**Ref:** CH232464

**SQ Guidance for Joint Out of Hours Telephony Services**

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**PART 1**

All selection questionnaire documents and submissions will be treated as strictly private and confidential

**London Borough of Ealing Selection Questionnaire**

**Joint Out of Hours Call Handling Service.**

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| In accordance with the provisions of Regulation 53 of the Public Contracts Regulations 2015, the London Borough of Ealing has made available the full suite of procurement documents from the publication date of the Find a Tender Service Notice.  For a **two-stage** process (i.e. **Restricted Tender / Competitive Process with Negotiation / Competitive Dialogue / Dynamic Purchasing System**),organisations completing this Selection Questionnaire should be aware that ITT (Invitation to Tender) documents are, at this stage, for information only and the Council reserves the right to make appropriate adjustments as necessary. It is, therefore, advisable that you do not complete these documents until your organisation receives formal confirmation that it has been invited to proceed to the tender stage.  For a **one-stage** process(i.e. **Open Tender**), all documents should be completed and submitted accordingly. |

**1 Introduction**

1.1 Thank you for your expression of interest in bidding for the above namedcontract. The procedure used is Restricted, Competitive Negotiation.

1.2.1 Applicants are invited to complete the financial self- assessment spreadsheet (Appendix 14 to ITPD Part 1) before submitting your selection questionnaire. This spreadsheet will show whether your firm would satisfy the Council’s minimum standards for financial stability should you be successful in the procurement.

1.2.2 This Questionnaire has been issued by the London Borough of Ealing (“Ealing Council”, “the Council”, “the Authority”, “we”) as the public sector contracting authority, or anyone acting on behalf of the contracting authority, in the first stage of a competitive procurement process under the Public Contract Regulations 2015 (“the Regulations”), relevant case law, the Council’s Contract Procedure Rules and Financial Regulations:

1.2.1 to test that suppliers meet minimum levels of suitability in an Open Procedure; or

1.2.2 to pre-qualify suppliers in a Restricted Procedure; or

1.2.3 to submit an initial tender in a Competitive Procedure with Negotiation; or

1.2.4 to participate in a Competitive Dialogue; or

1.2.5 to qualify for a Dynamic Purchasing System (DPS)

1.3 “You”, “Your organisation”, “Supplier”, “Provider”, or “Service provider” means the body completing these questions – **ie, the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

1.4 The Selection Questionnaire (SQ) gathers information which is used to assess your suitability as a potential Provider in terms of technical knowledge and experience, capacity, your organisation’s standing and financial ability to operate the contract to the Council’s requirements.

1.5 **The Council will also accept the submission of a European Single Procurement Document (ESPD) in place of any relevant sections of the SQ.**

1.6 If your submission fails this stage, your SQ will be eliminated.

1.7 After submission, the Council will check that your SQ is valid, complete and legally compliant with the European Union Procurement Directives 2014, the Public Contract Regulations 2015, relevant case law, the Council’s Contract Procedure Rules and Financial Regulations.

1.8 Unless Part 1 and Part 2 of the SQ document has been completed as part of the European Single Procurement Document, assessment of your complete and compliant SQ will be carried out against the evaluation criteria set out in paragraph 2.18 of this document. Your organisation will be considered for shortlisting if it meets the minimum requirements in accordance with the published criteria.

1.9 If you have submitted Part 1 and Part 2 of the SQ via the European Single Procurement Document, it will be solely your responsibility to ensure that it is valid and up to date.

1.10 Ealing Council reserves the right to retain all non-confidential material submitted, including that prepared for presentation purposes and display, or otherwise use the material as we may consider appropriate, at no cost to the Council.

**2 General Principles**

2.1 Whilst the Council reserves the right to request information at any time throughout the procurement process, we will nevertheless enable you to self-certify that there are no mandatory / discretionary grounds for excluding your organisation before proceeding to complete the Invitation to Tender document, based on your self-certification.

2.2 Following the final tender evaluation, we will require, from the successful bidder only, evidence that the organisation can meet the specified requirements. These are set out in Section 6 relating to Technical and Professional Ability, and Section 8, Additional SQ Modules.

2.3 You should be aware that the grounds for mandatory and discretionary exclusion as set out in the Regulations will always be applied to any bidder and all members of a consortium bid, although not to subcontractors.

