance within one of these zones?</li> </ul>	
	(d) Government Design Guidelines <ul style="list-style-type: none"> <li>Experience of delivering a discovery phase in line with GDS Guidelines</li> </ul>	
	(e) Web Content Accessibility Guidelines 2.1 (AA) <ul style="list-style-type: none"> <li>The solution must meet WCAG 2.1 (AA)</li> </ul>	

<b>4.5</b>	If the Solution to be provided by your organisation cannot meet at least one of more of the criteria in 6.3 and 6.4, please provide an explanation below.

<b>Section 5</b>	<b>Modern Slavery Act 2015 or equivalent local legislation (please give details): Requirements under Modern Slavery Act 2015</b>	
<b>5.1</b>	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act") or equivalent local legislation?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>5.2</b>	If you have answered yes to question 7.1, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015 or equivalent local legislation?	Yes <input type="checkbox"/> Please provide the relevant URL  No <input type="checkbox"/> Please provide an explanation

## 6. Additional Questions

Bidders who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 6	Additional Questions
6.1	Insurance
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £5 million</p> <p>Public Liability Insurance = £5 million</p> <p>Professional Indemnity Insurance = £2 million</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>