

COLOUR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

1 Qualification Envelope

1.1 Potential Supplier information questionnaire

Question	Description	Response Type	Response Guide	Response
1.1.1	Note Note Details The "authority" means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.			
1.1.2	Note "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			
1.1.3	Note 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			
1.1.4	Note Please answer the following questions in full.			
1.1.5	A1 Full name of the potential supplier submitting the information	Text	Enter plain text	
1.1.6	A2 Registered office address (if applicable)	Text	Enter plain text	
1.1.7	A3 Registered website address (if applicable)	Text	Enter plain text	
1.1.8	A4 Contact name	Text	Enter plain text	
1.1.9	A5 Role in organisation	Text	Enter plain text	
1.1.10	A6 Phone number	Text	Enter plain text	
1.1.11	A7 E-mail address	Text	Enter plain text	
1.1.12	A8 Postal address	Text	Enter plain text	
1.1.13	A9 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Text	Enter plain text	
1.1.14	A9a If you responded yes to A9a, please provide the relevant details, including the registration number(s).	Text	Enter plain text	
1.1.15	A10 Are you a Small, Medium or Micro Enterprise (SME)?	Text	Enter plain text	
1.1.16	A11 The detailed grounds for mandatory exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions. 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 been convicted anywhere in the world of any of the offences within the summary below and listed at the web page below. Supplier guidance: The supplier shall answer yes or no to each of the sub criteria questions. In the event of answering 'Yes' they should proceed to A11g and h. Scoring criteria: Pass / Fail An answer of 'No' shall result in a Pass A answer of 'Yes' shall result in proceeding to Question A11g and A11h to consider if their actions are appropriate to result in a 'Pass'	Text	Enter plain text	
1.1.17	Note Note Details URL https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf			
1.1.18	A11a Conviction for Participation in a criminal organisation.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.19	A11b Conviction for Corruption.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.20	A11c Conviction for Fraud.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.21	A11d Conviction for Terrorist offences or offences linked to terrorist activities	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.22	A11e Conviction for Money laundering or terrorist financing	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.23	A11f Conviction for Child labour and other forms of trafficking in human beings	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.24	A11g If you have answered yes to questions A11a to A11f, please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. Supplier guidance – maximum character count 2000 – no attachments permitted	Text	Enter plain text	
1.1.25	A11h If you have answered Yes to any of the points above in questions A11a to A11f - have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Text	Enter plain text	
1.1.26	A12 Regulation 57(3) 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/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.27	A12a If you have answered yes to question A12, 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.	Text	Enter plain text	
1.1.28	A12 note 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			
1.1.29	A13 Regulation 57 (B) The detailed grounds for discretionary exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions. 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. Scoring criteria: Pass / Fail An answer of 'No' shall result in a Pass	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.30	Note Note Details URL https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf			
1.1.31	A13a Breach of environmental obligations?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.32	A13b Breach of social obligations?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.33	A13c Breach of labour law obligations?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	

1.1.34	A13d	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/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.35	A13e	Guilty of grave professional misconduct?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.36	A13f	Entered into agreements with other economic operators aimed at distorting competition?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.37	A13g	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? Supplier guidance: Examples of circumstances in which potential conflicts could arise include (but are not limited to) where: A Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation has carried or is carrying out any work for the CCG or predecessor body in the last six months; A Relevant Organisation is providing services for more than one potential bidder in respect of this project or procurement process. A conflict of interest will not be deemed to arise solely by virtue of a person's employment or engagement by a Clinical Commissioning Group, Strategic Health Authority or other NHS body (although bidders are requested to disclose such relationships for information purposes only). For example, GPs engaged under a GMS contract will not be considered to have a conflict of interest by virtue of such practising arrangements.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.38	A13h	Been involved in the preparation of the procurement procedure?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.39	A13i	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?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.40	A13j	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/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.41	A13j i	The organisation has withheld such information.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.42	A13j ii	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.43	A13j iii	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/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.44	A13k	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). Supplier guidance – maximum character count 2000 – no attachments permitted	Text	Enter plain text	