2.4 You are advised to consider the mandatory exclusion questions before completing the SQ. If you cannot meet the requirements of every question in this section, your SQ will not be evaluated further and your submission will be excluded.

2.5 It will be made clear to you if certain questions are sufficiently critical that an unsatisfactory answer may lead to exclusion, irrespective of the score for the rest of the SQ.

2.6 You must ensure that all questions are completed in full, in the format requested and in English. Failure to do so may result in your submission being disqualified. If a question does not apply to your organisation, please state clearly “N/A”.

2.7 Should you need to attach additional appendices in responding to the questions, they should be numbered clearly and correspond to the relevant question(s), and listed as part of the Declaration at the end of the SQ. A template for providing additional information can be found at the end of this document.

2.8 The completed SQ should be returned to:

2.8.1 Please complete the online SQ via the Ealing Council’s procurement portal and submit it, together with any requested supporting information, by the due date for return. The deadline for submission will be publicised online and is below. Any submissions not received online via the Ealing Council’s procurement portal will be rejected.

2.8.2 Please note that we will use the contact and email address you provided when expressing an interest to send communications via the e-procurement system. If there are any changes to the contact you have nominated you must update them in the contact field for the contract for which you have expressed an interest. Not doing so will result in you not receiving important communications.

|  |  |
| --- | --- |
| **Name of contracting authority** | The London Boroughs of Ealing, Barking and Dagenham, Enfield, Barnet, Hammersmith and Fulham and Haringey. |
| **Name of Commissioning Service Manager** | Michelle Bernard |
| **Contact e-mail address** | BernardM@ealing.gov.uk |
| **Deadline for Receipt of SQ**  **(UK date and time)** | **Noon on the 17th May 2024** |

2.9 If your organisation is proposing to use one or more sub-contractors to deliver some, or all, of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model to include members of the supply chain, the percentage of work to be delivered by each sub-contractor and the key contract deliverables for which each sub-contractor will be responsible.

2.10 Whilst the Council recognises that sub-contractual arrangements may be subject to change, you should be aware that where your plans show sub-contractors playing a significant role in delivering the contract requirements, any changes to the proposed arrangements may affect your organisation’s ability to proceed with the procurement process, or to provide goods, works and / or services required.

2.11 You should, therefore, notify the Council immediately of any changes to your proposed sub-contractual arrangements and you should be aware that Ealing Council reserves the right to de-select your organisation prior to the award of any contract, based on an assessment of the updated information.

2.12 If your organisation is submitting this SQ as part of a **Consortium**, you must ensure that you provide the following information:

2.12.1 names and organisational details of all consortium members;

2.12.2 details of the lead consortium member who will be contractually responsible for the service delivery – if the consortium is not proposing to create a separate legal entity;

2.12.3 if the consortium members are not proposing to form a separate legal entity, you must submit full details of the proposed arrangements as a separate Appendix.

2.13 You should be aware that the Council may require the consortium to assume a specific legal form should you be awarded the contract, to the extent that a specific legal form is deemed by the Council as being necessary for the satisfactory performance of the contract.

2.14 **All** members of the consortium will be required to provide the information in **all** sections of the SQ as part of a single composite response (unless the question specifically directs otherwise) to the Authority. For the **scored questions** in sections 6 and 8, a joint response should be submitted.

2.15 The Council recognises that arrangements in relation to a consortium bid may be subject to change, and you should respond on the basis of the arrangements as they are currently envisaged.

2.16 All information provided by the Council, its agents or advisors in respect of this procurement is confidential.

2.17 When you provide details of contracts in response to Section 6 of the SQ (Technical and Professional Ability), your organisation agrees to waive any contractual or other confidentiality rights and obligations that are associated with those contracts.

2.17.1 The Council reserves the right to contact the named Contract Managers in Section 6 in respect of the contracts cited as relevant examples of the present service requirements. For the avoidance of doubt, the named Contract Managers do not owe Ealing Council any duty of care, or have any legal liability, save for any deceitful or maliciously false statement of fact.

2.17.2 The Council confirms that it will keep confidential and not disclose to any third parties any information so obtained from the named Contract Managers other than where required by law for the prevention of fraud, and / or by the contracting authorities defined by the Regulations.

