

# Selection Questionnaire 2016

## Introduction

Welcome to the standard Selection Questionnaire.

To apply for a public sector contract opportunity (as defined by the Public Contracts Regulations 2015), organisations must complete a standard Selection Questionnaire.

The Selection Questionnaire enables you to make a self-declaration, on behalf of your organisation, in the following areas:

- Part 1 - your organisation and proposed bidding model
- Part 2 - grounds for exclusion from procurement procedures
- Part 3 - financial standing and technical capacity

When you have completed this Selection Questionnaire, it can be shared with the relevant contracting authority to apply for a contract opportunity.

- ▶ Download the Selection Questionnaire questions

You can download and review the Selection Questionnaire before completing. Until you choose to submit the Selection Questionnaire, you can edit your answers at any time.

[Download the Selection Questionnaire](#)

- ▶ Creating a Selection Questionnaire template

You can create a template Selection Questionnaire, to edit and share with contracting authorities at a later date. When creating a template, you should save and exit the Selection Questionnaire instead of choosing to submit your answers.

- ▶ About the Supplier Registration Service

The Supplier Registration Service is the government platform for suppliers to register and complete standard Selection Questionnaires. Your account on the Supplier Registration Service is linked to [Contracts Finder](#), where you can search for public sector contract opportunities.

Do you want to re-use answers from an existing Selection Questionnaire?

[Yes, I want to re-use an existing Selection Questionnaire](#)

## Describe your standard Selection Questionnaire

The information you provide in this section will help contracting authorities to identify your application. A contracting authority may request that you provide a specific SQ name and description when applying for a contract opportunity.

1. Please provide a name for this standard Selection Questionnaire.

The name will help you and others to identify the SQ. It should reflect your relevant product/service offering and/or the opportunity your are applying for.

Selection Questionnaire Name

2. Please provide a description for this standard Selection Questionnaire.

Selection Questionnaire Description

3. Please select the CPV (Common Procurement Vocabulary) codes which describe the product/services included in this standard Selection Questionnaire.

The codes you select will help buyers to quickly understand what products/services you provide.

Search CPV codes by code / name that will help buyers understand what products / services you provide. Results will appear in the results box dynamically below

Quick CPV code search

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Selected CPV codes

You haven't selected any CPV codes

## Part 1: About your Organisation

This section gathers information to help understand the nature of your organisation and its legal entity.

4. Please enter your organisation details.

Full name of your company

DUNS number

Address lookup

Street

Town or City

County or State

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### Guidance

Where applicable, information about your organisation is taken from Dun & Bradstreet. Please change any incorrect details.

Postcode

Country

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Registered VAT number

Registered website address

5. Confirm any registered numbers against your organisation.

Registered company number (8 digits)

Registered charity number

6. Can you provide details of your immediate parent company?

A company that directly owns more than 50% of your organisation.

Yes

No

Not applicable

Full name of the immediate parent company

Address lookup

Street

Town or City

County or State

Postcode

Country

DUNS number

Registration number

VAT number

7. Can you provide details of your ultimate parent company?

The top most responsible company in your corporate family.

Yes

No

Not applicable

Full name of the ultimate parent company

Address lookup

Street

Town or City

County or State

Postcode

Country

  

DUNS number

Registration number

VAT number

8. Please confirm your trading status.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify your trading status.

9. Is your organisation registered with the appropriate professional or trade register(s) in the country where it is established?

- Yes
- No
- Not applicable

Please provide the relevant details, including the registration number(s).

10. In order to provide the services specified in this procurement, is it a legal requirement in the country where you are established to possess a particular authorisation, or be a member of a particular organisation?

Yes  No

Please provide additional details of what is required and confirmation that you have complied with this.

11. What trading name will be used if successful in this procurement?

Please separate these trading names with a comma.

Trading names

12. Please state whether any of the following classifications apply to you. Tick all that apply.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered workshop
- Public service mutual
- None of the above classifications apply to our organisation

13. Are you a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

14. Does any individual have significant control (greater than 25% share capital) over the organisation i.e. a Person of Significant Control (PSC)?

Yes  No

## Part 1: Persons of Significant Control

You have indicated that one or more individuals have significant control over your organisation. If you are successful in a procurement, a criminal record check may be undertaken for each person of significant control.

15. How much share capital does PSC 1 own?

Over 25% up to (and including) 50%

More than 50% and less than 75%

75% or more

16. Please provide details below for the Person of Significant Control (PSC) 1.

You will need to obtain the consent of the individual to share their personal information.

Name

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Nationality

Country, state or part of the UK where the PSC usually lives

Service Address lookup

Street

## Guidance

If your organisation does not have any Persons of Significant Control, select 'No' in response to question 14 in the 'About your Organisation' section.

You can enter up to three Persons of Significant Control (PSC). If you do not have a second or third PSC, select 'Not applicable' for questions 18 and 20, respectively.

Town or City

County or State

Postcode

Country

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

17. How much share capital does PSC 2 own?

Not applicable

Over 25% up to (and including) 50%

More than 50% and less than 75%

75% or more

Please provide details below for the Person of Significant Control (PSC) 2.

Name

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Nationality

Country, state or part of the UK where the PSC usually lives

Service Address lookup

Street

Town or City

County or State

Postcode

Country

  

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

18. How much share capital does PSC 3 own?

Not applicable

Over 25% up to (and including) 50%

More than 50% and less than 75%

75% or more

Please provide details below for the Person of Significant Control (PSC) 3.

Name

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Nationality

Country, state or part of the UK where the PSC usually lives

Service Address lookup

Street

Town or City

County or State

Postcode

Country

Country

Select a country

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

## Part 1: Bidding Model

This section gathers information about your approach to this procurement and all relevant parties if you are bidding as part of a group of economic operators.

19. Are you bidding as the lead contact for a group of economic operators?

Yes

No

Please provide the name of the group of economic operators (if applicable)

Please provide the proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded.

If you do not propose to form a single legal entity, please explain the legal structure.

20. Are you a supporting bidder?

Yes  No

Name of the lead bidder

SQ Reference of the lead bidder

Name of the group

21. Are you, or the group of economic operators (if applicable), proposing to use sub-contractors?

Yes  No

Please provide the number of sub-contractors that will be used

## Part 1: Sub-Contractors

You have indicated that you intend to use sub-contractors in the delivery of this contract, if successful. This section gathers contact information about the intended sub-contractors, who we may ask to complete a standard Selection Questionnaire.

22. Please provide details for Sub-contractor 1

Name

Address lookup

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### Guidance

To change the number of sub-contractors you intend to use, edit question 23 in the previous 'Bidding Model' section.

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**23.** Please confirm the organisation type of Sub-contractor 1.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**24.** Please confirm the trading status of Sub-contractor 1.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

25. Is your Sub-contractor 1 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

26. Please provide details for Sub-contractor 2.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

27. Please confirm the organisation type of Sub-contractor 2.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

28. Please confirm the trading status of Sub-contractor 2.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

29. Is your Sub-contractor 2 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

30. Please provide details for Sub-contractor 3.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**33.** Please confirm the organisation type of Sub-contractor 3.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**34.** Please confirm the trading status of Sub-contractor 3.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

35. Is your Sub-contractor 3 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

36. Please provide details for Sub-contractor 4.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**37.** Please confirm the organisation type of Sub-contractor 4.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**38.** Please confirm the trading status of Sub-contractor 4.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**39.** Is your Sub-contractor 4 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

**40.** Please provide details for Sub-contractor 5.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

41. Please confirm the organisation type of Sub-contractor 5.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

42. Please confirm the trading status of Sub-contractor 5.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

43. Is your Sub-contractor 5 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

44. Please provide details for Sub-contractor 6.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**45.** Please confirm the organisation type of Sub-contractor 6.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

46. Please confirm the trading status of Sub-contractor 6.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

47. Is your Sub-contractor 6 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

48. Please provide details for Sub-contractor 7.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

49. Please confirm the organisation type of Sub-contractor 7.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

50. Please confirm the trading status of Sub-contractor 7.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

51. Is your Sub-contractor 7 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

52. Please provide details for Sub-contractor 8.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**53.** Please confirm the organisation type of Sub-contractor 8.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

54. Please confirm the trading status of Sub-contractor 8.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

55. Is your Sub-contractor 8 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

56. Please provide details for Sub-contractor 9.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

57. Please confirm the organisation type of Sub-contractor 9.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

58. Please confirm the trading status of Sub-contractor 9.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

59. Is your Sub-contractor 9 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

60. Please provide details for Sub-contractor 10.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

61. Please confirm the organisation type of Sub-contractor 10.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

62. Please confirm the trading status of Sub-contractor 10.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

63. Is your Sub-contractor 10 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

64. Please provide details for Sub-contractor 11.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

65. Please confirm the organisation type of Sub-contractor 11.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

66. Please confirm the trading status of Sub-contractor 11.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

67. Is your Sub-contractor 11 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

68. Please provide details for Sub-contractor 12.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**69.** Please confirm the organisation type of Sub-contractor 12.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

70. Please confirm the trading status of Sub-contractor 12.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

71. Is your Sub-contractor 12 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

72. Please provide details for Sub-contractor 13.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

73. Please confirm the organisation type of Sub-contractor 13.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

74. Please confirm the trading status of Sub-contractor 13.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

75. Is your Sub-contractor 13 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

76. Please provide details for Sub-contractor 14.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

77. Please confirm the organisation type of Sub-contractor 14.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**78.** Please confirm the trading status of Sub-contractor 14.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**79.** Is your Sub-contractor 14 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**80.** Please provide details for Sub-contractor 15.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**81.** Please confirm the organisation type of Sub-contractor 15.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**82.** Please confirm the trading status of Sub-contractor 15.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

83. Is your Sub-contractor 15 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

84. Please provide details for Sub-contractor 16.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**85.** Please confirm the organisation type of Sub-contractor 16.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

86. Please confirm the trading status of Sub-contractor 16.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

87. Is your Sub-contractor 16 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

88. Please provide details for Sub-contractor 17.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

89. Please confirm the organisation type of Sub-contractor 17.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

90. Please confirm the trading status of Sub-contractor 17.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

91. Is your Sub-contractor 17 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

92. Please provide details for Sub-contractor 18.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**93.** Please confirm the organisation type of Sub-contractor 18.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