1.2 Procurement questionnaire					
Question	Description	Response Type	Response Guide	Response	
1.2.1	A14	We understand that the Government's transparency agenda requires that sourcing documents, including ITT templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by Midlands and Lancashire CSU, including the ITT, and any contract entered into by Midlands and Lancashire CSU or Blackpool CCG with its preferred supplier once the procurement is complete. By submitting a response to this ITT we agree that our participation may be made public. We understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FoI) or Environmental Information Regulations 2004(EIR)). We understand that where sourcing documents issued by Midlands and Lancashire CSU or contracts with its suppliers fall to be disclosed Midlands and Lancashire CSU will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOI or EIR and subject to any specific exemptions detailed by Potential Suppliers below	Text	Enter plain text	
	Note	Note Details			
1.2.2	A14 continued	Supplier guidance Midlands and Lancashire CSU encourages its Potential Suppliers to take their own legal advice about the FoI Act. The Contracting Authority shall not be held liable for any actions claims or costs howsoever arising. Midlands and Lancashire CSU considers that the following information is likely to be captured by the "confidential" (s.41 absolute exemption) and/or "commercial interest" (s.43 qualified exemption) and therefore maybe subject to the Public Interest test: • Trade secrets; or • Financial, commercial, scientific, technical or other information whose disclosure could reasonably be expected to result in a material financial loss or gain to the person to whom the information relates; or • Where disclosure could prejudice the competitive position of that person in the conduct of his/her profession or business or otherwise in his/her occupation; or • Where disclosure could prejudice the conduct or outcome of contractual or other negotiations of the person to whom the information relates. NB: Contractors should note that claiming blanket confidentiality of tender documentation, breaches current Government guidelines provided to the Authority and will not be accepted, therefore rendering the entire tender documentation disclosable under the FoI Act. The Potential Supplier shall answer Exemptions or No exemptions Scoring criteria Pass / Fail In the event of a Potential Supplier entering Exemptions they should specify if the exemption applies under FOI or EIR, the 'Confidential' or 'Commercial Interest exemptions' they are relying on and the justification for the exemption. Exemptions – Exemptions to EIR or FOI which MLCSU accept are reasonable – Pass Exemptions – Exemptions to EIR or FOI which MLCSU accept are not reasonable – Fail No Exemptions – Pass			
Question	Description	Response Type	Response Guide	Response	
1.2.3	A15	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: Yes / No Employer's (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £5,000,000 Professional Indemnity Insurance = £10,000,000 *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.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.2.4	A16	Form of Bid - We declare that to the best of our knowledge the answers submitted in this ITT are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for MLCSU's requirement and I am signing on behalf of my organisation. We understand that the MLCSU may reject this RFP if there is a failure to answer all relevant questions fully or if we provide false/misleading information. By submitting a response to this ITT we agree that our participation may be made public. By submitting a response to this ITT we agree and accept the justification for the MLCSU's evaluation criteria. By submitting a response to this ITT we agreed and accept that MLCSU reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part. By submitting a response to this ITT we agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. MLCSU is not liable for any costs resulting from cancellation of this process nor any costs incurred by Potential Suppliers taking part in this procurement process. Supplier guidance The Potential Supplier shall answer Yes or No Scoring criteria Pass / Fail Yes – Pass No – Fail	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	

1.2.5	A17	<p>Certificate of Bona Fide Bid - The essence of procurement is that the CCG shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <p>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</p> <p>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</p> <p>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p>	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
Note					
1.2.6	A17 continued	<p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not. We acknowledge that MLCSU will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our or without our knowledge) shall have practiced collusion in bidding for this contract or any other contract with MLCSU or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with MLCSU.</p> <p>We agree that MLCSU may disclose the Potential Suppliers information / documentation (submitted to MLCSU during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p> <p>It is certified that the named contact is a Member/ Employee of the bidding organisation and has the necessary consents, powers and authority to bid for, and provide, the services detailed in this ITT response.</p> <p>Supplier guidance The Potential Supplier shall answer Yes or No Scoring criteria Pass / Fail Yes – Pass No – Fail</p>			
Question		Description	Response Type	Response Guide	Response
1.2.7	A18	<p>No Inducement -We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body, therefore we hereby certify and undertake and bind and obligate ourselves and our Connected Persons (as defined below) that we and our Connected officer or employee of the CCG or the Department of Health or any person acting as an advisor for the Customer in connection with the selection of Potential Suppliers and/or the selection of any submissions, proposals or bids in relation to this project and that our Connected Persons have not nor will so canvass or solicit any staff member of MLCSU or the CCG.</p> <p>We agree that we shall be responsible for any failure on the part of Connected Persons to abide by such terms to the same extent as if such failure had been our own action or omission. We hereby declare that we are authorised to supply the information given and that, at the date of signing, the information given is a true and accurate record.</p> <p>Supplier guidance The Potential Supplier shall answer Yes or No Scoring criteria Pass / Fail Yes – Pass No – Fail</p>	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	

2 Technical Envelope

2.1 Service requirements questionnaire

Question	Description	Response Type	Response Guide	Response
2.1.1	<p>SW11</p> <p>Please confirm that you can meet the requirements of 'Appendix A Services Specification' in full.</p> <p>Supplier guidance The Potential Supplier shall answer Yes or No. Scoring criteria -pass / fail Yes – pass No – fail</p>	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
2.1.2	<p>SW12</p> <p>Please can you describe the team who will provide to meet the requirements of the Services Specification</p> <p>Response should include as a minimum but not be limited to: Summary of each team members skill set and experience relevant to the Service Specification Your Organisations experience and knowledge in providing a community based Pulmonary Rehabilitation service with a similar pathway/service delivery model including ability and evidence of innovation and meeting challenges. Your team expertise in delivering similar services The role they will perform in meeting the requires of the Service Specification Your experience with online tool usage for patient self-management. Your proposed service model to deliver the outcomes of the project Your proposed staff structure (both operational and management), number of staff, lines of responsibility and accountability Your safe staffing numbers How you will manage cover for planned and unplanned leave and changes in the level of demand for the service Your proposed approach to delivering programmes of education for patients The approach you will use of deliver the service Any innovation or added value you intend to offer, and how this approach will improve patient outcomes How you will offer signposting to other appropriate services and collaborate with other health economy providers delivering commissioned care to patients.</p> <p>Supplier guidance Maximum character count 5000 – including permitted attachments Scoring criteria – maximum score 8%</p>	Attachment	The applicable attachment must be uploaded	
2.1.3	<p>SW13</p> <p>Bidders must describe the process of how they will engage and involve patients and carers in the development and delivery of this service.</p> <p>Response should include as a minimum but not be limited to: How you collaborate with the customer to ensure the approach is effective How you will evaluate the effectiveness of the marketing to ensure it is targeted to manage demand in alignment with the available budget for the Services Identify key patient groups; Engagement with the local community to identify needs (including hard to reach groups); Undertaking continuous service user engagement; Implementing service development resulting from engagement and consultation exercises; Sharing information and decisions; Ensuring practice strategies dovetail with Blackpool CCGs strategy for patient engagement. Encouraging service users to register complaints, compliments, concerns and comments about the service and how you will record, analyse and act on such feedback.</p> <p>Supplier guidance Maximum character count 5000 – including permitted attachments Scoring criteria – maximum score 8%</p>	Attachment	The applicable attachment must be uploaded	
2.1.4	<p>SW14</p> <p>Please explain how you will monitor and encourage patients using the service</p> <p>Response should include as a minimum but not be limited to: How you will ensure patients attend face to face sessions What mechanisms you will put in place to follow up on any patients who miss face to face sessions and web based self-management tool. How you will address any issues with patients who do not have access to appropriate technology but wish to take advantage of the web based solution What mechanisms you will put in place to follow up on any patients who do not completing their course Please describe the training you will provide to ensure that patients are confident in using the web based solution and how this training will adapt for patients with limited IT skills In the event of a patient dropping out of the programme what process will the potential supplier follow to attempt to understand the reasons for the patient dropping out, encouraging them to re-join the programme and to share in what situations you would be able to increase the speed in which patients are assessed following an exacerbation of their condition?</p> <p>Supplier guidance Maximum character count 5000 – including permitted attachments Scoring criteria – maximum score 8%</p>	Attachment	The applicable attachment must be uploaded	