2.18 **Evaluation Methodology**

2.18.1 For the avoidance of doubt, the **scored** questions comprise the following:

2.18.1.1 a maximum of three (3) references sought for Technical and Professional Ability under question 6.1 (Section 6);

2.18.1.2 each of the technical project-specific questions under Additional SQ Modules (Section 8);

2.18.2 If we are scoring the Reference section the weighted score for the reference is derived from each of the referees rating your organisation’s performance across a number of criteria ranging from 0 to 5 (see paragraph 2.18.6).

2.18.2.1 An average is taken of the reference scores and is multiplied by the percentage sub-weighting assigned to this question.

2.18.2.2 This score is added to the weighted score for the references and together are the total weighted percentage for Section 6 (Technical and Professional Ability).

2.18.3 This is how the weighted scores for Section 8 are calculated (Additional SQ Modules) –

2.18.3.1 The Evaluator determines the individual **sub-weighting** for each of the questions, dependent on the number of Technical Project-Specific questions that have been set, and the Real Living Wage question, which, together, add up to 100;

2.18.3.2 each question is scored between 0 and 5 (see paragraph 2.18.6) and multiplied by their respective percentage **sub-weighting;**

2.18.3.3 the weighted sub-totals in this section are added together and the result multiplied by the percentage weighting assigned to Section 8. This is the total weighted percentage for Section 8.

2.18.4 The final score is the aggregated total scores for the two sections (6 and 8), out of a weighted score of 100.

2.18.5 The table below shows the scoring criteria and the weighting assigned to each section and question, as applicable:

| **Part** | **Section** | **Description** | **Assessment** | **Weighted Score (%)** |
| --- | --- | --- | --- | --- |
| 1 | 1 | Potential Supplier Information | Pass / fail | Not scored |
| 2 | 2 | Mandatory exclusion questions | Pass / fail |  |
| 3 | Discretionary exclusion questions | Pass / fail |  |
| 3 | 4 | Economic and financial standing | Pass / fail |  |
| 5 | Wider Group / Parent Company | Pass / fail |  |
| 6 | Technical and Professional Ability | Scored Capability Questions | 100% |
| References based on past contractual performance, 6.1 | For information only |  |
| References based on your supply chain (if relevant) | For information only |  |
| Explanation for not having any references, Q6.3 | For information only |  |
| 7 | Modern Slavery Act | Pass / fail |  |
|  | Insurance (8.1) | Self-certification | Pass/ Fail |
| Skills and Apprentices (8.2) | Pass / fail |  |
| Steel (8.3) | Pass / fail |  |
| Real Living Wage | Assessed | Pass/ Fail |
| Health and Safety | Pass / fail |  |
| Compliance with Equality Legislation | Self-Certification | Pass/ Fail |
| Sustainability | Self-Certification | Pass/ Fail |
| Technical Project Specific Question 8.3a | Assessed | 15% |
| Technical Project Specific Question 8.3b | Assessed | 15% |
|  |  | Technical Project Specific Question 8.3c | Assessed | 14% |
|  |  | Technical Project Specific Question 8.3d | Assessed | 14% |
|  |  | Technical Project Specific Question 8.3e | Assessed | 14% |
|  |  | Technical Project Specific Question 8.3f | Assessed | 14% |
|  |  | Technical Project Specific Question 8.3g | Assessed | 14% |
| Applicants must **pass** all “Pass / Fail” questions of the SQ | | | | |
|  | **“Pass / fail” questions** | | Assessed |  |
|  | **Total Weighted Score (Sections 6 and 8)** | | (the combined scores at Section 6 (Technical & Professional Ability – references) and Section 8 (Additional SQ Modules – Technical Project-Specific Questions and Real Living Wage). | Minimum [ ]% |

2.18.6 The scored questions in Sections 6 and 8 – Technical and Professional Ability and Additional SQ Modules – will be evaluated as follows:

|  |  |
| --- | --- |
| 0 | Completely fails to meet required standard or does not provide a proposal. |
| 1 | Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals. |
| 2 | Proposal falls short of achieving expected standard in a number of identifiable respects. |
| 3 | Proposal meets the required standard in most material respects, but is lacking or inconsistent in others. |
| 4 | Proposal meets the required standard in all material respects. |
| 5 | Proposal meets the required standard in all material respects and exceeds some or all of the major requirements. |

2.18.7 **Qualifying Threshold –**

2.18.7.1 Your organisation may be excluded from participating further in this procurement process if, having taken into account the references provided for Technical and Professional Ability (Section 6) and the responses given to the Technical Project-Specific questions and to the Real Living Wage question at Section 8, the Council considers that you do not demonstrate sufficient technical capability to meet the minimum requirements.

