



Working together  
to keep people safe

12<sup>th</sup> May 2021

Dear Supplier

**Invitation to Quote for exclusive rights to publish College Endorsed Manuals for the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and the National Investigators' Examination**  
**QUOTE Ref: PS-001**

You are invited by the College of Policing to quote for the provision of exclusive rights to publish College Endorsed Manuals for the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and the National Investigators' Examination detailed in the attached brief documentation. Your quotation must be received by **Monday 14<sup>th</sup> June 2021 by 16:00hrs**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The College of Policing may undertake not to consider quotations received after that time.

The College of policing is not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

Evaluation criteria	Weighting
Quality	60%
Price	40%

By providing us with a quotation you agree to be bound by the College of Policing Terms and Conditions that can be viewed on this link.

[http://www.college.police.uk/About/Procurement/Documents/Purchase\\_Order\\_Terms\\_and\\_Conditions.pdf](http://www.college.police.uk/About/Procurement/Documents/Purchase_Order_Terms_and_Conditions.pdf)

These Terms and Conditions will apply to any contract awarded to you after you have provided us with your quotation.

Enquiries and returns regarding this Invitation to Quote should be addressed via email to:

[CPU.Tenders@college.pnn.police.uk](mailto:CPU.Tenders@college.pnn.police.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read "Bea Wilkinson".

Bea Wilkinson

Assistant Category Manager

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## Introduction

Except for the words and expressions set out below, the capitalised words and expressions used in these Invitation to Quote shall have meanings given to them in the draft Agreement for the Rights to Publish College Endorsed Manuals (the '**Contract**')

'**EIR**' means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations.

'**FoIA**' means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation.

'**DPA**' means the Data Protection Act 2018.

'**GDPR**' means the General Data Protection Regulation (Regulation (EU) 2016/679)

- a. the GDPR, the LED and any applicable national implementing Laws as amended from time to time
- b. the DPA 2018 to the extent that it relates to processing of personal data and privacy;
- c. all applicable Law about the processing of personal data and privacy;

'**Intellectual Property Rights**' or '**IPR**' means:

- a. copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade or business names, goodwill, designs, Know-How, trade secrets and other rights in Confidential Information
- b. applications for registration, and the right to apply for registration, for any of the rights listed at that are capable of being registered in any country or jurisdiction; and
- c. all other rights having equivalent or similar effect in any country or jurisdiction

**‘Data Protection Legislation’** means:

- a. the GDPR, the LED and any applicable national implementing Laws as amended from time to time
- b. the DPA 2018 to the extent that it relates to processing of personal data and privacy
- c. all applicable Law about the processing of personal data and privacy

**‘Electronic Version’** means a version of a Manual in any digital format suitable for download on a mobile device (e-reader).

**‘Endorsement’** means the College’s grant of exclusive rights to use the College’s recommendation and relevant logos for the Stated Purpose only.

**‘Invitation to Quote’** or **‘ITQ’** or means this Invitation to Quote for the rights to publish College Endorsed Manuals for the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and the National Investigators’ Examination.

**‘Manuals’** means the study materials to be published in print and digital form by the Successful Bidder which must cover all sections from the relevant College Syllabus for (a) the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and (b) the National Investigators’ Examination and whose body content comprise at least 90% content from that Syllabus.

**‘Stated Purpose’** means the publication of the Manuals.

**‘Successful Bidder’** means the Bidder whose Bid is accepted.

**‘Syllabus’** means the College’s course document outlining the contents of the National Police Promotions Framework Step Two programme or the National Investigators’ Examination programme respectively. For the avoidance of doubt the Colleges’ Syllabi are seen as College Intellectual Property and shall remain protected as such – see Terms & Conditions.

In this Invitation to Quote any reference to ‘person’ includes, but is not limited to, any person, firm, body or association, corporate or incorporate.

# 1. Overview

- 1.1** The College of Policing (the '**College**') is the Professional Body for all in policing in England and Wales.

We're the professional body for the police service in England and Wales. Working together with everyone in policing, we share the skills and knowledge officers and staff need to prevent crime and keep people safe.