2.1.5	SWI5	Please provide details of your mobilisation plan for full commencement of the service from award of contract as an attachment. Include details of any risks to mobilisation and mitigation proposals and contingency cover that will be available during the mobilisation phase. Bidders are to provide a suitable and appropriate mobilisation/implementation plan. The plan must detail the key tasks and milestones on a week-by-week basis the bidder will complete during and post mobilisation period to deliver the services in accordance with the contract. The plan must set out tasks, deadlines and implementation responsibilities and be segmented into the work-streams, including: Planning /implementation and Governance arrangements across pathway; Workforce (including TUPE); Finance; IM&T; Facilities management arrangement for premises; Equipment; Communications and relationships; including how they will work with the current provider to ensure a smooth transition of services; Stakeholder engagement; Patient and Public engagement; Risk management and contingencies; Identification of potential strengths and weaknesses of workforce to deliver service and proposed solution if required; Process and service readiness tests; and Outputs/outcomes monitoring. Supplier guidance Maximum character count 5000 – including permitted attachments Scoring criteria – maximum score 6%	Attachment	The applicable attachment must be uploaded	
2.1.6	SWI6	Please detail the proposed face to face programme plan for patients detailing: The length of each session The number of sessions proposed and the content of the sessions Supplier guidance Maximum character count 2000 including attachments which are permitted. Scoring criteria –Pass / Fail The Supplier has demonstrated they have built a programme in alignment with the aspirations of Clause 3.4 of the Service Specification and will provide – pass The Supplier has failed to demonstrate they have built a programme in alignment with the aspirations of Clause 3.4 of the Service Specification and will provide – pass	Attachment	The applicable attachment must be uploaded	
2.1.7	SWI7	Please provide details of how your service will address the following: Allowing early commencement of a course Being flexible to meet the needs of the patient Accommodating patients referred following an exacerbation within 4 weeks of hospital discharge Being able to increase the speed in which patients are assessed following an exacerbation of their condition Supplier guidance Maximum character count 2000 – no attachments permitted. Scoring criteria – maximum score 2%	Text	Enter plain text	
2.1.8	SWI8	With reference to tender documentation, Bidders must describe how they will ensure effective and relevant partnership working with all stakeholders including how the provider will engage in the development locally of the new models of care introduced as part of the Five Year Forward View. Response should include the following groups: Patients/service users; CCG; CCG; Local Practices; Third Sector Organisations; Other primary care providers; and Local hospitals and community service providers. Supplier guidance Maximum character count 2000 – no attachments permitted. Scoring criteria – maximum score 2%	Text	Enter plain text	
2.1.9	SWI9	Equitable Access. With reference to tender documentation, Bidders must describe how they will deliver the service to ensure it is accessible to patients. Response should include but not be limited to: Description of booking appointment system, including: face to face, telephone, e-mail, fax and options for on-line booking facilities; Consultation methods offered to patients including telephone triage; Description of how you will actively engage with hard to reach (including housebound) patients; Processes for advising patients on services available to them; including Out of Hours and emergency provision; and How will you deliver services across more than one site (if applicable). Supplier guidance Maximum character count 2000 – no attachments permitted. Scoring criteria – pass / fail The Potential Supplier built a programme in alignment which meets all the requirements listed in the question to ensure equitable access of the service – pass The Potential Supplier failed to build a programme in alignment which meets all the requirements listed in the question to ensure equitable access of the service – pass	Text	Enter plain text	
2.1.10	SWI10	Please outline your systems (including the use of IT) for ensuring communication to referring teams (GPs) and the administration of referrals, to include: Booking of appointments (where required) How the service would be able to cope with excessive periods of demand Did Not Arrive (DNAs) Drop outs Onwards referrals and discharges including the electronic transfer of patient records Development of pathways to ensure seamless patient journeys Supplier guidance Maximum character count 2000 – no attachments permitted Scoring criteria – maximum score 4%	Text	Enter plain text	