94. Please confirm the trading status of Sub-contractor 18.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

95. Is your Sub-contractor 18 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

96. Please provide details for Sub-contractor 19.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

97. Please confirm the organisation type of Sub-contractor 19.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

98. Please confirm the trading status of Sub-contractor 19.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

99. Is your Sub-contractor 19 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

100. Please provide details for Sub-contractor 20.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**101.** Please confirm the organisation type of Sub-contractor 20.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**102.** Please confirm the trading status of Sub-contractor 20.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.** Is your Sub-contractor 20 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.1.** Please provide details for Sub-contractor 21.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.2.** Please confirm the organisation type of Sub-contractor 21.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.3.** Please confirm the trading status of Sub-contractor 21.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.4.** Is your Sub-contractor 21 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

**103.5.** Please provide details for Sub-contractor 22.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.6.** Please confirm the organisation type of Sub-contractor 22.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.7.** Please confirm the trading status of Sub-contractor 22.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.8.** Is your Sub-contractor 22 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.9.** Please provide details for Sub-contractor 23.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.10.** Please confirm the organisation type of Sub-contractor 23.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.11.** Please confirm the trading status of Sub-contractor 23.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.12.** Is your Sub-contractor 23 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

**103.13.** Please provide details for Sub-contractor 24.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

  

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.14.** Please confirm the organisation type of Sub-contractor 24.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.15.** Please confirm the trading status of Sub-contractor 24.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.16.** Is your Sub-contractor 24 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.17.** Please provide details for Sub-contractor 25.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.18.** Please confirm the organisation type of Sub-contractor 25.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.19.** Please confirm the trading status of Sub-contractor 25.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.20.** Is your Sub-contractor 25 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

**103.21.** Please provide details for Sub-contractor 26.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.22.** Please confirm the organisation type of Sub-contractor 26.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.23.** Please confirm the trading status of Sub-contractor 26.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.24.** Is your Sub-contractor 26 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.25.** Please provide details for Sub-contractor 27.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.26.** Please confirm the organisation type of Sub-contractor 27.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.27.** Please confirm the trading status of Sub-contractor 27.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.28.** Is your Sub-contractor 27 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

**103.29.** Please provide details for Sub-contractor 28.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.30.** Please confirm the organisation type of Sub-contractor 28.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.31.** Please confirm the trading status of Sub-contractor 28.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.32.** Is your Sub-contractor 28 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.33.** Please provide details for Sub-contractor 29.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.34.** Please confirm the organisation type of Sub-contractor 29.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.35.** Please confirm the trading status of Sub-contractor 29.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.36.** Is your Sub-contractor 29 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

**103.37.** Please provide details for Sub-contractor 30.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.38.** Please confirm the organisation type of Sub-contractor 30.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.39.** Please confirm the trading status of Sub-contractor 30.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.40.** Is your Sub-contractor 30 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.41.** Please provide details for Sub-contractor 31.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.42.** Please confirm the organisation type of Sub-contractor 31.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.43.** Please confirm the trading status of Sub-contractor 31.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.44.** Is your Sub-contractor 31 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

**103.45.** Please provide details for Sub-contractor 32.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

  

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.46.** Please confirm the organisation type of Sub-contractor 32.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.47.** Please confirm the trading status of Sub-contractor 32.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.48.** Is your Sub-contractor 32 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.49.** Please provide details for Sub-contractor 33.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.50.** Please confirm the organisation type of Sub-contractor 33.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.51.** Please confirm the trading status of Sub-contractor 33.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.52.** Is your Sub-contractor 33 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

**103.53.** Please provide details for Sub-contractor 34.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

  

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.54.** Please confirm the organisation type of Sub-contractor 34.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.55.** Please confirm the trading status of Sub-contractor 34.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.56.** Is your Sub-contractor 34 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m  
or balance sheet less than €43m

- Yes
- No

**103.57.** Please provide details for Sub-contractor 35.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies  
e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

**103.58.** Please confirm the organisation type of Sub-contractor 35.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**103.59.** Please confirm the trading status of Sub-contractor 35.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify their trading status.

**103.60.** Is your Sub-contractor 35 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes  No

## Part 1: Your Declaration

You must make a legally-binding declaration in order to submit the information contained in this standard Selection Questionnaire. Provide your contact details below and select 'I Confirm' to make your declaration.

**104.** Please provide your contact details and declaration.

► Consequences of misrepresentation

You may face significant consequences if you seriously misrepresent any factual information in the Selection Questionnaire, and so induce an authority to enter into a contract. You may be excluded from the procurement procedure, and from bidding for other contracts for three years.

If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud or fraudulent intent can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you will be excluded from further procurements for five years.

If the relevant documentary evidence referred to in the standard Selection Questionnaire is not provided upon request and without delay, a contracting authority reserves the right to amend the contract award decision and award to the next compliant bidder.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

Street

Town

County

Postcode

Country



**By selecting "I Confirm" you confirm that to the best of your knowledge the answers submitted and information contained in this standard Selection Questionnaire are correct and accurate.**

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

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

**You 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.**

**You are aware of the consequences of serious misrepresentation.**

I Confirm

## **Part 2: Grounds for Mandatory Exclusion**

This section contains mandatory legal questions covering evidence of convictions and relevant binding legal decisions. If you are unable to answer 'no' to every question in this section, it is highly likely that you will be excluded from the contract opportunity.

The detailed grounds for mandatory exclusion of an organisation are set out [here](#), which should be referred to before completing these questions.

**105.** 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 has been convicted anywhere in the world of: *Participation in a criminal organisation*.

► Definition: Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015. Conspiracy within the meaning of

- section 1 or 1A of the Criminal Law Act 1977 or
- article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

Yes

No

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

**106.** 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 has been convicted anywhere in the world of: *Corruption*.

► Definition: Corruption

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

Yes

No

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

**107.** 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 has been convicted anywhere in the world of: *Fraud*.

- ▶ Definition: Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

Yes

No

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

**108.** 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 has been convicted anywhere in the world of: *Terrorist offences or offences linked to terrorist activities.*

► Definition: Terrorist offences or offences linked to terrorist activities

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

Yes

No

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

**109.** 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 has been convicted anywhere in the world of: *Money laundering or terrorist financing*.

► Definition: Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.

Yes

No

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

**110.** 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 has been convicted anywhere in the world of: *Child labour and other forms of trafficking in human beings*.

- Definition: Child labour and other forms of trafficking human beings

- An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004
- An offence under section 59A of the Sexual Offences Act 2003
- An offence under section 71 of the Coroners and Justice Act 2009
- An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994
- An offence under section 2 or section 4 of the Modern Slavery Act 2015

Yes

No

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

**111.** If you responded 'yes' to any of the questions 105 to 110, please provide details of any measures that have been taken to demonstrate the reliability of your organisation (Self Cleaning).

► Self Cleaning

If a supplier provides sufficient evidence that remedial action has taken place subsequently and 'self cleans', by paying necessary compensation, collaborating with investigations, and taking concrete technical, organisational and personnel steps to prevent recurrence of the offence or misdeeds, the authority can use its discretion as to whether the supplier may proceed, provided the supplier can demonstrate remedial action to the satisfaction of the authority.

Details of any measures

**112.** Regulation 57(3): Have any members of your organisation or a partner organisation been legally found to be in breach of tax payments or social security contributions?

► Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the General Anti - Abuse Rule (GAAR) or the "Halifax" abuse principle; or
- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or "Halifax" abuse principle;
- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

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.

Yes

No

Please provide further details.

**113.** Can you confirm that you have paid, or have entered into a binding arrangement to pay, any outstanding tax payments or social security contributions, including any accrued interest and/or fines (if applicable)?

I Confirm

## Part 2: Grounds for Discretionary Exclusion

If any of the discretionary grounds for exclusion detailed in this section apply to your organisation, contracting authorities are entitled to exclude you from a procurement. The contracting authority can use its discretion as to whether you may proceed if these grounds apply, provided you can demonstrate satisfactory remedial action has been taken.

The detailed grounds for discretionary exclusion of an organisation are set out [here](#), which should be referred to before completing these questions.

**114.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Breach of environmental obligations?*

- ▶ Definition: Obligations in the field of environment, social and labour law
- ▶ ANNEX X Extract from Public Procurement Directive 2014/24/EU

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) -

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocol.

Yes

No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**115.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Breach of social obligations?*

► Definition: Obligations in the field of environment, social and labour law

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

► ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) -

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocol.

Yes

No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**116.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Breach of labour law obligations*?

► Definition: Obligations in the field of environment, social and labour law

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

► ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) -

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocol.

Yes

No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**117.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Declared bankrupt or is the subject of insolvency or winding-up proceedings?*

► Definition: Bankruptcy, insolvency

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 Country.

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**118.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Guilty of grave professional misconduct?*

► Definition: Grave professional misconduct

Guilty of grave professional misconduct.

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**119.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Entered into agreements with other economic operators aimed at distorting competition?*

► Definition: Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition.

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**120.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Aware of any conflict of interest within the meaning of regulation 24 of the Public Contracts Regulation 2015?*

► Definition: Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure. (Conflict of interest extends to (as a minimum), any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure).

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**121.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Been involved in the preparation of the procurement procedure?*

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**122.** Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *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?*

► Definition: Prior performance issues

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

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**123.** Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Guilty of serious misrepresentation of the information required for the fulfilment of the selection criteria?*

► Definition: Misrepresentation and undue influence

► Definition: Consequences of misrepresentation

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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

Yes

No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**124.** Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Has withheld information required for the fulfilment of the selection criteria?*

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**125.** Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Been unable to submit supporting documents required under Regulation 59 of the Public Contracts Regulations 2015?*

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

**126.** Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Unduly influencing the decision-making process of the contracting authority by obtaining confidential information or providing misleading information?*

Yes  No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

## Part 3: Economic and Financial Standing

The relevant contract notice provides instructions on which questions organisations are required to complete within this section.

If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

**127.** Are you able to provide a copy of your audited accounts for the last two years, if requested?

Yes       No

**128.** Please indicate which of the following you can provide

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 your organisation.

A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

**129.** Do you meet the minimum level of economic and financial standing and/or minimum financial threshold specified within the evaluation criteria for this procurement?