We set the standards in policing to build and preserve public trust and we help those in policing develop the expertise needed to meet the demands of today and prepare for the challenges of the future.

We have a mandate to set standards in professional development, including codes of practice and regulations, to ensure consistency across the 43 forces in England and Wales.

We also have a remit to set standards for the police service on training, development, skills and qualifications, and we will provide maximum support to help the service implement these standards.

The College is inviting quotations from publishers on the terms set out in this Invitation to Quote (the '**ITQ**').

The College requires the Successful Bidder to publish, promote, sell and distribute manuals covering content from the College's syllabi for (a) the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and (b) the National Investigators' Examination (the '**Manuals**'). Subject to meeting specific requirements as set out in Schedule 1, the College will grant the Successful Bidder exclusive rights to use the College's recommendation and relevant logos for the purpose of publishing the Manuals (the '**Endorsement**').

Bidders are asked to submit a quote for Royalties payable to the College in respect of the Endorsement.

## 1.2 The opportunity

The National Police Promotions Framework ('**NPPF**') Step Two examinations are currently held on an annual basis. Approximately 7,500 candidates enter the Sergeants' examination, and approximately 3,000 candidates enter the Inspectors' examination each year.

The National Investigators' Examination ('**NIE**') is currently held on a quarterly basis. Approximately 5,000 qualifying candidates enter the examination each year.

The Manuals effectively define the Body of Knowledge in Policing ('BoKP') candidates sitting the relevant examinations are assessed against.

The NPPF Syllabus currently covers four distinct areas, and may require a multi-volume set of Manuals:

1. Crime
2. Evidence & Procedure
3. Road Policing
4. General Police Duties

The NIE Syllabus covers six distinct areas, and may require a multi-volume set of Manuals:

1. Evidence
2. Property Offences
3. Assaults, Drugs, Firearms and Gun Crime
4. Sexual Offences
5. Offences in Immigration Enforcement and Asylum
6. Offences in Customs and Excise Management and Serious Organised Crime

It is important that test developers and candidates use the same reference materials. The ability to reference each question in the examination is vital for auditing purposes and is a key principle underlying robust

psychometric test design as this ensures that the question is technically accurate and answerable within the examination syllabus.

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**The Syllabus content examined for both NPPF and NIE is cross-referenced to, and contained within, the current edition of the Manuals. Candidates are examined on the law and procedure only as it appears in the latest edition of the Manuals.**

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- 1.3** The above represents the current 2020/2021 structure of the syllabi for the exams. The College of Policing intends to conduct a comprehensive syllabus review in due course which could mean major changes will have to be accepted and incorporated into any reference material by potential publishers.

Suppliers should in their response detail how they can effectively work with the College to reflect relevant changes in their publications.

#### **Timeframes for publication**

Under the current contract, the incumbent publisher will publish the 2022 editions of the Manuals as follows:

	<b>2023 Exams</b>	<b>Publication</b>	<b>Writing</b>
NPPF	March (sergeants) & October (inspectors)	August 2022	September 2021
NIE	March, June, September & November	October 2022	November 2021

The College requires Bidders to propose a timetable for publication to enable candidates to access study materials in good time for the 2024 examinations:

	<b>2024 Exams</b>	<b>Publication</b>
NPPF	March (sergeants) & October (inspectors)	August 2023
NIE	March, June, September & November	October 2023

Exam Dates as outlined above are for reference only. The dates above represent current delivery dates, however the College reserves the right to change exam dates if required. Any proposed changes in this regard will be communicated to the Supplier with appropriate notice.

The College will provide the Successful Bidder with the relevant Syllabi to enable authors to write the Manuals. The College expects to be provided with proofs for purpose of determining that criteria for Endorsement have been met.

- 1.4 It is anticipated that the contract will commence **1 September 2021** or as soon as possible after that date for a period of **four (4) years** with the possibility to extend for a period of **one (1) year**.
- 1.5 It is essential to comply with the following instructions in the preparation and submission of your quotation and to fully complete and submit all required parts of this quotation documentation. The College reserves the right to reject a quotation that does not fully comply with these instructions.