2.2 Workforce questionnaire					
Question	Description	Response Type	Response Guide	Response	
2.2.1	SWI11	Please confirm you have policies in place to ensure you meet and keep up to date with current applicable UK employment Legislation and ensuring that these standards are upheld in your workforce policies, processes and practices. Supplier guidance The Potential Supplier shall respond Yes or No Yes - we have appropriate policies in place and accept they require review and approval by the Contracting Authority prior to any award of Contract – Pass No - we do not have nor do we intend to have appropriate systems in place prior to any award of Contract - Fail Scoring criteria Pass / Fail	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box.	
2.2.2	SWI12	Please confirm you have or intend to have policies in place to ensure that clinical staff will always have necessary registration, training, qualifications, experience and current competence to undertake their clinical roles. Supplier guidance The Potential Supplier shall respond Yes, Yes we intend or No Yes - we have appropriate policies in place and accept they require review and approval by the Contracting Authority prior to any award of Contract – Pass Yes we intend to have appropriate policies in place prior to award of Contract and accept they require review and approval by the Contracting Authority prior to any award of Contract – Pass No - we do not have nor do we intend to have appropriate systems in place prior to any award of Contract – Fail Scoring criteria Pass / Fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.2.3	SWI13	Please confirm you will make all reasonable efforts to ensure all staff will be able to communicate in English at a level appropriate to their role so that they are able to communicate effectively with patients and other people in relation to the service. Supplier guidance The Potential Supplier shall respond Yes or No Yes - Pass No- Fail Scoring criteria Pass / Fail	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box.	
2.2.4	SWI14	Please confirm you have or intend to have policies in place to ensure that any disciplinary action; referrals to professional	Multi Choice Options	Mark the applicable	Yes

		bodies or regulatory organisations; any criminal convictions either current or pending and any previous history of poor performance can be identified for all staff can be identified and managed. Supplier guidance The Potential Supplier shall respond Yes, Yes we intend or No Yes - we have appropriate policies in place and accept they require review and approval by the Contracting Authority prior to any award of Contract – Pass Yes we intend to have appropriate policies in place prior to award of Contract and accept they require review and approval by the Contracting Authority prior to any award of Contract – Pass No - we do not have nor do we intend to have appropriate systems in place prior to any award of Contract – Fail Scoring criteria Pass / Fail	List	Options as "Option Selected"	Yes we intend No	
2.2.5	SW115	Please state if any of your current staff members have any restrictions in place with regards to their professional registration. If yes, please state the nature of the restriction and the timescales involved. Supplier guidance Maximum character count – 2000 – no attachments permitted Scoring criteria For information only	Text	Enter plain text		

2.3 IM&T questionnaire						
Question	Description	Response Type	Response Guide	Response		
2.3.1	SW116 Disaster Recovery Plan - Please confirm you have or intend to have a Disaster Recovery Plan which shall include but not be limited to: Key DR personnel Backup strategy Risk management approach Emergency procedures Fire and theft Severe weather Staff shortage (for each staff group) Peaks in demand of service Major incidents Power failure Severe weather User safety in delivery locations Risk assessment of emergency procedures Media strategy Legal implications Supplier Guidance The potential supplier shall answer Yes, Yes we intend or No. Yes - we have an appropriate Disaster Recovery Plan in place and accept they require review and approval by the Contracting Authority prior to any award of Contract – Pass Yes we intend to have an appropriate Disaster Recovery Plan in place prior to award of Contract and accept it shall require review and approval by the Contracting Authority prior to any award of Contract – Pass No - we do not have nor do we intend to have an appropriate Disaster Recovery Plan in place prior to any award of Contract - Fail Scoring criteria Pass / Fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No		
2.3.2	SW117 N3 compliance - Please confirm that your systems have or intend to have access to N3 network. If you are claiming your systems have access to N3 network please attach details of your proposed approach. Supplier guidance Maximum character count – 2000 characters Scoring criteria In order to pass the Potential Supplier shall need to demonstrate they have access to the N3 network or intend to have access to the N3 network prior to award of contract. Alternatively the Potential Supplier shall need to demonstrate they have or intend to have access to a technical equivalent to the N3 network which will not compromise the delivery of the service.	Text	Enter plain text			
2.3.3	SW118 IGSOC compliance - Please confirm you have or intend to have the following requirements: IGSOC compliance or alternative which can be demonstrated as equivalent IG toolkit submission IG strategy A Caldecott Guardian. Supplier guidance The Potential Supplier shall answer Yes, Yes we intend, or No Yes - we have confirm we have the requirements described the question and accept they shall require review and approval by the Contracting Authority prior to any award of Contract – Pass Yes - we intend to have the requirements described the question prior to Contract award and accept they shall require review and approval by the Contracting Authority prior to any award of Contract – Pass No - we do not have nor do we intend to have IGSOC compliance – Fail Scoring criteria Pass / Fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No		
2.3.4	SW119 IM&T Patient Information - Please confirm you have or intend to have IM&T systems which will manage patient information to include security, confidentiality and quality assurance. Your response should include, but not be limited to: A detailed description of the IM&T arrangements in place: Systems in place to assure the Commissioner that patient information is safe and appropriately managed; Confidentiality and data protection assurance; Information security assurance; Clinical information assurance; Records management; Data quality; Information incident management; and Information risk management. Supplier guidance The Potential Supplier shall answer Yes, Yes we intend, or No Yes - we have confirm we have the requirements described the question and accept they shall require review and approval by the Contracting Authority prior to any award of Contract – Pass Yes - we have confirm we intend to have the requirements described the question prior to Contract award and accept they shall require review and approval by the Contracting Authority prior to any award of Contract – Pass No - we do not have nor do we intend to meet the requirements of the question - Fail Scoring criteria Pass / fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No		
2.3.5	SW120 IT systems Please describe the IT system(s) and software you propose to use to deliver and manage the service. Your clinical system should be able to integrate with: Out of Hours providers Other GPs Lancashire Health Economy Multi-Agency Neighbourhood Teams Community Services Secondary Care Ability to pass data via the Medical Interoperability Gateway (MIG) Your response should include, but not be limited to: IT Systems; Onward referrals; Interface with 111; and Software maintenance. Supplier guidance Maximum character count 2000 characters Scoring criteria Maximum score 2%	Text	Enter plain text			