Yes       No

**130.** Are you able to provide parent company accounts if requested at a later stage?

Yes       No

**131.** Would the parent company be willing to provide a guarantee if necessary?

Yes       No

132. Would you be able to obtain a guarantee elsewhere (e.g. from a bank)?

 Yes No

## Part 3: Relevant Experience

In this section you can provide up to three contract examples from the public or private sector that are relevant to the requirement you are applying for.

Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contact provided in each case should be able to provide written evidence to confirm the accuracy of the information provided.

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 five years.

---

### Guidance

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

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).

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.

133. Are you able to provide details of your first example contract?

Yes

No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Estimated contract value

134. Are you able to provide details of your second example contract?

Yes

No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Estimated contract value

135. Are you able to provide details of your third example contract?

Yes

No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimated contract value

136. You have indicated that you propose to use sub-contractors if successful in this procurement. Please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).

**Evidence**

There is no limit to the number of files you can upload.

Choose File	No file selected	Attachment description
Browse previous...		State how you want this file to be described

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)

137. If you cannot provide at least one example customer contract, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

## Part 3: Modern Slavery Act

The 'Modern Slavery' section establishes whether your organisation is required to report against section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015.

**138.** Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 "the Act"?

► Modern Slavery Act 2015

Since 1 October 2015, commercial organisations that carry out business or are part of a business in the UK, supply goods or services and have an annual turnover of £36 million or more ("relevant commercial organisations") have been required under Section 54 of the Act to prepare a slavery and human trafficking statement, as defined by section 54 of the Act.

[Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

Yes

No

139. Are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015 (if applicable)

► Guidance for Modern Slavery Act

According to Section 54 of the Modern Slavery Act, relevant organisations must prepare a slavery and human trafficking statement for each financial year and include a link to the statement in a prominent place on their website's homepage.

Yes

No

Please provide an explanation.

The Modern Slavery Assessment can help you to prepare a modern slavery statement, which you must publish if your organisation conducts business in the UK and has a turnover of £36 million or more.

Click the 'Start Modern Slavery Assessment' link in the Get Started Menu on your dashboard.

Please provide a link to your slavery and human trafficking statement

Completing the HMG Modern Slavery Assessment can help your organisation to further demonstrate its commitment to tackling slavery. The Assessment will allow your organisation to easily evidence compliance and good practice to public sector buyers.

Click the 'Start HMG Modern Slavery Assessment' link in the Get Started Menu on your dashboard.

## Part 3: Insurance

This section gathers information regarding insurance levels needed for your organisation as a legal requirement.

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### Guidance

Suppliers 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.

Does your employer (or you, if you are a sole trader) have liability insurance cover, or can you commit to obtaining it prior to the commencement of the contract?



**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

Level of Insurance Cover (£)

141. Public Liability Insurance

Yes

No

Level of Insurance Cover (£)

142. Professional Indemnity Insurance

Yes

No

Level of Insurance Cover (£)

143. Product Liability Insurance

Yes

No

Level of Insurance Cover (£)

## Part 3: Skills and Apprentices

The 'Skills and Apprentices' section outlines whether you will be supporting apprenticeships and skills development through this contract.

**144.** Please confirm if you will be supporting apprenticeships and skills development through this contract.

► Guidance for supporting apprenticeships

Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in [Policy Procurement Note 14/15](#).

Yes  No

**145.** If requested, can you provide evidence of your commitment to supporting apprenticeships and skills development?

Yes  No

**146.** Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 and can provide evidence if requested?

► Procurement Policy Note 14/15

[Procurement Policy Note 14/15- Supporting Apprenticeships and Skills Through Public Procurement](#)

Yes  No

## Part 3: Steel

This section outlines any supply chain management systems, policies, standards and procedures you currently have in place regarding steel supply or production.

Answer these questions if you will be involved in steel supply or production as part of this procurement.

147. Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.

► Procurement Policy Note 16/15

Risk management capability and security of supply throughout the supply chain may be considered at selection stage. For example, assurance may be sought that robust, proportionate contingency measures are in place to ensure safe delivery of steel to the authority. See [Procurement Policy Note 16/15](#)

148. Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.

149. Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:

Your company.

All your supply chain members involved in the production or supply of steel.

## Part 3: Past Performance

The 'Past Performance' section covers details of past performance in relation to competency, management systems, supplier performance and any breaches of health and safety legislation.

**150.** Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?

► Taking account of suppliers' past performance

Suppliers 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.

[Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance](#)

Yes  No

**151.** On request, can you provide certificates of performance for your principal contracts from the relevant customers?

Yes  No

**152.** If you cannot obtain a performance certificate from a customer, can you explain the reasons why?

Yes  No

**153.** If any of the performance certificates state that goods and/or services supplied were not satisfactory, are you able to supply information which shows why this will not recur in this contract, if you are awarded it?

Yes  No

**154.** Can you supply the information requested in Q.150 to Q.153 for any sub-contractors or consortium members that you are relying upon to perform this contract?

Yes  No  Not applicable

## Part 3: Cyber Essentials

The 'Cyber Essentials' section outlines whether your organisation has relevant Cyber Essentials certification.

155. Does your organisation have Cyber Essentials certification?

Yes  No

Describe the Scope of the certification

Day (DD)      Month (MM)      Year (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Certification Serial Number

156. Does your organisation have Cyber Essentials Plus certification?

Yes  No

Describe the Scope of the certification

Day (DD)      Month (MM)      Year (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Certification Serial Number

## Part 3: NHS Requirements

This section gathers information required from organisations applying for NHS and health related contracts in the public sector.

**157.** Is your organisation registered on the Department of Health (DoH) Master Indemnity Agreement (MIA) list?

Yes  No

Please provide your IFA reference.

Please provide your IFB reference.

**158.** Does your organisation provide temporary labour to the health sector?

Yes  No

**159.** Is your organisation a member of The Recruitment and Employment Confederation (REC)?

Yes  No

**160.** Is your organisation a member of any other Professional/Trade Association?

Yes  No

Please provide details.

161. Does your organisation have a fully comprehensive occupational health screening service in place?

► Guidance for health screening service

Temporary workers may be required to undergo comprehensive health screening and have current health clearance.

If you have a health screening service, please verify this by attaching a confirmation letter (max 2 x A4 pages) from your current provider. The letter must include a clear name, address and any contact details of the provider.

Yes  No

Please upload a confirmation letter from your screening provider  
There is no limit to the number of files you can upload.

<input type="button" value="Choose File"/> No file selected	Attachment description
<input type="button" value="Browse previous..."/>	State how you want this file to be described
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Day (DD)	Month (MM)	Year (YYYY)
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Day (DD)	Month (MM)	Year (YYYY)
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## Part 3: CESG Cyber Certifications

This section covers which relevant cyber certifications you have or plan to apply for.

162. Which of the following CESG cyber certifications does your organisation currently hold? Please tick all that apply.

Certified Cyber Security Consultancy - Risk Assessment

Certificate Reference

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

 No file selected

Attachment  
description

 State how you  
want this file to be described

Certified Cyber Security Consultancy - Risk Management

Certificate Reference

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

<input type="button" value="Choose File"/> No file selected	Attachment description
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<input type="text"/>	

Certified Cyber Security Consultancy - Security Architecture

Certificate Reference

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

<input type="button" value="Choose File"/> No file selected	Attachment description
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Certified Cyber Security Consultancy - Audit & Review

Certificate Reference

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

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<input type="text"/>	

Certified Cyber Security Consultancy - Incident Management

Certificate Reference

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

<input type="button" value="Choose File"/> No file selected	Attachment description
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<input type="text"/>	

Penetration Testing: CHECK

Certificate Reference

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

<input type="button" value="Choose File"/> No file selected	Attachment description
<input type="button" value="Browse previous..."/>	State how you want this file to be described
<input type="text"/>	

Cyber Incidents: CIR

Certificate Reference

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

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<input type="button" value="Browse previous..."/>	State how you want this file to be described
<input type="text"/>	

Tailored Evaluation: CTAS

Certificate Reference

Day (DD)      Month (MM)      Year (YYYY)

            

Day (DD)      Month (MM)      Year (YYYY)

            

Please upload a copy of the certificate.  
There is no limit to the number of files you can upload.

 No file selected

Attachment description

State how you want this file to be described

## Part 3: CESG Cyber Certifications

163. Which of the following CESG cyber certifications is your organisation planning to apply for? Please tick all that apply.

Certified Cyber Security Consultancy - Risk Assessment

Day (DD)      Month (MM)      Year (YYYY)

            

Certified Cyber Security Consultancy - Risk Management

Day (DD)      Month (MM)      Year (YYYY)

            

Certified Cyber Security Consultancy - Security Architecture

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Certified Cyber Security Consultancy - Audit & Review

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Certified Cyber Security Consultancy - Incident Management

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Penetration Testing: CHECK

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cyber Incidents: CIR

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tailored Evaluation: CTAS

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Submission

Your Selection Questionnaire is now complete.

But it must be submitted to a contracting authority, if you wish to apply for a specific opportunity.

Please note your unique Selection Questionnaire Reference, which can be used to identify your submission.

## Selection Questionnaire Reference

This is your standard Selection Questionnaire reference.

### Submitting your Selection Questionnaire

Press '**Complete and Exit**' to save your Selection Questionnaire. You will then have the option to submit the Selection Questionnaire to one or more contracting authorities.

Please note, you do not have to submit the Selection Questionnaire to a contracting authority immediately. You can choose to submit at a later date.

To review your answers before submitting, press '**Save and view answers**'.

After submitting, the Selection Questionnaire will be assessed by the relevant contract authority. You may then be asked to submit any supporting evidence that you indicated you could provide.

If you are bidding as the lead contact for a group of economic operators, please issue this SQ Reference to all Sub-contractors that are being relied upon to enable you to meet the selection criteria. Sub-contractors may be required to submit a standard Selection Questionnaire as part of the tender and will be prompted to provide this SQ Reference.

## Submitting your Selection Questionnaire

You must now press the **'Complete and Exit'** button to save this completed selection questionnaire.

You will be shown all of your answers and can print a copy of this selection questionnaire.

If you are bidding as the lead contact for a group of economic operators, please issue this SQ Reference to all Sub-contractors that are being relied upon to enable you to meet the selection criteria. Sub-contractors may be required to submit a standard Selection Questionnaire as part of the tender and will be prompted to provide this SQ Reference.

Your Selection Questionnaire is now complete.