## 2. Contact details

- 2.1 The contact for the College for this contract will be Mike Williamson, Project Manager; email: [Mike.Williamson@college.pnn.police.uk](mailto:Mike.Williamson@college.pnn.police.uk)

## 3. Submission requirements

- 3.1 Your quotation must be completed and must be submitted via email to: [CPU.Tenders@college.pnn.police.uk](mailto:CPU.Tenders@college.pnn.police.uk) no later than **Monday 14<sup>th</sup> June 2021; 16:00hrs**

Quotations received after this date and time may not be considered.

- 3.2 Any quotation submitted will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated above. The College may accept the quotation at any time within this



prescribed period. The College shall however not be bound to accept any quotation and may accept any offer in whole or in part.

- 3.3** You must not make any changes to the text of the document as supplied to you – we shall evaluate your quotation (and may award a contract) on the basis that no such changes have been made.
- 3.4** The College reserves the right to cancel the quotation process at any point. The College is not liable for any costs resulting from any cancellation of this quotation process or for any other costs incurred by those quoting for this Contract.
- 3.5** Bidders shall be deemed to have satisfied themselves before submitting a bid as to the accuracy and sufficiency of the rates and prices stated by them in their bid, which shall (except in so far as it is otherwise provided for in the Contract), cover all their obligations under the Contract, and they shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their Bid. No claim for payment will be considered on the grounds of misunderstanding or lack of knowledge or information.
- 3.6** Where errors or discrepancies are found that may affect the quotation sum, the Successful Bidder will be notified and given the opportunity to confirm the submitted sum without amendment, or withdraw their bid.
- 3.7** Where insufficient information is provided in relation to any specific criteria, no credit will be given for that aspect of quality.
- 3.8** Where signatures are requested, typed entries are not acceptable.
- 3.9** Please do not include general marketing materials/brochures.

## 4. Evaluation criteria

**4.1** The contract will be awarded on a quality price model, with a weighting as follows.

- Price = 40%
- Quality = 60%

The maximum possible total score is **250 marks**.

Price evaluation will be based on the following, based on the overall contract term of 4 years (with a possibility to extend).

Bidders will be asked to submit their best offer (Royalty percentage) against a range of sales targets. The total score available for this component is **100 marks (40%)**.

The Bidder with the highest level of royalties offered will gain the full 40% financial score, or **100 Marks**.

Subsequent Bidders will gain a percentage of the 40% financial score on a pro-rata basis from the top scoring price. This is calculated using the following formula:

$$\text{Pro-Rata Marks gained} = \frac{\text{Bidder Price}}{\text{Highest Price offered}} \times \text{Total Available Marks}$$

where

Highest Price offered = the highest offer for royalties offered for the specified service.

Bidder Price = the price offered by the Bidder for the specified product.

**4.2** Quality evaluation will be made under the criteria listed below, and the information required from the Bidders will be based on the five (5) assessment questions.

The total score available for this component is **150 marks**.

Quality evaluation will be assessed using the performance criteria below.

You should ensure that you adequately cover the specific points included in the evaluation criteria listed above in your quotation response.

If a quotation scores '0' against any one or more assessment questions, this may give grounds for excluding that tender from any further consideration. For any tenders so excluded, the relevant price may also be excluded from the evaluation.

SCORE	DESCRIPTION
30	Comprehensive response which fully exceeds requirements
25	Response meets the standards fully as specified with a good level of detail
20	Response meets most of the criteria but lacks some detail
10	Response meets minimum criteria but remains basic with a significant lack of detail
5	Poor response, only partially satisfies the requirement with deficiencies apparent. Falls short of minimum expectations/requirements
0	No response submitted or significantly fails to meet the standard

**The College of Policing reserves the right to moderate scores, and/or eliminate a Bidder, should any information submitted prove to be inaccurate, or have changed since the Bid was submitted.**

## 5. Terms and conditions

- 5.1 The Successful Bidder will be bound by the draft Terms & Conditions as outlined in enclosed Appendix A.
- 5.2 It is anticipated that the contract with the successful Bidder **will commence from 1 September 2021 and will run for a period of four (4) years to 31 August 2025 unless extended as agreed between the Parties.**