2.4 Quality and Governance questionnaire

Question	Description	Response Type	Response Guide	Response
2.4.1	QG1 Please provide below the full contact details for two referees whom the Contracting Authority may approach to comment on your professional competence, capacity and performance in respect of services provided over the last three years, which are the same or of a similar type to the subject matter of this procurement. Please state the position and employing organisation of each referee and obtain their prior agreement in advance of your ITT submission that they accept nomination as your referee Please provide the following additional details on the Contract in place with the referees: Scope of the Contract Value of the Contract Contract start date Contract end date Mobilisation period Lessons learnt Innovation created Supplier guidance Maximum character count 5000 – attachments permitted. Scoring criteria – pass / fail The Potential Supplier has provided two appropriate references with supporting information – pass The Potential Supplier has provided two references but they are not appropriate and / or are lacking the supporting information requested in the question – fail The Potential Supplier is unable to provide two references – proceed to question Q1a	Attachment	The applicable attachment must be uploaded	
2.4.2	QG1a If you cannot provide at least two examples for question QG1 please provide an explanation for this and how you will overcome the lack of previous experience to ensure you can meet the outcomes of the tender e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. Supplier guidance Maximum character count 5000 – attachments permitted. Scoring criteria – pass / fail The Potential Supplier has provided an appropriate, detailed and convincing description of the reasons they do not have two appropriate references and how they will overcome the lack of previous experience to meet the requirements of the tender – pass The Potential Supplier has failed to provide appropriate, detailed and convincing descriptions of the reasons they do not have two appropriate references and / or how they will overcome the lack of previous experience to meet the requirements of the tender – fail	Attachment	The applicable attachment must be uploaded	
2.4.3	QG2 Please confirm if your organisation is registered with the relevant health & social care regulatory body/agency in England (e.g. Care Quality Commission), Wales, Scotland or Northern Ireland. Supplier guidance The Potential Supplier shall confirm: Yes we are registered to the relevant agency and will provide evidence on request – pass Yes we intend to register with the relevant agency and will provide evidence prior to Contract Award – pass No with exemption - we do not need to register with a relevant agency and will provide evidence on request - pass No we do not intend to register with the relevant agency prior to Contract Award - fail Scoring criteria – pass / fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No No with exemption
2.4.4	QG3 Please confirm you have or intend to have processes in place to complete pre and post-employment checks to comply with the NHS Employment Check Standards. Supplier guidance The Potential Supplier shall confirm Yes, Yes we intend or No Yes we have processes in place and will provide evidence on request – pass Yes we intend to have processes in place and will provide evidence prior to Contract Award – pass No we do not intend to have processes in place agency prior to Contract Award - fail Scoring criteria – pass / fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.4.5	QG4 Please outline in detail your approach to the Disclosure and Barring Service checking process including when checks are completed for all patient facing roles. Supplier guidance Maximum character count – 2000 Scoring criteria – pass / fail The supplier has provided a detailed overview of when would complete DBS checks and the approach in obtaining the DBS checks – Pass The supplier has failed to provide a detailed overview of when would complete DBS checks and / or the approach in obtaining the DBS checks – Fail	Text	Enter plain text	
2.4.6	QG5 Please outline your systems for ensuring the provision of consistent and high quality clinical triage and administration of referrals, step up/step down provision, booking of appointments (including patient choice) and how the service would be able to cope with excessive periods of demand. Supplier guidance Maximum character count 2000 – no attachments permitted Scoring criteria – maximum score 9.99%	Text	Enter plain text	
2.4.7	QG6 Please describe the systems you will have in place to ensure that relevant legislation and best practice guidance updates are noted, communicated to staff and put into practice (please refer to NICE appropriate guidelines as well as other guidelines). Supplier guidance Maximum character count – 2000 – no attachments permitted Scoring criteria – Pass / Fail The supplier has provided a detailed the systems they have in place to ensure that relevant legislation, best practice updates are noted, communicated to staff and put into practice – Pass The supplier has failed to provide details of the systems they have in place to ensure that relevant legislation, best practice updates are noted, communicated to staff and put into practice – Fail	Text	Enter plain text	
2.4.8	QG7 Please provide confirm you can evidence of your compliance with statutory safeguarding policies and describe your organisation's safeguarding processes, how your organisation will safeguard vulnerable users of this service, the process you will have in place for reporting safeguarding incidents within your organisation and how you will report incidents to external organisations. Supplier guidance The Potential Supplier shall confirm: Yes we meet the requirements of the question and will provide evidence on request – pass Yes we intend to meet the requirements of the question and will provide evidence prior to Contract Award – pass No we do not intend to register with the relevant agency prior to Contract Award - fail Scoring criteria – pass / fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.4.9	QG8 Please confirm you are will be able to provide evidence provide evidence of how you fulfil the Mental Health Capacity Act 2005 requirement and manage issues of consent. Supplier guidance The Potential Supplier shall confirm: Yes we meet the requirements of the question and will provide evidence on request – pass Yes we intend to meet the requirements of the question and will provide evidence prior to Contract Award – pass No we do not intend to register with the relevant agency prior to Contract Award - fail Scoring criteria – pass / fail	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.4.10	QG9 Drawing on previous/current experience of similar services, Bidders must describe how Clinical Governance is core to the service. Response should include but not be limited to an explanation and evidence of how you have: Managed clinical risk including treating patients at home and medical emergencies; Considered patient safety and staff safety (e.g. incident reporting, significant event reporting etc.); Reported adverse incidents; Managed patient complaints; Used system that facilitates learning from experience and action planning, including improvement of quality of care to patients; Used Safeguarding Adults/Children procedure; Considered Care Quality Commission (CQC); Implemented evidence based guidelines; and Implemented patient safety alerts. Supplier guidance Maximum character count 5000 – attachments permitted Scoring criteria – maximum score 20.01%	Attachment	The applicable attachment must be uploaded	