Please note your unique Selection Questionnaire Reference, which can be used to identify your submission.

# Selection Questionnaire Reference

This is your standard Selection Questionnaire reference.

## Submitting your Selection Questionnaire

Press **'Complete and Exit'** to save your Selection Questionnaire.

To review your answers before submitting, press **'Save and view answers'**.

You may be asked at a later date to submit any supporting evidence that you have indicated you can provide.

---

## Guidance

Before completing your response, please ensure that this standard Selection Questionnaire addresses any specific contract opportunity requirements and that all of the information is up to date.

Please check that you have reviewed and wish to submit the information detailed within 'Part 1: Section 1 - Potential Supplier Information', 'Part 1: Section 1 - Bidding Model', 'Part 2: Section 2 - Grounds for mandatory exclusion' 'Part 2: Section 3 - Grounds for discretionary exclusion'.

# SQ Evidence Request

Welcome to the Supplier Evidence Request stage of the standard Selection Questionnaire (SQ)

This stage of the SQ enables contracting authorities to request evidence from the winning bidder(s) of a specific procurement.

This evidence should only be required from the winning bidder(s), in support of their self-assessment of compliance with exclusion and selection criteria, which has been submitted using the SQ.

The Supplier Evidence stage enables buyers to request the relevant documents for review as evidence, which the supplier(s) can then share via the Supplier Registration Service.

Requesting evidence in this way ensures the proper conduct of the procurement but reduces the need for every potential supplier to submit supporting documents every time they wish to bid for a public contract.

# SQ Evidence Request

**164.** You have evaluated the supplier's SQ for your tender requirement and would like them to provide the necessary evidence to confirm the self declarations made in their SQ.

Please select the documents that you would like to review as evidence from the list below. This list has been created based on the information the Supplier confirmed that they could provide upon request.

This list will be issued to the Supplier (via notification email) and they will be asked to share the relevant documents with you via the Service.

- Audited accounts for the last two years
- A statement of the cash flow forecast for the current year
- A bank letter outlining the current cash and credit position
- Forecast of turnover for the current year
- A statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status
- Parent company accounts
- Parent company guarantee
- Employer's (Compulsory) Liability Insurance
- Public Liability Insurance
- Professional Indemnity Insurance
- Product Liability Insurance
- Skills and Apprentices - documentary evidence to support supplier's commitment to developing and investing in skills, development and apprenticeships
- Skills and Apprentices - documentary evidence to demonstrate supplier's process that ensures their supply chain supports skills, development and apprenticeships in line with PPN 14/15
- Suppliers' Past Performance - a list of relevant principal contracts for goods and/or services provided in the last three years

Suppliers' Past Performance - a certificate for each principal contract for goods and/or services provided in the last three years

Suppliers' Past Performance - past performance information for any sub-contractors (or consortium members) who the supplier will rely upon to perform the contract

Alternative documents in the absence of audited statements for the last two years

Select an answer

Select an answer

165. Do you wish to send an additional message with this request?

Yes

No

Please provide your message

## SQ Evidence Request

The supplier has confirmed within their SQ return that they cannot provide any of the documents that you wish to review for your tender requirement.

If you still wish to proceed in your evaluation of the supplier, please discuss your requirements directly with your supplier.

The supplier can update their return, providing the required evidence where possible, for your review.

Thank you for completing the SQ Evidence Request stage.

You are about to send the information provided in this SQ Evidence Request stage.

You have not selected any documents that you would like to review as evidence. If you wish to request evidence from the supplier, select **'Previous'** to review and amend your answers.

To send your response, click 'Send Assessment' below.

## SQ Evidence Request

What happens next?

The supplier will receive a notification of your request for evidence. This will be sent via email to the individual that submitted the SQ.

The supplier can then upload and share the evidence requested.

You will receive a notification when the supplier evidence has been shared and is available for review.

## SQ Evidence Submission

Welcome to the Supplier Evidence Submission stage of the standard Selection Questionnaire (SQ)

Your standard Selection Questionnaire response has been reviewed by a buyer as part of their tender evaluation process.

The buyer has requested that you now share evidence to support your submission.

You are now requested to share evidence that you have previously indicated you could provide in support of your SQ answers.

The Supplier Evidence Submission stage allows you to respond to this request for evidence and upload the relevant documentation.

## SQ Evidence Submission

166. Upload documentary evidence of audited accounts for the last two years

There is no limit to the number of files you can upload.

<input type="button" value="Choose File"/> No file selected	Attachment description
<input type="button" value="Browse previous..."/>	State how you want this file to be described
<input type="text"/>	

---

### Guidance

The maximum file size for each upload is 5MB.

The file must be of type JPG, JPEG, GIF, PNG or PDF.

All of the relevant files could be uploaded either from your local desktop or from your recently uploaded files within the Service.

**167.** Upload documentary evidence for a statement of the cash flow forecast for the current year

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**168.** Upload a bank letter outlining the current cash and credit position

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**169.** Upload documentary evidence for the forecast of turnover for the current year

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**170.** Upload a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**171. Upload documentary evidence for parent company accounts**

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**172. Upload documentary evidence for parent company guarantee**

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**173. Upload documentary evidence for employer's (compulsory) liability insurance**

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**174. Upload documentary evidence for public liability insurance**

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**175.** Upload documentary evidence for professional indemnity insurance

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**176.** Upload documentary evidence for product liability insurance

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**177.** Upload documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**178.** Upload documentary evidence to demonstrate the process that ensures your supply chain supports skills, development and apprenticeships in line with PPN 14/15

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**179.** Upload documentary evidence for a list of relevant principal contracts for goods and/or services provided in the last three years

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**180.** Upload documentary evidence for a certificate for each principal contract for goods and/or services provided in the last three years

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**181.** Upload documentary evidence for past performance information for any sub-contractors (or consortium members) who the supplier will rely upon to perform the contract

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**182.** Upload documentary evidence for a statement of the turnover

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**183.** Upload documentary evidence for profit & loss account

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**184.** Upload documentary evidence for current liabilities and assets

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

**185.** Upload documentary evidence for cash flow for the most recent year of trading for the organisation

There is no limit to the number of files you can upload.

<b>Choose File</b> No file selected	Attachment description
<b>Browse previous...</b>	State how you want this file to be described
<input type="text"/>	

## SQ Evidence Submission

What happens next?

Select 'Submit Evidence' to share the evidence that you have uploaded with the buyer.

Select 'Submit Evidence' to share the evidence that you have uploaded.

To review and edit evidence uploads before submitting, select 'Save and view answers'.

After submission, the buyer will review the evidence via the Supplier Registration Service and contact you regarding the outcome of the tender evaluation process.

## **SQ Evidence Review**

Welcome to the Supplier Evidence Review stage of the standard Selection Questionnaire (SQ)

This stage enables buyers to review the evidence which has been submitted by a supplier in support of their SQ response.

The Supplier Evidence Review stage allows you to do one of the following:

- accept the evidence provided by the supplier
- request further documentation from the supplier, in order to meet the SQ evidence requirements

## **SQ Evidence Review**

186. Select the action that you wish to take. Download and review the evidence for a statement of accounts for the last two years.

Accept Evidence     Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for a statement of the cash flow forecast for the current year

187. Select the action that you wish to take.

Accept Evidence     Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the bank letter outlining the current cash and credit position

188. Select the action that you wish to take.

Accept Evidence     Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

189. Select the action that you wish to take. Download and review the evidence for the forecast of turnover for the current year

Accept Evidence  Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status

190. Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for parent company accounts

191. Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

192. Select the action that you wish to take

Accept Evidence  Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for employer's (compulsory) liability insurance

193. Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for public liability insurance

194. Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

195. Select the action that you wish to take.  
Download and review the evidence for professional indemnity insurance

Accept Evidence  Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for product liability insurance

196. Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence that support supplier's commitment to developing and investing in skills, development and apprenticeships

197. Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

**198.** Select the action that you wish to take.  
Download and review the evidence which demonstrates supplier's process that ensures their supply chain supports skills, development and apprenticeships in line with PPN 14/15

Accept Evidence       Reject Evidence

---

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for the list of relevant principal contracts for goods and/or services provided in the last three years

---

**199.** Select the action that you wish to take.

Accept Evidence       Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the the certificate for each principal contract for goods and/or services provided in the last three years

---

**200.** Select the action that you wish to take.

Accept Evidence       Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

**201.** Select the action that you wish to take.  
Download and review the evidence for suppliers' past performance information for any sub-contractors (or consortium members) who the supplier will rely upon to perform the contract

Accept Evidence  Reject Evidence

---

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for a statement of the turnover

---

Enter a message for the supplier

**202.** Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for profit & loss account

---

Enter a message for the supplier

**203.** Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

204. Select the action that you wish to take

Accept Evidence  Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for cash flow for the most recent year of trading for the organisation

205. Select the action that you wish to take.

Accept Evidence  Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

# Learning and Training Services

## Welcome

Welcome to the Dynamic Purchasing System (DPS) registration questionnaire for the Learning and Training Services DPS, an agreement to help the public sector buy Learning and Training Services.

You will only have to complete this questionnaire once to register on the Learning and Training Services DPS. This questionnaire allows you to register your service offering(s) for Learning and Training with Crown Commercial Service (CCS). This information will allow buyers to invite you to bid for contracts that are suited to your service offering(s).

Should your organisation wish to update its service offering(s) at any point during the lifetime of the DPS, you will be required to update the appropriate service filters in your DPSQ by following the instructions in the DPS Needs document, which forms part of the bid pack for RM6219.

Please note: You will need to agree to the [Terms and Conditions](#) contained in the bid pack prior to being Appointed as a supplier on the DPS. Bidders may wish to instruct their legal teams to review the Terms and Conditions in parallel to completing the DPS submission process, in order to speed up the process of Appointment onto the DPS.

## Learning and Training Services

1. Please confirm which of the following service(s) your organisation provide:

Bespoke training

Learning Technologies

Education Services

Standard off the Shelf Training Courses

## Grounds for Automatic Rejection

2. Please confirm that your organisation including sub-contractors, have an Equality and Diversity Policy that complies with current legislative requirements.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If 'No' is selected, your organisation will be deemed as non compliant and will therefore be rejected from RM6219.

Yes

No

## Grounds for Automatic Rejection

3. Please indicate if, within the past three years, you, your organisation or any other person who has powers of representation, decision or control in the organisation has breached data protection obligations in the UK or anywhere else in the world.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If 'Yes' is selected, your organisation will be deemed as non compliant and will therefore be rejected from RM6219.