## 6. Clarifications

- 6.1 Should you require clarification in respect of anything contained within this ITQ documentation, you must **submit your questions via email to: [CPU.Tenders@college.pnn.police.uk](mailto:CPU.Tenders@college.pnn.police.uk) no later than Wednesday 29<sup>th</sup> May 2021 at 16:00hrs**
- 6.2 **Please read through the entire document first before raising any questions. You must use the ITQ reference ITQ/PS-001 [your company name] in the subject line of your email.** Questions without the ITQ reference may not be promptly identified.

The College's responses to any queries or clarification requests may, at the College's discretion, be published to all Bidders.

## 7. Amendments

- 7.1 The College may amend the quotation documents at any time prior to the deadline for receipt of quotations. All Bidders will be made aware of any such amendments.

## 8. Quotation procedures

- 8.1 **Your quotation must be completed and must be submitted via email to: [CPU.Tenders@college.pnn.police.uk](mailto:CPU.Tenders@college.pnn.police.uk) no later than Monday 14<sup>th</sup> June 2021; 16:00hrs**

Quotations received after this date and time may not be considered.

- 8.2** The College may reject the quotation if all parts of the quotation form have not been properly completed and all evidence requested has not been supplied.

## 9. Applicable legislation

- 9.1** The Successful Bidder will be expected to comply with all applicable legislation.

## 10. Transparency

- 10.1** In accordance with the obligations and duties placed upon public authorities by the FoIA and the EIR, all information submitted to the College may be disclosed in response to a request for information made pursuant to the FoIA and the EIR.

- 10.2** The Potential Publisher should note that the information disclosed in response to a FoIA or EIR request may include, but is not limited to, the disclosure of its Tender (including any attachments or embedded documents) and/or any score or details of the evaluation of a Tender.

- 10.3** If the Potential Publisher considers any part of its Tender or any other information it submits to be confidential or commercially sensitive, the Potential Publisher should:

10.3.1 clearly identify such information as confidential or commercially sensitive

10.3.2 explain the potential implications of disclosure of such information; and

10.3.3 provide an estimate of the period of time during which it believes that such information will remain confidential or commercially sensitive.

- 10.4** If the Potential Publisher identifies that part of its Tender or other information it submits is confidential or commercially sensitive, the College

will consider withholding it from publication. The Potential Publisher should note that, even where information is identified as confidential or commercially sensitive, the College may be required to disclose such information in accordance with the FoIA or the EIR.

- 10.5** The College is required to form an independent judgement upon whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. The College cannot guarantee that any information indicated as being 'confidential' or 'commercially sensitive' by the Potential Publisher will be withheld from publication.
- 10.6** If the Potential Publisher receives a request for information under the FoIA or the EIR during the Procurement process, it should be immediately referred to the College.

## 11. Timetable

- 11.1** It is anticipated that the following timescales will be applied. Changes may be made by the College to any of these dates. In the event that this action becomes necessary the College will advise the participants in the ITQ process.

Timescale	Date
Invitation to Quote Issued	Wednesday 12th May 2021
Deadline for clarification questions	Wednesday 29th May 2021; 16:00hrs
Submission of Quotations deadline	Monday 14 <sup>th</sup> June 2021; 16:00hrs
Evaluation	Tuesday 15 <sup>th</sup> June 2021 onwards
Contract award notification	Friday 25th June 2021 or as soon as possible after that date
Contract start date	Wednesday 1 September 2021

## Checklist of documents for completion and enclosures required

Bidders must ensure that they complete and sign, where required, ALL the requisite documents and forms included in the tender documents and any additional documentation, information and certificates that are required by the College to evaluate the Proposal. The documents and forms that need completing for this tender are as follows:

Document title	Location within submission and title of document	Check if enclosed
Schedule 2: Assessment	<b>1. Essential criteria</b> Q.1: Y/N Q.2: Y/N Q.3: Y/N Q.4: Y/N Q.4a: Include QM Certification Q.5: Y/N	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Schedule 2: Assessment	<b>2. Assessment question</b> Q.I: Enclose Response + References Q.II: Enclose Response + Sample Report Q.III: Enclose Response + Timetable Q.IV: Enclose Response + Details of individuals + Copy of Business Continuity Plan Q.V: Enclose Response	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Schedule 3: Pricing/Quotation Form	NPPF/NIE – quote	<input type="checkbox"/>
Schedule 4: Supplier – Standard Selection Questionnaire	Questionnaire to be completed in full	<input type="checkbox"/>
Declaration	Declaration	<input type="checkbox"/>

# Appendices

## Schedule 1 – Schedule of requirements

### 1. Introduction

The Successful Bidder will be required to publish, promote, sell and distribute ('Publish') Manuals covering content from the College's Syllabi for (a) the National Police Promotions Framework Step ('NPPF') Two Legal Examinations (Sergeant and Inspector) and (b) the National Investigators' Examination ('NIE').

In consideration of publication of the Manuals in accordance with the College's requirements and royalty payments as per the Successful Bidders offer, the College is willing to grant the Successful Bidder exclusive rights to use the College's Endorsement and relevant logos.

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**Endorsement of the Manuals signals to candidates that the College has given its seal of approval and that the Manuals are the official Body of Knowledge in Policing for the exams the candidates are about to take. The right of Endorsement – which comes with College logo and a statement from the Chief Executive Officer – is therefore a valuable and powerful asset to any publisher in the field of Policing & Criminology.**

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The above represents the current 2020/2021 structure of the syllabi for the exams. The College of Policing intends to conduct a comprehensive syllabus review in due course which could mean that major changes will have to be accepted and incorporated into any reference material by potential publishers.

Suppliers should in their response detail how they can effectively work with the College to reflect relevant changes in their publications

### Timetable

The Successful Bidder must propose a timetable for publication ('Timetable') to enable candidates to access study materials in good time for the 2024 examinations:



	<b>2024 Exams</b>	<b>Publication</b>
NPPF	March (sergeants) & October (inspectors)	August 2023
NIE	March, June, September & November	October 2023

The College will provide the Successful Bidder with the relevant Syllabi to enable authors to write the Manuals in accordance with the Timetable. The College expects to be provided with proofs for purpose of determining that criteria for Endorsement have been met.

## 2. Authors

The Successful Bidder must have access to a pool of authors who hold a degree or have similar qualifications to be able to establish their suitability to be an author of the Manuals. They must also have demonstrable professional knowledge and experience of applying police-related legislation and procedure.

The College wishes to reserve the right to request a list of current authors and authentication of their relevant qualifications at any time during the term of the contract.

The successful bidder has to ensure that authors understand the relationship between the successful bidder and the College and that authors' actions, either in person or online, must not adversely affect or bring into disrepute the work of the College of Policing.

## 3. Legal review

The Successful Bidder will have suitably qualified staff who will conduct reviews of the manuscripts to ensure that all relevant legislation is taken account of, all legislation cited is in force and the correct version is cited.

## 4. Formats

Manuals will be published in print and in Electronic Versions, suitable for download on mobile devices (e-readers). Potential Bidders must have the capability to offer access to Electronic Versions (whether via online subscription or as an e-book) via their web presence.

## 5. Contents

Subject to the College having provided the relevant Syllabi the Successful Bidder must publish the Manuals in accordance with the Timetable.

Each Manual must cover all sections contained in the associated Syllabus. To be eligible for Endorsement, 90% of the body text of the content in a Manual must comprise material suitable for study and revision from the relevant Syllabus.

## 6. Referencing

The Successful Bidder must structure the Manuals in accordance with the relevant Syllabus structure so that the referencing of the examination questions, which are held in the College's Question Bank remains intact. Copies of the 2021 Syllabi are enclosed as Appendix C. By way of example.