2.5 Contract Management questionnaire				
Question	Description	Response Type	Response Guide	Response
2.5.1	CM1 Please outline how you would ensure that the KPIs agreed outlined in the service specification are delivered and any safeguards or remedial actions established to ensure delivery. In addition, provide specific detail around implementation of the patient satisfaction survey. Supplier guidance: Maximum character count 2000 – no attachments permitted. Scoring criteria – maximum score 2.01%	Text	Enter plain text	
2.5.2	CM2 Please describe what you believe to be good patient outcomes for this service and how you will improve these outcomes. Please describe the methods you will use to review these patient outcomes. Supplier guidance Maximum character count 2000 – no attachments permitted Scoring criteria Maximum score 3.99%	Text	Enter plain text	

2.5.3	CM3	<p>Please detail how you will prepare for any Contract Exit in the event an alternative supplier winning a future RFP for the services or variants of the solution.</p> <p>Your response should include but not be limited to:</p> <ul style="list-style-type: none"> Ensuring continuity of service during the termination notice period Ensuring quality of service during the termination notice period Effective transition of TUPE staff (if relevant) Transfer of other intellectual property to the Customer or new provider Capture and transfer of patient data Effective handover of patients to new providers <p>Supplier guidance</p> <ul style="list-style-type: none"> Maximum character count – 2000 No attachments permitted <p>Scoring criteria</p> <ul style="list-style-type: none"> The supplier has provided a comprehensive and appropriate response to the question - pass. The supplier has failed to provide a comprehensive and appropriate response to the question - fail 	Text	Enter plain text	
2.5.4	CM4	<p>The contract to be entered into by the Commissioner and the selected Provider(s) for the Services shall be the NHS Shorter Form Contract 2017/18.</p> <p>The relevant documents are NHS Contract particulars https://www.england.nhs.uk/nhs-standard-contract/17-18/ supported by the specific scheduled for this contract which are available within the ITT attachments.</p> <p>Service conditions https://www.england.nhs.uk/wp-content/uploads/2016/11/5-service-conditions-sf-v2.pdf</p> <p>General conditions https://www.england.nhs.uk/wp-content/uploads/2016/11/6-general-conditions-sf.pdf</p> <p>Please confirm your acceptance of the attached 'Appendix B - Contract Terms' schedules and also the NHS Shorter Form Contract 2017/18.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes, or No <p>Scoring criteria</p> <ul style="list-style-type: none"> Yes – Pass No – Fail 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	

2.6 Finance questionnaire					
Question	Description	Response Type	Response Guide	Response	
2.6.1	<p>FC1</p> <p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes or No <p>Scoring criteria</p> <ul style="list-style-type: none"> FC1 a to c combined Pass / Fail 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box		
2.6.2	<p>FC1a</p> <p>A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes or No 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box		
2.6.3	<p>FC1b</p> <p>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes or No 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box		
2.6.4	<p>FC1c</p> <p>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).</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes or No 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box		
2.6.5	<p>P1</p> <p>Binding Offer - Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to Question P2</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes or No <p>Yes – Pass</p> <p>No - Fail</p> <p>Scoring criteria</p> <ul style="list-style-type: none"> Pass / Fail 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box		
2.6.6	<p>P2</p> <p>Price Schedule - Potential Suppliers are required to complete the Excel Pricing Schedule named 'Appendix C - Price Schedule' attached to this question.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall confirm they have completed and uploaded the Pricing Schedule. <p>Scoring criteria</p> <ul style="list-style-type: none"> The scoring methodology for this question shall be as defined in the Memorandum of Information section 4.6.7 Maximum score 24% 	Attachment	The applicable attachment must be uploaded		
2.6.7	<p>P3</p> <p>Fixed price - Please confirm that your price shall remain firm and fixed for a minimum period of 24 months from commencement of the service.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes or No <p>Yes – Pass</p> <p>No - Fail</p> <p>Scoring criteria</p> <ul style="list-style-type: none"> Pass / Fail 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box		
2.6.8	<p>P4</p> <p>Price variation - Please confirm that your price shall be subject to a maximum annual price change in alignment with the change in the Retail Price Index.</p> <p>Supplier guidance</p> <ul style="list-style-type: none"> The Potential Supplier shall answer Yes or No <p>Yes – Pass</p> <p>No - Fail</p> <p>Scoring criteria</p> <ul style="list-style-type: none"> Pass / Fail 	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box		