Yes

No

## Grounds for Automatic Rejection

4. Please confirm that your organisation, including all proposed subcontractors will comply with the "Supplier Code of Conduct" as detailed in the guidance in the following link?

[Supplier Code of Conduct February 2019](#)

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If 'No' is selected, your organisation will be deemed as non compliant and will therefore be rejected from RM6219.

Yes

No

## Grounds for Automatic Rejection

5. In accordance with questions 140, 141 and 142 of the standard Selection Questionnaire, please indicate that you have, or agree to obtain on or before the execution of the first contract, the following levels of insurance cover:



**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.**

Employer's (Compulsory) Liability Insurance = £5m or more

Public Liability Insurance = £1m or more

Professional Indemnity Insurance = £1m or more

## Group of Economic Operators

6. If you answered Yes to Q19 of the standard Selection Questionnaire, Please provide the number of your Group of Economic Operator members.

If you selected 'No' to Q.19 of the standard Selection Questionnaire, please leave blank.

Number of Group of Economic Operator members

## Group of Economic Operators

7. Please provide details of your Group of Economic Operator member 1.

Name of Group of Economic Operator member 1

► Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**8.** Please confirm the organisation type of Group of Economic Operators member 1.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**9.** Please confirm trading status of Group of Economic Operators member 1.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

10. Is your Group of Economic Operators member 1 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

11. Please provide details of your Group of Economic Operator member 2.

Name of Group of Economic Operator member 2

► Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**12.** Please confirm the organisation type of Group of Economic Operators member 2.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**13.** Please confirm trading status of Group of Economic Operators member 2.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

**14.** Is your Group of Economic Operators member 2 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

**15.** Please provide details of your Group of Economic Operator member 3.

Name of Group of Economic Operator member 3

► Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**16.** Please confirm the organisation type of Group of Economic Operators member 3.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**17.** Please confirm trading status of Group of Economic Operators member 3.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

18. Is your Group of Economic Operators member 3 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

19. Please provide details of your Group of Economic Operator member 4.

Name of Group of Economic Operator member 4

► Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**20.** Please confirm the organisation type of Group of Economic Operators member 4.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**21.** Please confirm trading status of Group of Economic Operators member 4.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

**22.** Is your Group of Economic Operators member 4 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

**23.** Please provide details of your Group of Economic Operator member 5.

Name of Group of Economic Operator member 5

► Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**24.** Please confirm the organisation type of Group of Economic Operators member 5.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**25.** Please confirm trading status of Group of Economic Operators member 5.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

26. Is your Group of Economic Operators member 5 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

27. Please provide details of your Group of Economic Operator member 6.

Name of Group of Economic Operator member 6

▶ Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**28.** Please confirm the organisation type of Group of Economic Operators member 6.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

29. Please confirm trading status of Group of Economic Operators member 6.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

30. Is your Group of Economic Operators member 6 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

31. Please provide details of your Group of Economic Operator member 7.

Name of Group of Economic Operator member 7

► Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**32.** Please confirm the organisation type of Group of Economic Operators member 7.

Voluntary, Community and Social Enterprise (VCSE)

Sheltered Workshop

Public service mutual

None of the above

**33.** Please confirm trading status of Group of Economic Operators member 7.

Public limited company

Limited company

Limited liability partnership

Other partnership

Sole trader

Third sector

Other

Please specify trading status

34. Is your Group of Economic Operators member 7 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

35. Please provide details of your Group of Economic Operator member 8.

Name of Group of Economic Operator member 8

▶ Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**36.** Please confirm the organisation type of Group of Economic Operators member 8.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**37.** Please confirm trading status of Group of Economic Operators member 8.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

**38.** Is your Group of Economic Operators member 8 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

**39.** Please provide details of your Group of Economic Operator member 9.

Name of Group of Economic Operator member 9

► Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**40.** Please confirm the organisation type of Group of Economic Operators member 9.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

**41.** Please confirm trading status of Group of Economic Operators member 9.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

42. Is your Group of Economic Operators member 9 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

43. Please provide details of your Group of Economic Operator member 10.

Name of Group of Economic Operator member 10

▶ Search for address

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**44.** Please confirm the organisation type of Group of Economic Operators member 10.

- Voluntary, Community and Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- None of the above

45. Please confirm trading status of Group of Economic Operators member 10.

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector
- Other

Please specify trading status

46. Is your Group of Economic Operators member 10 a Small, Medium or Micro Enterprise (SME) ?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- Yes
- No

## Contract Termination

---

### Guidance

If you cannot provide evidence of self cleaning that is acceptable to CCS, you will be excluded from further participation in this DPS. In this instance CCS will confirm the reasons why.

47. Please confirm if your organisation has previously been appointed to this DPS, and subsequently removed from this DPS following a Contract Termination?

Yes

No

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide details of the reason for your contract termination.

## Grounds for Automatic Rejection

48. Does your organisation including all key subcontractors commit to the provision of social value initiatives where requested by a Contracting Authority under any resultant contract placed under this Dynamic Purchasing System?

Under this Dynamic Purchasing System, a Contracting Authority running a Call For Competition may choose to evaluate Social Value relevant to the delivery of Goods and/or Services to be delivered under the contract being tendered. In addition, Central Government / Contracting Authorities in scope of PPN 6/20 'Taking Account of Social Value in the Award of Central Government Contracts' may choose to evaluate Suppliers by incorporating any of the Social Value Policy Outcomes or Themes as set out in the Social Value Model of PPN 6/20 in their award criteria

This section is evaluated PASS/FAIL. If 'No' is selected, your organisation will be deemed as non compliant and will therefore be rejected from RM6219.

Yes

No

# Companies House Data

49. Please provide your Companies House registered company number.

Registered company number

50. Please review the answers you have provided in the previous sections of your DPSQ submission and select the following tick box to confirm that the responses provided are correct.

Please note, you are unable to change responses in previous sections: Learning and Training Services, Grounds for Automatic Rejection, Contract Termination. Once you have selected the tick box to confirm the responses provided are correct and you select 'Save and Continue'.

I Confirm

## Self - declaration

51. Please confirm if you intend to use a supply chain for this contract.

Yes

No

## Self - declaration

52. Please confirm if you are a new entrant (including a SPV (Special Purpose Vehicle) or JV (Joint Venture) set up solely for this contract, or a Sole Trader) to the market (trading for less than 12 months).

Yes

No

## Self - declaration

53. Please confirm you are able to provide your Companies House number, to verify your response at question 52.

If you fail to provide a response to this question, you will not be able to progress with your DPS submission.

Yes

Please confirm your Company Registration number as applicable.  
Please note CCS will use your Companies Registration number, to undertake a compliance check via Companies House to verify your response at question 52.

No

54. Please confirm if you are bidding as a SPV (Special Purpose Vehicle), JV (Joint Venture) set up solely for this DPS or as a Sole Trader.

If you fail to provide a response to this question, you will not be able to progress with your DPS submission.

Yes

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

No

## Self - declaration

55. Please confirm that you have systems in place to ensure that those in your supply chain are paid within your agreed contractual terms.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6219 DPS.

Yes

No

56. Please confirm you have procedures for resolving disputed invoices promptly and effectively with those in your supply chain.

Not all payments involve an invoice. We advise that this includes situations where all payments are due.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6219 DPS.

Yes

No

## Public Sector Contracts Only

57. For all contracts entered into pursuant to a procurement carried out under the PCR 2015, please confirm you include 30 day payment terms in all of your sub-contracts (and you require your supply chain to do so) on all such contracts.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6219 DPS.

Yes

No

## Supply Chain Invoices

58. Please select one of the following statements which apply to your organisation.

Not all payments involve an invoice. We advise that this includes situations where all payments are due.

- 95% or above of all supply chain invoices are paid in 60 days
- 85% - 95% of all supply chain invoices are paid in 60 days
- 85% or less of all supply chain invoices are paid in 60 days

## Public and Private Sector Contracts Only

59. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods. This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category which should total 95% or above.

Within 30 days

In 31 to 60 days

## Public and Private Sector Contracts Only

60. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods. This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category.

Within 30 days

In 31 to 60 days

In 61 days or more

Due but not paid by the last date for payment under agreed contractual terms

It is acceptable to cross refer to information that has previously been submitted to Government or is publicly available (provided it covers the requested period), in which case, please provide details and/or insert link(s):

## Public and Private Sector Contracts Only

61. If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.

If you are required to submit an action plan under question 62, this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 62.

**62.** If you are unable to demonstrate that 95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two (2) six (6) months reporting periods, please upload in response to this question an action plan for improvement which should include (as a minimum) the following.

If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features.

- . Identification of the primary causes of failure to pay:
  - a. 95% of all supply chain invoices within 60 days; and
  - b. If relevant under question 57, all invoices within agreed terms
- . Actions to address each of these causes
- . A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent).
- . Plan signed off by Director
- . Plan published on its website (this can be shorter, summary plan).

You may only upload a single file.

Choose File No file selected

**63.** If you are bidding as a Group of Economic Operators (GoEO), please confirm that all members of your GoEO comply with the responses you have provided in questions 57-62 of the DPSQ as applicable.

Yes

No

Please provide full details to support this response in the text box provided below:

Not Applicable

## Information Security

64. Please confirm that your organisation has Cyber Essentials certification in accordance with Clause 9 (Cyber Essentials Scheme) of the DPS Core Terms.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If 'No' is selected, your organisation will be deemed as non compliant and will therefore be rejected from RM6219.

Yes

You may only upload a single file.

 No file selected

No

## Information Security

65. Please confirm that your proposed sub-contractors agree to have Cyber Essentials certification on or before the execution of the first contract, in accordance with Clause 9 (Cyber Essentials Scheme) of the DPS Core Terms.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If 'No' is selected, your organisation will be deemed as non compliant and will therefore be rejected from RM6219.

Yes

No

Not Applicable

# Information Security

66. Please confirm where your organisation will **store** all Personally Identifiable Information (PII) relating to a commercial agreement derived from the RM6219 DPS. Please select all that apply.

Please ensure your answer caters for all Personally Identifiable Information (PII) shared with sub-contractors, including public cloud platforms.