Below is an example of how questions are referenced in our question bank software currently:

Year:	2021
Book:	Police Investigators' Manual/Blackstone's Police Manuals
Course:	<b>Book for NPPF</b> (ie, Crime; General Police Duties, Road Policing; Evidence and Procedure)
	<b>Part for NIE</b> (ie, Evidence; Property Offences; Assaults, Drugs, Firearms and Gun Crime; Sexual Offences; Offences in Immigration Enforcement and Asylum; Offences in Customs and Excise Management and Serious Organised Crime)
Chapter:	Chapter in Book or Part
Paragraph:	Paragraph in Chapter
Page:	Page Number
The syllabus for NPPF examinations starts at page 29 and the syllabus for the NIE starts on page 24.	

The reason for this requirement is that the examinations, Syllabus and Manuals are cross-referenced.

In addition to the above, the College requires that the Manuals distinguish clearly what is examinable and non-examinable text for both NPPF and NIE exams. The current methodology used is that of blacklining.

Should the College decide to re-design or replace the College's Question Bank at any time throughout the contract, the way in which questions are referenced may be subject to change.

The preferred Supplier will be notified as soon as is feasible of any such developments to allow for appropriate lead-time to incorporate reference changes into the required publications.

## 7. Services

The Successful Bidder will provide all services generally associated with Publishing an academic publication, including but not limited to:

- Author management
- Editorial & production
- Distribution, warehousing, stock control & reprints, sales & marketing
- Customer services
- ISBN & bibliographic records
- Online & alternative media management
- Contract management

The Successful Bidder should provide the College with 25 gratis copies of each edition of either (i) the Eligible Manuals pack or (ii) the Electronic Versions, at the College's election. The Successful Bidder should also give the College a % discount off the published price on any additional Eligible Manuals bought for the College's own use.

## Schedule 2 – Assessment

### 1. Essential criteria

**Bidders must be able to answer YES to the following five questions.**

1. The Bidder must be able to publish Manuals in print and in Electronic Versions, suitable for download on mobile devices (e-readers). Potential Bidders must have the capability to offer access to Electronic Versions (whether via online subscription, as an e-book or via an APP) via their web presence. **PLEASE CONFIRM YES/NO –**
2. The College of Policing expects any company that it enters into an agreement with to have access to suitably qualified and experienced Authors as well as its own assessors to carry out legal reviews of the Manuals to be produced. For the avoidance of doubt, the College would deem 'suitable experience' to include application of policing related legislation, **PLEASE CONFIRM YES/NO –**
3. The Bidder will structure the Manuals in accordance with the structure of the relevant Syllabus and will provide the College with schedules of paragraph changes and finalised manuscripts for each new edition to allow coordination between the recommended study material and the maintenance of the College Question Bank.  
**PLEASE CONFIRM YES/NO –**
4. The Bidder is required to hold a current quality management certification (for example BS/EN/ISO 9001 or equivalent). **PLEASE CONFIRM YES/NO –**

**Please provide copies of any QM Certification you hold.**

5. The Bidder is required to complete Schedule 5 – Standard Selection Questionnaire in full. **PLEASE CONFIRM YES/NO –**

**If bidders cannot answer yes to these questions their bid may be disqualified from the process.**

## 2. Assessment questions – Scored questions

The following questions will be scored by the evaluation panel. Each question will be scored out of 30 marks based on the evaluation criteria provided under section 4.1.

Answers to Assessment Questions are weighted in accordance with the following schedule:

Q 1 = 10%

Q 2 = 15%

Q 3 = 15%

Q 4 = 35%

Q 5 = 25%

The total score available for this component is **150 marks. (60%)**

### **1. Your approach and vision** **[max. 800 Words]**

Please summarise your plans in relation to the development of your services in publishing and related areas of business during the Term of the agreement.

### **II. Customer satisfaction & account management** **[max.1000 Words]**

- a. Please describe your approach to resolving complaints and resolving issues raised with you.
- d. Demonstrate your ability to provide current and accurate royalty statements on a regular basis, and make royalty payments accordingly.

Please provide Sample Report.

### **III. Services** **[max.1000 Words]**

- a. Please describe how you intend to provide the services set out in Schedule 1 to the College. Include a Timetable for publication of the Manuals.

