

**Attachment 2b – Certificate of Technical and Professional Ability**

**RM1557.14L4 – G Cloud Lot 4**

**Instructions**

We require you to demonstrate that you have delivered Services within the scope of the requirement. For the assessment of your Technical and Professional ability the relevant Services are listed within Section A of this Certificate of Technical and Professional ability (COTPA). You are required to submit two (2) Certificates of Technical and Professional ability for Lot 4

You are required to complete section A within the COTPA.

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 COTPA.

The form of the COTPA is set out below.

You must submit the completed COTPA for Lot 4 by uploading this file to question 1.26 within the online Selection Questionnaire (Qualification Envelope).

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**

* The COTPA must evidence a contract that you have delivered in the 3 years prior to the publication of the Contract Notice for this competition.
* Each COTPA must evidence a contract with a minimum value of £250,000 (ex VAT)
* Each COPTA can be from either the Public sector or Private sector.
* COTPAs may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium. If a subcontractor was used for the contract, this may only be for 25% of the work.
* Each COTPA must clearly and unambiguously fall within the scope of the requirement of Lot 4.
* Each contract example must demonstrate at least two (2) of the Services listed in Section A in each COPTA.
* Your contract examples must demonstrate a minimum of four (4) of the Services listed in Section A across the two COPTAs submitted.
* Each COTPA provided must be signed and dated by the customer.
* 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.
* Contracts awarded under other Frameworks via Call-Off contracts will be considered valid, but Framework Agreement Contracts themselves will NOT be considered valid.
* CCS reserves the right to contact the customer to verify the content of the COTPAs you have submitted. You must notify the customer that they may be contacted by us.
* The customer contact provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 3 years.
* You will need to replicate the Attachment 2b template where you are submitting multiple COTPAs.
* It is permissible to approach the same customer for multiple contract examples for use as COTPAs providing that they meet the requirements of this document.
* No attachments other than the Certificates are permitted. Any additional documents submitted will be disregarded.
* You must not submit more than the required number of two COTPAs.
* Each contract example must demonstrate at least two (2) of the Services listed in Section A in each COPTA.
* Your contract examples must demonstrate a minimum of four (4) of the Services listed in Section A across the two COPTAs submitted.
* You must upload a zip folder containing both of your COTPAs to question 1.26.2 in the Qualification Envelope of the eSourcing Suite.

**Certificates of Technical and Professional Ability will be marked PASS/FAIL**

You may fail Part 3 – Technical and Professional Capability of the Selection Questionnaire and be excluded from the competition if:

* your COTPA does not meet all the mandatory requirements set out above.
* you do not tick the relevant boxes to confirm that you have provided the Services as detailed within Section A.
* you have not completed all of the information requested in the Certificate of Technical and Professional Ability.
* your customer has not provided the required certification information in Section B of the Certificate of Technical and Professional Ability.
* if 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 you fail to submit the required number of two COTPAs.
* if you fail to demonstrate at least two (2) of the Services listed in Section A in each COPTA.
* if you fail to demonstrate a minimum of four (4) of the Services listed in Section A across the two COPTAs submitted.

If we determine that you have failed Part 3 – Technical and Professional Capability of the Selection Questionnaire we will notify you and tell you the reasons for this.

**RM1557.14 – G Cloud 14 Lot 4**

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| **Section A - To be completed by the bidder** | |
| **Name of bidder:** | [bidder’s name] |
| **Certificate of Technical and Professional Ability - 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] |
| **Contract value:** | £ |
| **OJEU/FTS Award Notice reference or**  **Contracts Finder reference:**  *(for Public Sector Contracts only – enter N/A if not applicable)* | OJEU/FTS Award Notice or Contracts Finder reference:  [e.g. 2011/S 239-387260] |
| **Requirements:**  Each COTPA must evidence a contract with a minimum value of £250,000 (ex VAT).  For each requirement that you are evidencing in this COTPA you must include an ‘X’ in the below table (column B) against the requirements (column A) to which the COTPA relates.  A minimum of two (2) of the requirements in column A must have an X against them in column B for each of the two COTPA you submit with your tender.  You must demonstrate your ability to deliver a minimum of 4 of the Services listed in  Section A across the two COPTAs submitted.  .   |  |  | | --- | --- | | **Lot 4 - Cloud Support Services** | | | **Column A** | **Column B** | | **Planning** - the provision of planning services to enable customers to move to cloud software and/or hosting services. |  | | **Setup and Migration**- the provision of setup and migration services which involves the process of consolidating and transferring a collection of workloads. |  | | **Security services** - Maintain the confidentiality, integrity and availability of services and information, and protect services against threats. |  | | **Quality assurance and performance testing** - Continuously ensure that a service does what it’s supposed to do to meet user needs efficiently and reliably. |  | | **Training** - provision of training to provide organisations with the ability to optimise the use of cloud based software and services, cloud security management and other cloud and virtualisation topics. |  | | **Ongoing support** - Support user needs by providing help before, during and after service delivery. |  | | |
| Please describe the Services performed under the contract and highlight **in bold type** where you refer to requirements in the box below. A maximum of 500 words in Arial font size 11 is permitted**.** | |
| [Insert contract description] | |

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| **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 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. | |