 UK European Union (EU)/European Economic Area (EEA) Outside of the UK or European Economic Area (EEA)

Please specify

# Information Security

67. Please confirm where your organisation will **process** all Personally Identifiable Information (PII) relating to a commercial agreement derived from the RM6219 DPS. Please select all that apply.

Please ensure your answer caters for all Personally Identifiable Information (PII) shared with sub-contractors, including public cloud platforms.

 UK European Union (EU)/European Economic Area (EEA) Outside of the UK or European Economic Area (EEA)

Please specify

# Learning and Training Categories

68. Please select the **Standard off the shelf** Learning Categories your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6219 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

- Business Skills
- Coaching & Mentoring
- Health and Safety
- Digital, Data & Technology
- Financial Services
- Languages
- Leadership & Management
- Legal & Compliance
- LMS Software, Delivery & Content
- LMS Consultancy
- NHS Clinical
- NHS Non-Clinical
- NHS CPD
- Project & Programme Management
- Specialist / Niche
- Transport

Wellbeing

# Learning and Training Categories

69. Please select the **Bespoke Training** Learning Categories your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6219 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Business Skills

Coaching & Mentoring

Health and Safety

Digital, Data & Technology

Financial Services

Languages

Leadership & Management

Legal & Compliance

LMS Software, Delivery & Content

LMS Consultancy

NHS Clinical

NHS Non-Clinical

NHS CPD

Project & Programme Management

Specialist / Niche

Transport

Wellbeing

# Learning and Training Categories

70. Please select the **Learning Technologies** Learning Categories your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6219 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

- Business Skills
- Coaching & Mentoring
- Health and Safety
- Digital, Data & Technology
- Financial Services
- Languages
- Leadership & Management
- Legal & Compliance
- LMS Software, Delivery & Content
- LMS Consultancy
- NHS Clinical
- NHS Non-Clinical
- NHS CPD
- Project & Programme Management
- Specialist / Niche
- Wellbeing

## Education Services

71. Please select the **Education Services** courses your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6219 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

- Skills for the unemployed
- Skills for the employed
- Skills for people in education
- Skills for young people
- Skills for low wage
- Specialist skills
- Pastoral and additional support services
- Community learning
- Transition support

## Contact Details Confirmation

72. Please review the contact information below that you have provided at question number 104 of your Selection Questionnaire, and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

---

### Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6219 Learning and Training Services DPSQ.

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town or City

County

Postcode

Country

Country

Select a country



73. Please review the following information for your organisations headquarters, and update any fields if required, before continuing to the next page.

Full name of headquarters

▶ Search for your location details

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

DUNS number

## DPS Agreement Manager

74. Please provide details of your **DPS Agreement Manager** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Street

Town

County

Postcode

---

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6219 Learning and Training Services DPSQ.

Country

Country

Select a country

## Authorised Representative

75. Please provide details of your **Authorised Representative** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

### Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6219 Learning and Training Services DPSQ.

County

Postcode

Country

## Compliance Officer

76. Please provide details of your **Compliance Officer** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

---

### Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6219 Learning and Training Services DPSQ.

Street

Town

County

Postcode

Country

## Data Protection Officer

77. Please provide details of your **Data Protection Officer** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

---

### Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6219 Learning and Training Services DPSQ.

E-mail address

► Search for your location details

Address lookup

Street

Town

County

Postcode

Country

  

## Marketing Contact

78. Please provide details of your **Marketing Contact** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

---

### Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6219 Learning and Training Services DPSQ.

Role in organisation

Telephone number

E-mail address

▶ Search for your location details

Address lookup

Search for address

Street

Town

County

Postcode

Country

Country

Select a country

## Sign Off

Thank you for completing the Learning and Training Services DPS questionnaire.

By providing this information you confirm that you are an authorised representative of the organisation for which you have responded. In addition, this confirms that the information you have provided for the questionnaire represents a true and honest account of your organisations performance and that no information has been omitted which should reasonably have been shared.

To review your answers and make any final amendments prior to sending, please click "**Save and view answers**" below.

To submit your Learning and Training Services DPS questionnaire, please click "**Continue**" below.

## DPS Assessing

79.1. Have you reviewed the related self cleaning evidence?

Yes

No

Explain the reason why self cleaning evidence is not reviewed

79.2. Are you satisfied with the evidence and explanation provided by the supplier?

Yes

No

Explain the reason why you are not satisfied with the evidence or explanation provided by supplier

# DPS Assessing

79.3. Please confirm one of the following actions for this supplier submission.

Direct this submission to the Registered 1 stage

Reject this submission from the Learning and Training Services DPS

Confirm the rejection of this supplier for Learning and Training Services DPS

Explain the reason for rejection of this supplier for Learning and Training Services DPSQ.

Please note this reason for rejection, will be included in a notification to the Supplier.

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Welcome

Welcome to the Learning and Training Services DPS prospectus section.

You may only have to complete this section once to register on the DPS. This section allows you to detail prospectus data for your service offering(s) for the DPS with Crown Commercial Service (CCS). This information will allow Buyers using the RM6219 DPS to invite you to bid for contracts that are suited to your organisation directly.

For this section you will be required to complete the following:

- Generic Learning and Training Prospectus Template
- Standard off the shelf Prospectus
- Bespoke training Prospectus
- Learning Technologies Prospectus
- Education Services Prospectus

You will only be required to complete a generic prospectus template once for your organisation, and an additional further competition prospectus for your organisation's service offering(s). Should your organisation change its service offering(s) at any point during the lifetime of this DPS, you will be required to update the appropriate prospectus details in your registration by following the instructions in the DPS Needs document which forms part of the bid pack for RM6219.

If you require any further guidance or support please visit the DPS Help page.

## Generic Prospectus

**79.** Please provide the following information for your organisations  
Generic Learning and Training Prospectus Template.

Please enter postcodes separated by commas for all of your office locations.

Website link to training services provided

Must be a valid URL such as  
<https://mycompany.com/training-services>

Website link to quality assurance report

Must be a valid URL such as  
<https://mycompany.com/quality-assurance.pdf>

**80.** Please provide the following information about your Organisation.

- In the context of 'Training delivery' describe your organisation's capabilities.
- Examples of how your organisation does this, where and who for
- Describe how you ensure high standards in training that is delivered is maintained
- What is your 'Unique Selling Point' - what makes your business unique and valuable to the public sector market

**81.** Please provide the following information about your organisation's experience in L&D.

- Previous experience in delivering work based and/or commercial training
- Previous experience in the development and delivery of technical/vocational skills
- Previous experience in community training initiatives
- Previous experience in the development and/or delivery of organisational training programme(s)

**82.** Please provide the following information about the additional services your organisation can provide.

- Training venue booking
- Help desk
- Training facility administration
- Learning technology sourcing
- Horizon scanning
- Apprenticeship schemes advice and guidance

**83.** Please provide the following information about your organisation's flexibility to deliver bespoke training.

- Details of your flexibility to bespoke and/or package the training/development programme to suit the specific needs of the employer and learners.

**84.** Please provide the following information about your organisation's subcontracting.

- Will any part of the training you can provide be subcontracted?

**85.** Please provide the following information about your organisation's learning technology.

- What is your approach to using learning technology to deliver a compelling learning experience?
- What learning technology do you use?
- How do you keep up to date with the latest technologies?

**86.** Please provide the following information about your organisation's continuous improvement.

- Please detail your approach to continuous improvement
- What actions do you take to identify opportunities for change?
- How often do you make updates to your training content and/or service delivery?

**87.** Please provide the following information about your organisation's value for money.

- How do you deliver value for money?
- How do you ensure services are delivered efficiently?
- How do you measure and demonstrate VFM to customers?

**88.** Please provide the following information about your organisation's Equality, Diversity and Inclusion (EDI), accessibility and neurodiversity.

- Please detail your approach to EDI, accessibility and neurodiversity in the development and delivery of training

**89.** Please provide the following information about your organisation's added value services.

- Detail any additional benefits provided as part of your services i.e. support materials, wellbeing programme, access to guidance documents and resources.

**90.** Please provide the following information about your organisation's social value.

- Please detail how you can contribute to customer's social value measures / targets

91. Please provide the following information about your organisation's industry recognition.

- List any professional standards, accreditations and/or training awards attained
- Any other similar external accolades in the L&D or Apprenticeship market

92. Please provide the following information about your organisation's assurance certification.

- List any ISO/BS or equivalent certification i.e. Quality Management, Security Management, Environmental Management, Business Continuity etc.

93. Please provide the following information about your organisation's Security Management System and Controls

- Details of data, physical, personnel and documentary security controls
- Details of compliance with legislative requirements and any International Standards.

## Bespoke training

Please review and complete the following information for your organisation's Bespoke Training learning category(s).

94. Please select the Bespoke Training services your organisation is able to provide.

- Specialist Training
- Coaching
- Learning Consultancy and Advice
- Design and delivery

---

### Guidance

Please note that you are only required to complete this prospectus **once** for all your Bespoke Training Learning Categories selected in the DPSQ

95. List of locations where training can be delivered

96. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

 

Workplace

Enter Postcode

Postcode    Within

 

Face to Face

Classroom

Enter Postcode

Postcode    Within

 

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

97. Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**98.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**99.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**100.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**101.** Please confirm your organisation's state of readiness to deliver this service

**102.** What capability/services do you have to advise and support the customer to design and develop their organisational L&D capability?

103. How does your organisation approach creating a delivery partnership with a customer?

- How do you maintain this?

104. What measures does your organisation take to integrate your services with a customer's organisation?

105. How does your organisation ensure it understands the customer's requirements, both current and future?

## Learning Technologies

Please review and complete the following information for your organisation's Learning Technologies learning category(s).

106. Please select the Learning Technologies services your organisation is able to provide.

Software

Design, Delivery & Content

107. Please detail how you ensure implementation of new solutions are a success.

108. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.



### Guidance

Please note that you are only required to complete this prospectus once for all your Learning Technologies Learning Categories selected in the DPSQ

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**109.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**110.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**111.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**112.** Please confirm your organisation's state of readiness to deliver this service

**113.** What capability/services do you have to advise and support the customer to design and develop their organisational L&D capability?

**114.** How does your organisation approach creating a delivery partnership with a customer?

- How do you maintain this?

**115.** What measures does your organisation take to integrate your services / products within a customer's organisation?