### **IV. Transition and service management** **[max. 1500 Words]**

- a. Please set out how you propose to manage the services both at implementation and in relation to service delivery on an ongoing basis. Specifically, what steps will you take to ensure that your proposed Manual structure will maintain referential integrity between the Syllabi, Question Bank and the Manuals?
- b. Please provide a copy of your Business Continuity Plan.

- c. What resources will you use to provide the services? Please provide details of the individuals who would assume key roles in the provision of the services and details of how those individuals would interact with the College.
- d. Please describe how you will work with the College's exam team to ensure content is updated annually, suggested changes are incorporated and that only changes approved by the College are incorporated in the Manuals.

**V Author engagement****[max. 1500 Words]**

- a. Describe your process for attracting, selecting and retaining authors. Demonstrate your ability to determine potential authors' suitability to write the Manuals.
- b. Provide author profiles, identifying for which Manuals you intend to engage the authors, and what reasons you have for your choice of author.
- c. Describe what controls are in place between your organisation and the author(s) to ensure the author(s) have the capacity to complete the Manuals in the required timeframe.
- d. Please describe how you will ensure that authors understand the relationship between your organisation and the College and that authors' actions, either in person or online, don't adversely affect or bring into disrepute the work of the College of Policing.

## Schedule 3 – Pricing/quotation form

**Please complete the boxes below (price for services rendered excluding vat)**

Please provide your best offer in respect of Royalties arising from the College Endorsed manuals and the materials provided by the College under copyright (the Syllabus).

Any proposal should be accompanied by a clear explanation of the underlying calculation.

### NPPF Manuals & NIE Manuals

Royalty payments for the first four (4) years of the agreement (reviewable thereafter)		
Sales in units		Royalties
Between	and	Rate in%
0	5000	Should attract a Minimum Guaranteed Payment of £ .....
xxxx	xxxx	Xxxx%
xxxx	xxxx	Xxxx%

**Please confirm – Y/N**

The Successful Bidder will provide the College with 25 gratis copies of each edition of either (i) the Eligible Manuals pack or (ii) the Electronic Versions, at the College's election.

**Please confirm the ....% Discount** the College will receive off the published price on any additional Eligible Manuals bought for the College's own use.

Explanatory notes
<p>All Sales of Police Manuals endorsed by the College of Policing are to attract a Royalty Payment.</p> <p>The Publisher must provide the College with six-monthly statements detailing both Volume and Turnover of life time sales for all Eligible Manuals, per edition and format (in print and online) in order to enable the College to raise invoices. (Invoices may be for</p>

internal accounting purposes only if the Publisher utilises a self-billing mechanism).

Routinely six-monthly statements should be sent via email to

[receivables@college.pnn.police.uk](mailto:receivables@college.pnn.police.uk). The email subject should include the Contract Reference and the Time Period the Report pertains to.

The six-monthly statement to be shared with [Mike.Williamson@college.pnn.police.uk](mailto:Mike.Williamson@college.pnn.police.uk) and [Bea.Wilkinson@college.pnn.police.uk](mailto:Bea.Wilkinson@college.pnn.police.uk).

The Publisher shall render payment in Sterling (GBP) within 30 days of the date on the invoice (or statement, if utilising a self-billing mechanism).

All charges are exclusive of VAT, which shall be added to invoices (or statements, if utilising a self-billing mechanism) at the prevailing rate.

**I/We confirm that I/we are able and willing to enter into the Contract as specified in the Invitation to Quote for the Royalties as set out above (exclusive of VAT).**

Contact name/

Role within organisation:

Contact signature:

Date:



## Schedule 4 – Standard selection questionnaire

### **Potential supplier information and exclusion grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion<sup>1</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

### **Supplier selection questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. 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.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

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<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. 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 must be excluded from further procurements for five years.

**Invitation to quote:**

**Exclusive rights to publish College Endorsed Manuals for the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and the National Investigators' Examination**

**[PS-001]**

**Notes for completion**

1. The 'authority' means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. 'You'/'Your' refers to the potential supplier completing this standard Selection Questionnaire (i.e., the legal entity responsible for the information provided). The term 'potential supplier' is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the 'regulations') and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a

consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.

