

**Attachment 2b**

**Certificate of Technical and Professional Ability (COTPA)**

**RM6345 Digital Capability for Health 2**

**Instructions**

For the assessment of your Technical and Professional ability the relevant Services are listed within Section A of this Attachment 2b – COTPA.

You are required to demonstrate the delivery of a minimum of 3 of the 5 mandatory Service Provisions within the scope of the requirements. The Mandatory Service Provisions are set out in sections 3, 4, 5, 6 and 7 of Attachment 1a Framework Schedule 1 (Specification)

You can evidence delivery of a minimum of 3 mandatory Service Provisions in 1 contract or across 2 or 3 contracts. You are permitted to submit up to a **maximum of 3** COTPAs to evidence delivery and can do this within 1 COTPA or across 2 or 3 COTPAs. i.e. you do not have to submit 3 COTPAs if you can evidence delivery of 3 mandatory Service Provisions in 1 or 2 COTPAs.

In each COTPA, you are required to complete section A within the Attachment 2b – COTPA (highlighted yellow.)

The customer must verify that the information you have provided in section A is true and accurate by completing and signing Section B within the Attachment 2b – COTPA (highlighted blue).

The form of the COTPA is set out below.

You must submit all completed Attachment 2b – COTPAs by uploading them (in a zip file if you are submitting more than 1) to question 1.26.2 within the online Selection Questionnaire (Qualification Envelope).

If you submit a zip file name it in the following format: **RM6345 your organisation name \_Attachment 2b**

Please note that we reserve the right to contact the customer listed in the certificate to verify the information provided. You must notify the customer that they may be contacted by us.

**Mandatory requirements**

**In order to pass:**

* Each COTPA you submit must evidence a contract that you have delivered in the 3 years prior to the publication of the contract notice for this competition, or an ongoing contract you are currently delivering that has been ongoing for a minimum of 6 months (it is acceptable for the contract to have commenced prior to 17 May 2021 if it is ongoing or was concluded in the last 3 years).
* If the contract is ongoing you must have been delivering the services for at least 6 months.
* Each COTPA must evidence a contract with a **minimum value of £1 million.**
* In 1, 2 or 3 COTPAs you must demonstrate delivery of a minimum of 3 of the mandatory Service Provisions listed in Section A below.
* All required fields within the COTPA, including verification from the customer, must be completed.

Additional Information:

* You may use contracts delivered in the Public and/ or Private Sector. Contracts do not have to be from the health sector.
* Examples of Call-Off contracts awarded under Framework Contracts will be considered valid, but Framework Contracts themselves will not be valid.
* It is permissible to approach the same customer for multiple contract examples for use as COTPAs providing that they are separate contracts.
* No attachments other than the COTPAs are permitted.
* Any additional documents submitted will be disregarded.
* Examples may cover situations where your organisation was acting as prime contractor, Key Subcontractor or part of a consortium.
* Customer contacts provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 3 years prior to the publication of the contract notice.
* If you delivered services for a client who has since left the customer organisation you worked for, they cannot sign-off the verification of the COTPA. A COTPA must be signed by an existing employee of the company for whom the work was undertaken.
* Although physical customer signatures on the COTPAs would be preferable, we recognise that this might be problematic for some customers. Therefore, if a customer is unable to print a completed Certificate, a digital signature is an acceptable alternative.
* COTPAs may be provided for contracts where the supplier that delivered the services is a consortium member or a Key Subcontractor named in your bid.
* Where you are relying on a Key Subcontractor to demonstrate technical and professional ability, remember that they must complete Attachment 4 - Information and Declaration Workbook. This must be submitted as part of your bid, in accordance with the guidance set out in Attachment 1 - About the Framework.

**Certificates of Technical and Professional Ability (COTPA) will be evaluated PASS/FAIL**

You will fail section 1.26 – Technical and Professional Capability of the Selection Questionnaire and be excluded from the competition if:

* Each COTPA does not meet all the mandatory requirements set out above
* You have not completed all of the information required in the COTPA
* Your customer has not provided the required certification information in section B of the COTPA
* We contact the customer to verify the information provided and they cannot or will not verify the information. It is vital that you select a customer that is prepared to verify the information you have provided and be contactable in the event that clarification is required

If we determine that you have failed section 1.26 – Technical and Professional Capability of the Selection Questionnaire we will notify you and tell you the reasons for this.

**RM6345 Digital Capability for Health 2**

| **Section A - To be completed by the bidder** | |
| --- | --- |
| **Name of bidder:** | bidder’s name |
| **Certificate of Technical and Professional Ability (COTPA) – details of the contract, to be certified by the customer in Section B** | |
| **Name of customer:** | customer name |
| **Name of supplier:**  If you were not the Prime Contractor please state whether you were a Key Subcontractor or part of a Consortium.  Where you are relying on the capacity of another entity to demonstrate technical and professional ability e.g. you are relying on a proposed Key Subcontractor, then they should be named as the supplier.  Where you want to rely on the capacities of other entities, you shall prove to us that you will have at your disposal the resources necessary. To that end please complete Attachment 4a - Information and declarations\_Consortium or Attachment 4b - Information and declarations\_Key Subcontractors\_Guarantors for each entity. | supplier name  additional information |
| **Contract title:** | contract title |
| **Contract start date:** | dd/mm/yyyy |
| **Contract end date / anticipated end date:** | dd/mm/yyyy |
| **Total Contract value:** | £ insert value |
| **Contract Notice (formerly OJEU))/FTS Award Notice reference or**  **Contracts Finder reference:**  *(for Public Sector Contracts only – enter N/A if not applicable)* | Contract Notice (formerly OJEU) /FTS Award Notice or Contracts Finder reference:  e.g. 2011/S 239-387260 |
| Please confirm which mandatory Service Provisions you provided to the customer under this contract.  Your completed certificate **must** feature the Service Provision(s) you are evidencing. Remember to delete the Service Provisions that you are not evidencing.   * + Service Provision 1: DevOps Services   + Service Provision 2: Digital Definition Services   + Service Provision 3: Build and Transition Services   + Service Provision 4: End-to-End Development Services   + Service Provision 5: Data Management (and similar) Services | |

| **Section B - To be completed by the customer** | |
| --- | --- |
| **Certificate of Technical and Professional Ability - Customer contact details** | |
| **Customer contact name:** | name of customer contact |
| **Customer address:** | customer address |
| **Customer direct line:** | customer telephone number |
| **Customer email:** | customer email |
| **Customer confirmation:** | |
| We hereby certify that, to the best of our knowledge and belief, the supplier has satisfactorily supplied the services and delivered the deliverables and the outcomes described above at Section A in accordance with the contract. | Authorised signature (either double-click on signature box below to digitally sign or copy & paste in an image file of your signature): |
| **Liability for customer certifying Certificate of Technical and Professional Ability:** | |
| In signing this Certificate of Technical and Professional Ability (COTPA) I confirm that I have the necessary authority to do so on behalf of the organisation for which the works and services were provided.  Whilst the information in this certificate has been provided in good faith in the belief that it is truthful and accurate, the customer does not assume any responsibility or any liability nor make any guarantee, representation or warranty as to the contents of this certificate. The customer shall not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the certificate and its content, to the fullest extent permitted by law.  Nothing in this certificate shall affect, or constitute a waiver of, the customer's rights or remedies in relation to the contract. | |