2.6.9	P5	<p>Transfer of Undertakings (TUPE) data - Please confirm you have read and understood the attached TUPE data in document 'Appendix D - TUPE data' and incorporated the relevant costs into your pricing model. Supplier guidance.</p> <p>The Potential Supplier shall answer Yes or No Yes - Pass No - Fail</p> <p>Scoring criteria Pass / Fail</p>	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
2.6.10	P6	<p>Affordability Envelope - Please confirm you have read and understood the maximum price you may submit for the service based on the volumes described in the Price Schedule Question P2 shall be no more than £105,000 per annum noting that the CSU commits to a minimum fee of £51,411.62 per annum irrespective of the volumes delivered providing the Potential Provider has made all reasonable endeavours in drive demand in the service.</p> <p>The Potential Supplier shall answer Yes or No Yes - Pass No - Fail</p> <p>Scoring criteria Pass / Fail</p>	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
2.6.11	P7	<p>Price management - Please confirm you understand that the maximum price acceptable for the services is as follows.</p> <p>Patient assessment - £15 per patient Co-ordination and analysis of the self-management web based application - £30 per patient Face to face programme - £300 per patient</p> <p>All prices exclude VAT</p> <p>Potential Suppliers must meet these price requirements but are strongly encouraged to offer prices lower than these thresholds when submitting their Price in question P2.</p> <p>The Potential Supplier shall answer Yes or No Yes - Pass No - Fail</p> <p>Scoring criteria Pass / Fail</p>	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	

2.7 Equalities questionnaire						
Question	Description	Response Type	Response Guide	Response		
2.7.1	E1	<p>Equalities and diversity policies - Please confirm you have or intend to have a process to describe how Equality and Diversity shall be embedded by your organisation in terms of service delivery (i.e. service users/patients) and for internal operations (i.e. workforce).</p> <p>Your process should include but not be limited to:</p> <p>A commitment to:</p> <p>The Equality Act 2010, Equal Pay Act 1970, Special Education Needs and Disability Act 2001 and the Human Rights Act 1998.</p> <p>A commitment to:</p> <p>Equality & Diversity Policy Mandatory and voluntary Equality and Diversity Training Equality Impact Assessment process Mandated NHS Equality requirements, Accessible Information Standard, Workforce Race, Workforce Disability Standard Performance tool to demonstrate annual compliance to the Equality Act 2010 and Human Rights Act 1998 (e.g. Equality Delivery System)</p> <p>Supplier guidance The Potential Supplier shall respond: Yes - we have appropriate policies in place and accept they require review and approval by the Contracting Authority prior to any award of Contract - Pass Yes we intend to have appropriate policies in place prior to award of Contract and accept they require review and approval by the Contracting Authority prior to any award of Contract - Pass No - we do not have nor do we intend to have appropriate systems in place prior to any award of Contract - Fail</p> <p>Scoring criteria Pass / fail</p>	Text	Enter plain text		
2.7.2	E2	<p>Discrimination findings - In the last three years has any finding of unlawful discrimination been made against your organisation by any court or Employment Tribunal of Employment Appeal Tribunal or any other court, or in comparable proceedings in any other jurisdiction?</p> <p>The relevant protected groups are as follows: age, disability, sex (gender), sexual orientation, gender reassignment, race, religion or belief, pregnancy and maternity, marriage and civil partnership.</p> <p>If you respond 'Yes' to this question please provide full details of the remedial actions undertaken.</p> <p>Supplier guidance The Potential Supplier should respond with text which supports one of these options, maximum character count - 2000. Yes - we have had a finding of unlawful discrimination made against our Organisation and we have not carried out appropriate remedial actions - Fail Yes - we have had a finding of unlawful discrimination made against our Organisation and we have carried out appropriate remedial actions which are detailed in our response - Pass No - we have not had a finding of unlawful discrimination made against our organisation in the last three years - Pass</p> <p>Scoring criteria Pass / Fail</p>	Text	Enter plain text		
2.7.3	E3	<p>Discrimination formal investigations - In the last three years has your organisation been subject to formal investigation by the Equality and Human Rights Commission.</p> <p>The relevant protected groups are as follows: age, disability, sex (gender), sexual orientation, gender reassignment, race, religion or belief, pregnancy and maternity, marriage and civil partnership.</p> <p>If you respond 'Yes' to this question please provide full details of the remedial actions undertaken.</p> <p>Supplier guidance: The Potential Supplier should respond with text which supports one of these options, maximum character count - 2000. Yes - we have been subject to a formal investigation and we have not carried out appropriate remedial actions - Fail Yes - we have been subject to a formal investigation and we have carried out appropriate remedial actions which are detailed in our response - Pass No - we have not been subject to a formal investigation made against our organisation in the last three years - Pass</p> <p>Scoring criteria Pass / Fail</p>	Text	Enter plain text		
2.7.4	E4	<p>Patient dignity and privacy - Please confirm you have or intend to have a process in place to ensure you appropriately respect patient dignity and privacy?</p> <p>Supplier guidance The Potential Supplier should respond Yes, Yes we intend or No</p> <p>Yes - we have appropriate policies in place and accept they require review and approval by the Contracting Authority prior to any award of Contract - Pass Yes we intend to have appropriate policies in place prior to award of Contract and accept they require review and approval by the Contracting Authority prior to any award of Contract - Pass No - we do not have nor do we intend to have appropriate systems in place prior to any award of Contract - Fail</p> <p>Scoring criteria Pass/Fail</p>	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No	