**116.** How does your organisation ensure it understands the customer's requirements, both current and future?

## Education Services

Please review and complete the following information for your organisation's Education Service(s).

**117.** Please select the Education Services your organisation is able to provide.

- Skills for the unemployed
- Skills for the employed
- Skills for people in education
- Skills for young people
- Skills for low wage
- Specialist skills
- Pastoral and additional support services
- Community learning
- Transition support

**118.** List of locations where training can be delivered

**119.** What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

- E-Learning
- Virtual
- Virtual instructor led
- Classroom

---

## Guidance

Please note that you are only required to complete this prospectus once for all your Education service(s) selected in the DPSQ

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**120.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**121.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**122.** Please select the delegate mixes your organisation can provide training for

Closed (employer organisation only)

Open (sharing with other public bodies)

Public (sharing with both public and private organisations)

**123.** Please detail what your organisation's capacity is to deliver training/education at scale (up to maximum)

**124.** Please confirm your organisation's state of readiness to deliver these services.

**125.** Please provide a short description of the nature and scale of provision your organisation can deliver in Adult Education.

**126.** Please provide a short description of the nature and scale of provision you can deliver for those in Education

**127.** What delivery models do you believe could work to create an environment where individuals can develop skills and increase their employment opportunities?

**128.** Please describe and give examples of how learner support funds are currently used to engage those individuals who require additional support to engage and stay in learning.

**129.** Please describe how the Adult Education Budget can support the digital sector in addressing skills gaps particularly at higher levels and what this provision would look like in terms of accessibility and delivery.

130. Please describe the different payment models you can offer and the respective advantages and disadvantages of each one:

- An element of funding is attached to the achievement of a qualification with a percentage held back for achievement of it.
- Full payment by results, with the majority of funding predicated on achieving the stated outcome.
- Partial payment by results, combining funding elements linked to service delivery, on-programme milestones, for achievement of the agreed outcome/progression and an additional payment linked to a positive destination (e.g. employment, further learning at a higher level).

131. Please describe your data & MI model and how this information could be used to support the development of future payment models, commissioning decisions etc.

## Standard off the shelf

Welcome to the Standard off the Shelf Training prospectus section. You are required to complete a prospectus template for each Standard off the Shelf Learning Category you selected in your DPSQ. If you have selected multiple Standard off the Shelf Learning Categories, you are only required to complete one before having the option to 'Continue to Sign Off' to complete the onboarding process.

Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule. Once submitted, you will be required to update your Learning & Training Services DPS application by following the instructions in the DPS Needs document which forms part of the bid pack for RM6219 and then you can complete the remaining prospectus templates that you can provide Standard off the Shelf Training for.

## Standard off the shelf - Business Skills

Please complete the following information for your organisation's Business Skills learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

**132.** Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

**133.** Please provide a link to your organisation's training course information

134. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Business Skills pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

Choose File No file selected

Browse previous...

135. Please confirm any associated examination costs are included in the Price Schedule document?

Yes

No

136. List of locations where training can be delivered

137. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within



Virtual

**138.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**139.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

140. Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

141. Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

142. Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Coaching & Mentoring

Please complete the following information for your organisation's Coaching & Mentoring learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

143. Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

144. Please provide a link to your organisation's training course information

145. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Coaching & Mentoring pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

 No file selected

Browse previous...

146. Please confirm any associated examination costs are included in the Price Schedule document?

Yes

No

147. List of locations where training can be delivered

148. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**149.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**150.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**151.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**152.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**153.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Health and Safety

Please complete the following information for your organisation's Health and Safety learning category.

154. Please select the training courses your organisation is able to

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

155. Please provide a link to your organisation's training course information

156. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Health and Safety pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

 No file selected  

157. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

158. List of locations where training can be delivered

159. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**160.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**161.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**162.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**163.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**164.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Digital, Data & Technology

Please complete the following information for your organisation's Digital, Data & Technology learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

165. Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

166. Please provide a link to your organisation's training course information

167. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Digital, Data & Technology pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

Choose File No file selected

Browse previous...

168. Please confirm any associated examination costs are included in the Price Schedule document?

Yes

No

169. List of locations where training can be delivered

170. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within



Virtual

**171.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**172.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

173. Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

174. Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

175. Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Financial Services

Please complete the following information for your organisation's Financial Services learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

176. Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

177. Please provide a link to your organisation's training course information

178. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Financial Services pricing schedule

Pricing schedule (xlsx)  
You may only upload a single file.

  

179. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

180. List of locations where training can be delivered

181. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**182.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**183.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**184.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**185.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**186.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Languages

Please complete the following information for your organisation's Languages learning category.

187. Please select the training courses your organisation is able to

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete one before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

188. Please provide a link to your organisation's training course information

189. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Languages pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

 No file selected  

190. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

191. List of locations where training can be delivered

192. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**193.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**194.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**195.** Please select the delegate mixes your organisation can provide training for

Closed (employer organisation only)

Open (sharing with other public bodies)

Public (sharing with both public and private organisations)

**196.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**197.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Leadership & Management

Please complete the following information for your organisation's Leadership & Management learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

198. Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

199. Please provide a link to your organisation's training course information

**200.** Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Leadership & Management pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

 No file selected

**201.** Please confirm any associated examination costs are included in the Price Schedule document?

Yes

No

**202.** List of locations where training can be delivered

**203.** What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within



Virtual

**204.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**205.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

206. Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

207. Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

208. Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Legal & Compliance

Please complete the following information for your organisation's Legal & Compliance learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

209. Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

210. Please provide a link to your organisation's training course information

211. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Legal & Compliance pricing schedule

Pricing schedule (xlsx)  
You may only upload a single file.

  

212. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

213. List of locations where training can be delivered

214. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**215.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**216.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**217.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**218.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**219.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - LMS Software, Delivery & Content

Please complete the following information for your organisation's LMS Software, Delivery & Content learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

**220.** Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

**221.** Please provide a link to your organisation's training course information

222. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the LMS Software, Delivery & Content pricing schedule

Pricing schedule (xlsx)  
You may only upload a single file.

Choose File No file selected

Browse previous...

223. Please confirm any associated examination costs are included in the Price Schedule document?

Yes     No

224. List of locations where training can be delivered

225. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within  
   

Virtual

**226.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**227.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

228. Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

229. Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

230. Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - LMS Consultancy

Please complete the following information for your organisation's LMS Consultancy learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

**231.** Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

**232.** Please provide a link to your organisation's training course information

**233.** Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the LMS Consultancy pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

Browse previous...

**234.** Please confirm any associated examination costs are included in the Price Schedule document?

Yes

No

**235.** List of locations where training can be delivered

236. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**237.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**238.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**239.** Please select the delegate mixes your organisation can provide training for

Closed (employer organisation only)

Open (sharing with other public bodies)

Public (sharing with both public and private organisations)

**240.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**241.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - NHS Clinical

Please complete the following information for your organisation's NHS Clinical learning category.

242. Please select the training courses your organisation is able to

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete one before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

243. Please provide a link to your organisation's training course information

244. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the NHS Clinical pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

245. Please confirm any associated examination costs are included in the Price Schedule document?

Yes

No

246. List of locations where training can be delivered

247. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**248.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**249.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**250.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**251.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**252.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - NHS Non-Clinical

Please complete the following information for your organisation's NHS Non-Clinical learning category.

253. Please select the training courses your organisation is able to

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

254. Please provide a link to your organisation's training course information

255. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the NHS Non-Clinical pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

 No file selected  

256. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

257. List of locations where training can be delivered

258. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**259.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**260.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**261.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**262.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**263.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - NHS CPD

Please complete the following information for your organisation's NHS CPD learning category.

264. Please select the training courses your organisation is able to

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

265. Please provide a link to your organisation's training course information

266. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the NHS CPD pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

 No file selected  

267. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

268. List of locations where training can be delivered

269. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**270.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**271.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**272.** Please select the delegate mixes your organisation can provide training for

Closed (employer organisation only)

Open (sharing with other public bodies)

Public (sharing with both public and private organisations)

**273.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**274.** Please confirm your organisation's state of readiness to deliver this service

# Standard off the shelf - Project & Programme Management

Please complete the following information for your organisation's Project & Programme Management learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

**275.** Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

**276.** Please provide a link to your organisation's training course information

277. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Project & Programme Management pricing schedule

Pricing schedule (xlsx)

You may only upload a single file.

Choose File No file selected

Browse previous...

278. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

279. List of locations where training can be delivered

280. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within  
   

Virtual

**281.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**282.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

283. Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

284. Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

285. Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Specialist / Niche

Please complete the following information for your organisation's Specialist / Niche learning category.

The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

**286.** Please select the training courses your organisation is able to provide.

Standard Training

Professional Qualifications

**287.** Please provide a link to your organisation's training course information

**288.** Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Specialist / Niche pricing schedule

Pricing schedule (xlsx)  
You may only upload a single file.

**289.** Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

**290.** List of locations where training can be delivered

291. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**292.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**293.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**294.** Please select the delegate mixes your organisation can provide training for

Closed (employer organisation only)

Open (sharing with other public bodies)

Public (sharing with both public and private organisations)

**295.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**296.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Transport

Please complete the following information for your organisation's Transport learning category.

297. Please select the training courses your organisation is able to deliver. The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

298. Please provide a link to your organisation's training course information

299. Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Transport pricing schedule

Pricing schedule (xlsx)  
You may only upload a single file.

 No file selected  

300. Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

301. List of locations where training can be delivered

302. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

 

Workplace

Enter Postcode

Postcode    Within

 

Face to Face

Classroom

Enter Postcode

Postcode    Within

 

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**303.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**304.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**305.** Please select the delegate mixes your organisation can provide training for

Closed (employer organisation only)

Open (sharing with other public bodies)

Public (sharing with both public and private organisations)

**306.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**307.** Please confirm your organisation's state of readiness to deliver this service

## Standard off the shelf - Wellbeing

Please complete the following information for your organisation's Wellbeing learning category.

**308.** Please select the training courses your organisation is able to deliver. The following sections contain your standard off the shelf prospectus data, you **must** complete at least one standard off the shelf prospectus. If you have selected multiple Standard off the Shelf Learning Categories, you are required to complete **one** before selecting the 'Continue to Sign Off' link to complete the onboarding process. Please be advised, your organisation will only be visible to Customers by the Learning Categories you have completed in full i.e. both the prospectus information and relevant pricing schedule.