2.18.7.2 For this purpose, the qualifying threshold that all bidders will be required to reach to be considered for shortlisting is 60% for your score for the Technical Project Specific questions .

2.18.8 All qualifying SQs – i.e., those received before the deadline, are complete, valid, have met all pass / fail criteria and have equalled, or bettered, the Qualifying Threshold will be ranked in descending order of their respective final total score.

2.18.11 The Council will then shortlist the four highest-scoring organisations and invite them to go forward to the competitive tender stage

2.18.12 In the event that there are fewer shortlisted organisations than the minimum specified in this SQ, the Council may nevertheless continue the award procedure with such candidates as there are, provided that the number of bidding organisations invited to tender is sufficient to ensure genuine competition.

2.18.13 Ealing Council shall notify all successful and unsuccessful candidates.

**3 Guidance on Completing Each Section**

3.1 **Section 1 – Potential Supplier Information**

3.1.1 This section is used to gather information and build up an understanding of the nature of your organisation as a legal entity participating in the procurement exercise, and the composition of your supply chain. It is for information only and will not be scored, but you could be excluded on the grounds of submitting insufficient or false information.

3.2 **Section 2 – Grounds for Mandatory Exclusion**

3.2.1 We are required by law to exclude your organisation, or consortium, from the procurement if any of the mandatory grounds for rejection applies:

3.2.1.1 There is evidence of convictions relating to specific criminal offences including, but not limited to, organised crime, bribery, corruption, conspiracy, terrorism fraud and money laundering; or

3.2.1.2 your organisation has been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security (except where this is disproportionate, eg, where the amounts involved were minor); and

3.2.1.3 you have failed to provide evidence of having subsequently taken sufficient remedial action. (See paragraph 3.4 below on “Self-Cleaning”.)

3.2.2 If your organisation has answered “yes” to Question 2.3(a) in the SQ regarding the non-payment of taxes of social security contributions, and has not paid or entered into a binding arrangement to pay the full amount, it is still possible to avoid exclusion if only minor tax or social security contributions are unpaid, or if you have not yet had time to discharge your obligations since learning of the exact amounts due.

3.2.2.1 If this position is applicable to your organisation, you must set out the details in full using a separate Appendix.

3.3 **Section 3 – Grounds for Discretionary Exclusion**

3.3.1 Ealing Council is entitled to exclude supplier organisations from the procurement if you answer “yes” to any of the grounds for discretionary exclusion set out in Questions 3.1 (a) to (j), inclusive, in the SQ.

3.3.2 In accordance with Question 3.1 (g) in the SQ, the Council may exclude your organisation if a Conflict of Interest arises which cannot be effectively remedied.

3.3.2.1 A conflict of interest includes 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 conduct of the procurement procedure.

3.3.3 It is your responsibility to inform the Council where there is any indication that a conflict of interest exists, or may arise, detailing the conflict in a separate Appendix.

3.3.4 In accordance with Question 3.1 (i) in the SQ, Ealing Council is entitled to take account of your organisation’s Past Performance– eg, through a Certificate of Performance or other evidence – any failure to discharge obligations under previous principal relevant contracts, and / or whether specified minimum standards for reliability were met, and exclude you from participating further in the procurement.

3.3.5 Where such grounds exist and having considered all the relevant circumstances, the Authority may, at its sole discretion, allow the supplier to proceed. (See paragraph 3.4 below on “Self-Cleaning”.)

3.4 **Self-Cleaning**

3.4.1 If your organisation has answered “yes” to Questions 2.1, 2.2 and 3.1 in the SQ, you should provide sufficient evidence, in a separate Appendix, setting out the circumstances and any remedial action subsequently taken that effectively “self-cleans” the infraction referred to, to the satisfaction of the Council.

3.4.2 If Ealing Council considers your evidence and the remedial action(s) that you have taken to be sufficient, your organisation shall be allowed to continue in the procurement process. The Council’s decision is final.