5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2.
7. For answers to Part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/or any sub-contractors, providing one composite response and declaration.

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

## Part 1: Potential supplier information

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

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a. public limited company e. limited company f. limited liability partnership g. other partnership h. sole trader i. third sector j. other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a. Voluntary Community Social Enterprise (VCSE) k. Sheltered Workshop l. Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> <ul style="list-style-type: none"><li>▪ Name</li><li>▪ Date of birth</li><li>▪ Nationality</li></ul>	

<sup>2</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

	<ul style="list-style-type: none"> <li>▪ Country, state or part of the UK where the PSC usually lives</li> <li>▪ Service address</li> <li>▪ The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)</li> <li>▪ Which conditions for being a PSC are met: <ul style="list-style-type: none"> <li>○ Over 25% up to (and including) 50%</li> <li>○ More than 50% and less than 75%</li> <li>○ 75% or more. <sup>4</sup></li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>▪ Full name of the immediate parent company</li> <li>▪ Registered office address (if applicable)</li> <li>▪ Registration number (if applicable)</li> <li>▪ Head office DUNS number (if applicable)</li> <li>▪ Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>▪ Full name of the ultimate parent company</li> <li>▪ Registered office address (if applicable)</li> <li>▪ Registration number (if applicable)</li> <li>▪ Head office DUNS number (if applicable)</li> <li>▪ Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

<sup>4</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model	
Question number	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	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.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.2(b) -  
(ii)

If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

Name					
Registered address					
Trading status					
Company registration number					
Head Office DUNS number (if applicable)					
Registered VAT number					
Type of organisation					
SME (Yes/No)					
The role each sub-contractor will take in providing the works and/or supplies (eg, key deliverables)					
The approximate % of contractual obligations assigned to each sub-contractor					

### Contact details and declaration

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

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



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

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

I am aware of the consequences of serious misrepresentation.

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

## Part 2: Exclusion grounds

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

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

		If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. Identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>

	is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

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

Section 3		Grounds for discretionary exclusion	
	Question	Response	
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

		If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

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

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

## Part 3: Selection questions

Section 4	Economic and financial standing	
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (eg, 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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>



<b>Section 5</b>	<b>If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</b>	
<b>Name of organisation</b>		
<b>Relationship to the Supplier completing these questions</b>		
<b>5.1</b>	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.2</b>	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.3</b>	If no, would you be able to obtain a guarantee elsewhere (eg, from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

  

<b>Section 6</b>	<b>Technical and professional ability</b>
<b>6.1</b>	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g., the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information</p>

	<p>requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>		
	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>Email address</b>			
<b>Description of contract</b>			
<b>Contract start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			
<b>6.2</b>	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p>		

<b>6.3</b>	If you cannot provide at least one example for questions 6.1, 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).
<b>Section 7</b>	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>
<b>7.1</b>	<div> <div>Are you a relevant commercial organisation as defined by section 54 ('Transparency in supply chains etc.') of the Modern Slavery Act 2015 ('the Act')?</div> <div> <div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div> </div> </div>
<b>7.2</b>	<div> <div>If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</div> <div> <div>Yes <input type="checkbox"/></div> <div>Please provide the relevant url ...</div> <div>No <input type="checkbox"/></div> <div>Please provide an explanation</div> </div> </div>

**8. Additional questions**

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.

Section 8	Additional questions
8.1	<b>Insurance</b>
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Employer's (Compulsory) Liability Insurance = £5,000,000</p> <p>Public Liability Insurance = £5,000,000</p> <p>Professional Indemnity Insurance = £2,000,000</p> <p>Product Liability Insurance = £5,000,000</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

8.2	<b>Suppliers' past performance<sup>5</sup> – (please refer to supplier selection guidance – this question should only be included by central government contracting authorities)</b>	
a.	Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
b.	On request can you provide a certificate from those customers on the list?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
c.	If you cannot obtain a certificate from a customer can you explain the reasons why?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<sup>5</sup> [Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance](#)

<b>d.</b>	If the certificate states 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 <input type="checkbox"/> No <input type="checkbox"/>
<b>e.</b>	Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>.....</p>		