**309.** Please provide a link to your organisation's training course information

**310.** Please upload your pricing schedule for this service

You will need to complete a new Pricing Matrix for each Learning Category you are able to deliver Standard Off The Shelf Courses for. Customers / Buyers will use the information contained within the Pricing Matrix in a 'Desktop Evaluation' so the information must be accurate and kept up to date.

► Where can I find the pricing schedule?

Please select [here](#) to download a copy of the Wellbeing pricing schedule

Pricing schedule (xlsx)  
You may only upload a single file.

 No file selected  

**311.** Please confirm any associated examination costs are included in the Price Schedule document?

Yes  No

312. List of locations where training can be delivered

313. What delivery methods can your organisation provide?

Please enter the postcode(s) and range(s) which cover the area(s) your organisation provides this service.

E-Learning

Virtual

Virtual instructor led

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Face to Face

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Hybrid / Blended

Classroom

Enter Postcode

Postcode    Within

Workplace

Enter Postcode

Postcode    Within

Virtual

**314.** Please state any minimum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**315.** Please state any maximum number of learners to deliver training for each Delivery Mode

Online

Virtual instructor led

Face to Face

Hybrid / Blended

**316.** Please select the delegate mixes your organisation can provide training for

- Closed (employer organisation only)
- Open (sharing with other public bodies)
- Public (sharing with both public and private organisations)

**317.** Please detail what your organisation's capacity is to deliver training at scale (up to maximum)

**318.** Please confirm your organisation's state of readiness to deliver this service

## Sign off

Thank you for completing the Qualified stage of the RM6219 Learning and Training Services DPS.

Please select 'send response' below to progress to the Agreeing stage of your DPS application

## Reappoint

Please confirm if you wish to send this supplier to qualified.

I Confirm

Please provide a reason

## DPS Appointment Form

Please review and confirm your agreement to the following DPS Appointment Form information, before proceeding with your application for the RM6219 Learning and Training Services.

### **Crown Commercial Service**

The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).

Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.

### **Supplier**

The name, address, and registration number of the Supplier will be captured as part of the selection questionnaire during the DPS Registration process.

### **Dynamic Purchasing System Contract**

This dynamic purchasing system access agreement between CCS and the Supplier allows the Supplier to be considered for Order Contracts to supply the Deliverables in any of the Services Filter Categories

- Standard off the shelf training
- Bespoke Training
- Learning Technologies
- Education Services

You cannot deliver in any other Filter Categories under this contract. Any references made to other Filter Categories in this contract do not apply. This opportunity is advertised in the Contract Notice in the Find a Tender Service.

### **Deliverables**

- Services
  - Standard off the shelf training
  - Bespoke Training
  - Learning Technologies
  - Education Services
- Additional Training Filters
  - Geographical Location
  - Data Storage / Processing
  - Delivery Methods
  - Delivery Mode

See DPS Schedule 1 (Specification) for further details.

## Dynamic Purchasing System Start Date

The date in which you agree to the Terms and Conditions; and become 'Appointed' to the DPS as detailed in paragraph 6.7 of this DPS Needs document, is the start date of your DPS Agreement. If you become appointed in the first thirty (30) days from the date of the FTS submission (29/09/2021) your DPS agreement start date will be 29/10/2021.

## Dynamic Purchasing System Expiry Date

## DPS Optional Extension Period

# DPS Appointment Form

Please review the following DPS Incorporated Terms, before proceeding with your application for the RM6219 Learning and Training Services.

The following documents are incorporated into the DPS Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies:

- This DPS Appointment Form
- Any DPS Special Terms (see Section 9 'DPS Special Terms' in the DPS Appointment Form)
- Joint Schedule 1 (Definitions) RM6219
- Joint Schedule 11 (Processing Data) RM6219
- The following Schedules for RM6219 (in equal order of precedence):
  - DPS Schedule 1 (Specification)
  - DPS Schedule 3 (DPS Pricing)
  - DPS Schedule 4 (DPS Management)
  - DPS Schedule 5 (Management Levy and Information)
  - DPS Schedule 6 (Order Form Template and Order Schedules) including the following template Order Schedules:
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 4 (Order Tender)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 6 (ICT Services)

- Order Schedule 7 (Key Supplier Staff)
- Order Schedule 8 (Business Continuity and Disaster Recovery)
- Order Schedule 9 (Security)
- Order Schedule 10 (Exit Management)
- Order Schedule 11 (Installation Works)
- Order Schedule 12 (Clustering)
- Order Schedule 13 (Implementation Plan and Testing)
- Order Schedule 14 (Service Levels)
- Order Schedule 15 (Order Contract Management)
- Order Schedule 16 (Benchmarking)
- Order Schedule 17 (MOD Terms)
- Order Schedule 18 (Background Checks)
- Order Schedule 19 (Scottish Law)
- Order Schedule 20 (Order Specification)
- Order Schedule 21 (Northern Ireland Law)
- Order Schedule 22 (Lease Terms)
- Order Schedule 23 (Supplier Furnished Terms)
- DPS Schedule 7 (Order Procedure)
- DPS Schedule 8 (Self Audit Certificate)
- DPS Schedule 9 (Cyber Essentials Scheme)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 8 (Guarantee)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 12 (Supply Chain Visibility)
- CCS Core Terms - DPS (version 1.0.1)
- Joint Schedule 5 (Corporate Social Responsibility) RM6219
- DPS Schedule 2 (DPS Application) RM6219 as long as any part of the DPS Application that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above

## DPS Appointment Form

Please review the following information, before proceeding with your application for the RM6219 Learning and Training Services.

**DPS Pricing**

N/A

**Insurance**

Details in Annex of Joint Schedule 3 (Insurance Requirements).

**Cyber**

Cyber Essentials Scheme [Basic / Plus] Certificate (or equivalent). Details in DPS Schedule 9 (Cyber Essentials Scheme)

**Management Levy**

The Supplier will pay, excluding VAT, 1% of all the Charges for the Deliverables invoiced to the Buyer under all Order Contracts.

**Supplier DPS Agreement Manager**

**Supplier Authorised Representative**

**Supplier Compliance Officer**

**Supplier Data Protection Officer**

**Supplier Marketing Contact**

**Key Subcontractors**

Details of subcontractors where applicable have been registered and provided where applicable as part of your SQ DPS Submission.

**CCS Authorised Representative**

Name

Job Title

Email Address

Telephone

By selecting "**I Confirm**" you confirm that you comply with the above DPS Appointment Form statements and requirements. Once you have selected the tick box to confirm your compliance and acknowledgement of the above, select '**Save and continue**' to be presented with your non watermarked DPS Appointment Form.

I Confirm

## **Confirm DPS Agreement**

You have successfully completed the SQ for Learning and Training Services DPS. The DPS Appointment Form will be electronically signed and managed by Crown Commercial Service (CCS) and you.

Final sign off to ensure a legally binding DPS Appointment Form between CCS and you is completed by you ticking your acceptance in the below box.

By ticking, you are confirming that you comply with the following agreements and documentation, which you should download and retain:

- [DPS Agreement](#) (which includes Payment of management Levy)
- [Privacy Notice & CCS DPS Terms of Use](#)
- Answer Link
- Answer Link
- [DPS Bid Pack](#) (which includes the Terms and Conditions, DPS Needs and Customer Needs documents)

If you are electronically signing the DPS Appointment Form for the RM6219 Learning and Training Services as the lead contact for a Group of Economic Operators (consortia) your electronic signature will be the signature that represents all members of the consortia as detailed within your submission for this DPS.

Once you have ticked that you agree to the covenants above you will be formally 'Appointed' to the DPS for Learning and Training Services

Failure to tick that you agree at this stage will prevent you from securing your appointment on to the DPS for Learning and Training Services, as there will be no legally binding DMP Appointment Form between CCS and you.

I Agree

## DPS Evidence Submission

Welcome to the Supplier Evidence Submission stage of the Learning and Training Services DPS questionnaire.

The Supplier Evidence Submission stage allows you to upload the relevant documentation and evidence that you previously indicated you could provide.

Not all evidence will be applicable to all suppliers. Applicable evidence will be requested at Call for Competition stage by the customer prior to award of a contract.

Please be advised that there is currently no evidence submission required.

## DPS Evidence Submission

A copy of your standard payment terms for all of your supply chain contracts

Evidence (pdf, image, max file size 5MB)  
There is no limit to the number of files you can upload.

 No file selected

Details of the systems which are in place to ensure that suppliers are paid Promptly.

Evidence (pdf, image, max file size 5MB)  
There is no limit to the number of files you can upload.

 No file selected

A copy of your procedures for resolving disputed invoices promptly and Effectively.

Evidence (pdf, image, max file size 5MB)  
There is no limit to the number of files you can upload.

 No file selected

Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.

Evidence (pdf, image, max file size 5MB)  
There is no limit to the number of files you can upload.

 No file selected

A copy of your standard payment terms used with sub-contractors on public sector contracts subject to PCR 2015.

Evidence (pdf, image, max file size 5MB)  
There is no limit to the number of files you can upload.

 No file selected

## DPS Evidence Submission

Thank you for completing the Evidence Submission stage of Learning and Training Services DPS questionnaire.

To review your answers and make any final amendments prior to submit your evidence, please click "**Save and view answers**" below.

To submit your evidence to your Learning and Training Services DPS questionnaire, please click "**Submit Evidence**" below.

# Confirm Rejection

Confirm the rejection of this supplier for Learning and Training Services DPS.

I Confirm

Explain the reason for rejection of this supplier for Learning and Training Services DPSQ.

Please note this reason for rejection, will be included in a notification to the Supplier.

Day (DD)      Month (MM)      Year (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Reappoint

Please confirm if you wish to reappoint this supplier.

I Confirm

Please provide a reason

# Confirm Rejection

Confirm the rejection of this supplier for Learning and Training Services DPS.

 I Confirm

Explain the reason for rejection of this supplier for Learning and Training Services DPSQ.

Please note this reason for rejection, will be included in a notification to the Supplier.

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Rejected

Please confirm you would like to send this application back to Registered 1

 I Confirm

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### Guidance

Please note when entering a date: CAM's will be able to reappoint suppliers (if rejected from the Appointed stage) and redirect a supplier back to the Registered 1 stage (if rejected from any other stage), up until the day before the date entered  
Suppliers will be able to reapply from the date entered