3.4.3 For the evidence referred to above to be considered sufficient, your organisation must prove, as a minimum, that it has:

3.4.3.1 paid, or undertaken to pay, compensation in respect of any damage caused by the criminal offence or misconduct;

3.4.3.2 clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and

3.4.3.3 taken robust technical, organisational and personnel measures that are appropriate to prevent such criminal offences or misconduct recurring in the future.

3.4.4 The Council will evaluate your organisation’s remedial measures taking into account the gravity and particular circumstances of the criminal offence or misconduct.

3.4.5 Where we consider the remedial measures to be insufficient, your organisation shall be given a statement of the reasons for that decision, which is final.

3.4.6 The principle of self-cleaning applies to both mandatory and discretionary exclusion.

3.4.7 Self-cleaning is not applicable to discretionary exclusion grounds which are procurement-specific and not as a result of supplier wrongdoing – e.g., in instances of a conflict of interest arising, or a distortion of competition from prior involvement.

3.4.8 You should be aware that grounds for exclusion may be applied at any point in the procurement process up to the award of contract.

3.5 **Section 4 – Economic and Financial Standing**

3.5.1 The financial assessment of your SQ submission will be undertaken in a proportionate and flexible manner, whilst nevertheless ensuring that taxpayer value and safety are protected and compliant with the Regulations.

3.5.2 Your company’s turnover requirement will be capped at twice the contract value and you will not be deselected on the basis of the size of turnover alone. The financial standing of your organisation will be considered in the context of the overall selection criteria rather than as a discrete criterion on the ability to deliver the service.

3.5.3 Where your organisation is bidding as part of a consortium, the **lead** partner in your consortium must be able to demonstrate an annual turnover that meets the minimum set out for the contract that is deemed appropriate to deliver the service requirements.

3.5.4 Your financial submissions in the SQ that are valid, complete and not already excluded by failing the Mandatory and / or Discretionary exclusion questions referred to in paragraphs 3.2 and 3.3 will be assessed as follows:

3.5.4.1 A credit check will be carried out and a “high risk” rating may result in your organisation not progressing to the next stage.

3.5.4.2 We will also perform a financial ratio analysis using the information that you have supplied in the Financial Appraisal Form, your trading accounts and / or other information in your financial submissions, in conjunction with the credit check.

3.5.4.3 Your organisation may also be excluded from participating further in the tender process where the Council requests a banker’s reference that is subsequently refused by your bank.

3.5.4.4 Based on our assessment of the financial submissions made by you, the Council will determine whether your organisation’s economic and financial standing can satisfactorily meet the requirements for this procurement. As indicated above (3.5.4.1), your credit rating is an important deciding factor in the assessment.

3.5.4.5 For the avoidance of doubt, if your organisation’s economic and financial standing is deemed not satisfactory, this will be equivalent to a “Fail” and your organisation will be excluded from further participation in this procurement.

3.6 **Section 5 – Wider Group / Parent Company**

3.6.1 Where your organisation is a subsidiary in a group, please provide details for the organisation with overall responsibility for the group.

3.7 **Section 6 – Technical and Professional Ability**

3.7.1 The Technical and Professional Ability sectionwill account for the overall total score of the SQ as detailed in the table under 2.18.5.

3.7.2 The Council shall request details of up to three (3) contracts, from either the public or private sector, to assess your organisation’s experience, professional competence and technical expertise that are relevant to the service requirements. Contracts for supplies or services must have been performed in the past three years and works contracts in the last five years.

3.7.3 As part of this section you will be asked to provide a brief description of the contract delivered, including evidence as to your technical capability in this market. You must ensure that the named Contract Manager is prepared to provide confidential written evidence that corroborates the accuracy of the information which you provide, with an evaluation of your organisation’s overall performance.

3.7.4 Providers bidding as a consortium should provide relevant examples where the consortium has operated similar contracts. If this is not possible – e.g., it is a newly formed consortium – then three separate examples should be provided between the principal members.

3.7.5 You should be aware that references so obtained will be scored and contribute towards the scores of the Technical and Professional Ability sectionof the SQ as detailed in the table under 2.18.5

3.7.6 Providers who cannot provide at least one example must provide an explanation for this under 6.3 of the SQ. This will be for information only.

