

**Attachment 6 – Certificate of Past Performance**

**SR2196298844 Basic PAYE Tool and Paper Capture Tool**

**Instructions**

You (the Bidder) are required to submit up to 3 completed Certificates of Past Performance for the SR2196298844 Basic PAYE Tool and Paper Capture Tool procurement to demonstrate your technical and professional capability.

You are required to complete section A within the Certificate of Past Performance (highlighted yellow).

The customer must verify that the information you have provided is true and accurate by completing and signing Section B within the Certificate of Past Performance (highlighted blue).

The form of Certificate of Past Performance is set out below.

You must submit the completed certificate(s) by attaching the certificate(s) to Question 2.3.7 in Ariba.

Name your file in the following format: ***organisation name\_*** ***SR2196298844\_COPP***

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**

You are required to submit up to 3 completed certificates.

The contract example 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 that you are currently delivering. If the contract is ongoing you must be delivering the services. You cannot use a contract where you have not yet started to deliver the services.

The services you delivered under the contract, as described in the summary you set out in the certificate, must be within the scope of Mid-Tier Schedule 2 (Specification).

The contract must demonstrate your capability in the requirements set out in section 6 and section 7 of Schedule 2 (Specification) and have a value of £1m or above.

The contracts can be from the public or private sector.

Examples of call-off contracts awarded under framework contracts will be considered valid, but framework contracts themselves will not be valid.

No attachments other than the contract example certificate is permitted. Any additional documents submitted will be disregarded in the evaluation of this question.

Examples may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium. Where you relied on other such entities to perform the contract, you need to tell us who they were and describe the function that each such other entity performed under the contract.

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 18 months prior to the publication of the contract notice.

**Certificates of Past Performance will be evaluated PASS/FAIL**

You will fail Question 2.3.7 and be excluded from the competition if:

* Your certificates do not meet all the mandatory requirements set out above
* You have not completed all of the information requested in the Certificate of Past Performance.
* Your customer has not provided the required certification information in section B of the Certificate of Past Performance.
* We contact the customer contact to verify the information provided and they cannot or will not verify the information
* Bidders may utilise up to three certificates to cover as many of the services, listed in section A of the below table, as possible.

If we determine that you have failed Question 2.3.7 we will notify you and tell you the reasons for this.

**Certificate of Past Performance**

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| --- | --- |
| **SR2196298844 Basic PAYE Tool and Paper Capture Tool** | |
| **Name of bidder:** | [bidder’s name] |
| **Section A - To be completed by the bidder** | |
| **Certificate of Past Performance - details of the contract, to be certified by the customer in Section B.** | |
| **Name of customer:** | [customer name] |
| **Name of supplier:** | [supplier name] |
| **Contract title:** | [contract title] |
| **Contract start date:** | [dd/mm/yyyy] |
| **Contract end date / anticipated end date:** | [dd/mm/yyyy] |
| **OJEU Award Notice or Find a Tender or Contracts Finder reference:**  *(for Public Sector Contracts only – enter N/A if not applicable)* | OJEU Award Notice or Find a Tender or Contracts Finder reference:  [e.g. 2011/S 239-387260] |
| **Contract value:** | £[ ] |
| **Confirm** the contract demonstrates capability in delivering the requirements set out in section 6 and section 7 of Schedule 2 (Specification) | [Yes/No] |
| **Confirm** Contract is over £1m: | [Yes/No] |
| **Please confirm below by selecting Yes or No which services are covered in this certificate;** | |
| Payroll expertise | [Yes/No] |
| Development of applications | [Yes/No] |
| End to end testing | [Yes/No] |
| Incident Management | [Yes/No] |
| Problem Management | [Yes/No] |
| Ongoing Maintenance and Support | [Yes/No] |
| Service Reporting | [Yes/No] |
| Accessibility Standards | [Yes/No] |
| Windows Certification | [Yes/No] |
| Apple Accreditation | [Yes/No] |
| **Summary of the contract:**  Please describe the services performed under the contract with reference to Payroll expertise, build and management of applications, and end-to-end testing: | |
| [Insert summary of services performed under the contract.] | |
| **Section B - To be completed by the customer** | |
| **Certificate of Past Performance - 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 in accordance with the contract. | Authorised signature and date including the title of the individual who has signed:  **Signed: [ ]**  **Name: [ ]**  **Title: [ ]**  **Date: [ ]** |
| **Liability for customer certifying Certificate of Past Performance:** | |
| 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. | |