2.7.5	E5	<p>Equity of Service and Equality - With reference to the Services Specification, Potential Suppliers shall confirm they will provide details of how they will deliver the service which will address the needs of the local population taking into consideration the local varying demographics to ensure provision of a locally sensitive service.</p> <p>The response should consider the following key areas:</p> <p>A consideration of the Equity of Access requirements as outlined in Part 1 Schedule 2 of the Contract;</p> <p>Compliance with the Public Sector Equality Duty Act 2010, describing your experience of working with a population of patients with diverse needs including sensitivities to age, gender, ethnicity, religion, sexuality and disability;</p> <p>Elimination of unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act;</p> <p>Advancing equality of opportunity between people who share a protected characteristic and those who do not;</p> <p>Fostering good relations between people who share a protected characteristic and those who do not;</p> <p>Removing or minimising disadvantages suffered by people due to their protected characteristics;</p> <p>Steps that should be taken to meet the needs of people with certain protected characteristics where these are different from the needs of other people; and</p> <p>Encouraging people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.</p> <p>Supplier guidance</p> <p>The Potential Supplier should respond Yes or No.</p> <p>Yes - we have appropriate details or intend to have appropriate details on how we will deliver the service in place and accept they require review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>No - we do not have nor do we intend to have appropriate details on how we will deliver the service in place prior to any award of Contract – Fail</p> <p>Scoring criteria</p> <p>Pass / Fail</p>	Text	Enter plain text	
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2.8 Health and Safety questionnaire					
Question	Description	Response Type	Response Guide	Response	
2.8.1	H1	<p>Compliance to the Health and Safety at Work etc Act 1974 (HASAW) - Please confirm you comply with the requirements of the Health and Safety at Work Act 1974.</p> <p>Supplier guidance</p> <p>The Potential Supplier shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p> <p>Scoring criteria</p> <p>Pass /Fail</p>	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box.	
2.8.2	H2	<p>Health and Safety Policy - Please confirm you have or intend to have a Health and Safety Policy in place.</p> <p>The Potential Supplier shall respond- Yes, Yes we intend or no.</p> <p>Yes - we have an appropriate Health and Safety policy in place and accept it shall require review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>Yes we intend to have an appropriate Health and Safety Policy in place prior to award of Contract and accept it shall require review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>No - we do not have nor do we intend to have an appropriate Health and Safety Policy in place prior to any award of Contract – Fail</p> <p>Scoring criteria</p> <p>Pass / Fail</p>	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.8.3	H3	<p>RIDDOR - Please confirm you have or intend to have a reporting policy which records accidents and dangerous occurrences in accordance with RIDDOR 2013 including but not limited to:</p> <ul style="list-style-type: none"> Your written accident procedures Accident reporting methodology Accident statistics for the last 2 years (including preventative measures). <p>The Potential Supplier shall respond- Yes, Yes we intend or no.</p> <p>Yes - we have an appropriate policy in place and accept it requires review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>Yes we intend to have an appropriate Policy in place prior to award of Contract and accept it require review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>No - we do not have nor do we intend to have an appropriate Health and Safety Policy in place prior to any award of Contract – Fail</p> <p>Scoring criteria</p> <p>Pass /Fail</p>	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.8.4	H4	<p>Risk Assessment - Please confirm you have or intend to have Risk Assessment Procedures for all work activities as required under the Management of Health and Safety at Work Regulations 1999 and associated legislation. You procedures should include but not be limited to:</p> <p>Manual handling</p> <p>COSHH (or equivalent)</p> <p>Other risks that are relevant to your work activities.</p> <p>Supplier guidance</p> <p>The Potential Supplier shall respond Yes, Yes we intend or No.</p> <p>Yes - we have an appropriate policy in place and accept it requires review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>Yes we intend to have an appropriate Policy in place prior to award of Contract and accept it require review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>No - we do not have nor do we intend to have an appropriate Health and Safety Policy in place prior to any award of Contract – Fail</p> <p>Scoring criteria</p> <p>Pass / Fail</p>	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.8.5	H5	<p>Health and Safety training</p> <p>Please confirm you have or intend to have a Health and Safety training in place and be prepared to share details of any training undertaken by your staff to ensure they are competent for their duties.</p> <p>Supplier guidance</p> <p>The Potential Supplier shall respond Yes, Yes we intend or No.</p> <p>Yes - we have an appropriate Health and Safety training in place and accept it shall require review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>Yes we intend to have an appropriate Health and Safety training in place prior to award of Contract and accept it shall require review and approval by the Contracting Authority prior to any award of Contract – Pass</p> <p>No - we do not have nor do we intend to have an appropriate Health and Safety training in place prior to any award of Contract – Fail</p> <p>Scoring criteria</p> <p>Pass / Fail</p>	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Yes Yes we intend No
2.8.6	H6	<p>Contravention of the Health and Safety at Work etc Act 1974 - During the last three years, has your organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc. Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract? If you respond "Yes" to this question please provide full details of the remedial actions undertaken.</p> <p>Supplier guidance</p> <p>The Potential Supplier should respond with text which supports one of these options, maximum character count – 2000.</p> <p>Yes - we have had a finding of Contravention of the Health and Safety at Work etc Act 1974 made against our Organisation and we have not carried out appropriate remedial actions – Fail</p> <p>Yes - we have had a finding of Contravention of the Health and Safety at Work etc Act 1974 made against our Organisation and we have carried out appropriate remedial actions which are detailed in our response – Pass</p> <p>No - we have not had a finding of Contravention of the Health and Safety at Work etc Act 1974 made against our organisation in the last three years - Pass</p> <p>Scoring criteria</p> <p>Pass / Fail</p>	Text	Enter plain text	