3.7 **Section 7 – Modern Slavery Act 2015**

3.7.1 Since 1 October 2015, commercial organisations that carry on a business or part of the 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. Use this section to declare if you fall under this category.

3.8 **Section 8 – Additional SQ Questions**

3.8.1 There may be a number of relevant, project-specific questions that are designed to test your organisation’s technical and professional ability as part of the selection. You must ensure that you answer every question in this section as each of the responses will be scored and, in aggregate, will account towards the overall total score of the SQ.

3.8.2 You are also required to respond in full to the other modular questions which form part of this SQ. Where a module is marked for “Self-Certification”, checks on your answers will only be carried out on the successful bidding organisation at contract award stage.

3.8.2.1 **Insurance** (Self-Certification)

The type of insurance specified in the SQ is typical for the nature of the work involved and the level of cover is deemed to be proportionate and reflective of the risk level. You should self-certify that:

(i) your organisation either already carries the required insurance; or

(ii) give an undertaking that, in the event of your organisation being awarded the contract, you will secure additional insurance to the level of cover required.

(iii) If you are not prepared to raise your insurance cover to the level required, your organisation will fail this section of the SQ and it may not progress any further in respect of this procurement process.

3.8.2.2 **Further project-specific questions to assess Technical and Professional Ability**

This section may contain any further project-specific questions to assess the technical and professional ability of providers. This section will be scored as outlined in paragraph 2.18 and will account towards the overall score of the Additional SQ Modules section.

3.8.2.3 **Real Living Wage**

Although not presently required by law, the London Borough of Ealing, as a licence holder of the Centre for Civil Society, supports the paying of a Real Living Wage to staff and encourages our contractors to do likewise. You are asked to set out your organisation’s remuneration policy in this section. The scores for these questions will count towards your overall score of the Additional SQ modules as detailed in the table under 2.18.5

3.8.2.4 **Health and Safety**

All employers in the United Kingdom with more than five (5) employees – or fewer as applicable to this procurement – are obliged to have a Health & Safety policy that is signed, dated and regularly updated.

(i) You should self-certify that you have such a policy in place if the above circumstances are applicable to your organisation;

(ii) you must also declare on the SQ if the Health & Safety Executive has issued Enforcement / Remedial Orders to any of your Directors and / or Executive Officers within the last three (3) years.

(iii) You should be aware that in those circumstances, the Council is obliged by law to exclude your organisation from participating further in the procurement process unless you are able to demonstrate to our satisfaction that remedial actions have been taken and procedural changes adopted to prevent future breaches.

(iv) Please be aware also that the Council reserves the right to seek clarification to contract-specific questions where relevant – e.g., induction and training of staff, COSSH policy, drugs and alcohol misuse, risk assessment, etc.

3.8.2.5 **Compliance with Equality Legislation** (Self-Certification)

Ealing Council has a legal obligation to comply with Equality legislation and, as a public sector buyer, to ensure that our equality policies are promoted throughout the procurement.

(i) You are asked to self-certify that your organisation complies with the requirements of the Equality Act 2010;

(ii) you must give a detailed account of any reported breach(es) of the legislation and the remedial action(s) subsequently taken, if any, to address the breach(es).

(iii) You should be aware that, in the event of your organisation being awarded the contract, Ealing Council reserves the right to explore with you at award stage additional equality requirements that are service-specific – eg, engaging with particular ethnic or hard to reach groups.

(iv) The compliance with equality requirements will be continuously assessed throughout the lifetime of the contract.

3.8.2.6 **Sustainability** (Self-Certification)

The Council has an obligation, under the terms of the Public Services (Social Value) Act 2012, to have regard to the economic, social and environmental wellbeing of Ealing citizens when procuring public contracts.

(i) You are asked to self-certify that your organisational policies and service delivery would have a beneficial economic, social and environmental impact on service users and the wider community in Ealing, in the event of your organisation being awarded the contract.

3.9 **Declaration**

3.9.1 Before submitting the completed SQ, please check through the document to ensure that you have answered all the questions and provided additional information, where required, using the Appendices template included at the end of this document as a guide

3.9.2 Complete, date and sign the Declaration form, listing any appendices with their corresponding SQ section and question numbers

3.9.3 Submit / Upload the **full, complete** SQ to the address detailed in section 2.8 / on the Ealing Council’s procurement portal by, or before, the submission deadline falls due.