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| **Questionnaire 1**  10 October 2025 |
| **Supplier Information**  **Questionnaire** |
| **For Procurement Act 2023 ITT Pack (Scored Questions)** |
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Notes for Tenderers

This Supplier Information Questionnaire has been designed to help the Contracting Authority ensure that Tenderers share the right information when participating in this procurement process and consists of three parts, which are described below.

**Part 1: Confirmation of Core Supplier Information**

Tenderers participating in procurements must register on the Central Digital Platform. Tenderers can submit their core supplier information and, where a procurement opportunity arises, share this information with the Contracting Authority via the Central Digital Platform. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The Central Digital Platform is available at https://www.gov.uk/find-tender.

Tenderers are required to submit their core supplier information and share it with the Contracting Authority via the Central Digital Platform by the Deadline set out in Document 1 of the ITT Pack. Part 1 of this Supplier Information Questionnaire requires Tenderers to confirm that they have taken these steps.

**Part 2: Additional Exclusion Information**

Procurement legislation provides for an ‘exclusion regime’ and a published ‘debarment’ list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Tenderers must submit their own (and their Connected Persons’) exclusions information via the Central Digital Platform by the Deadline set out in Document 1 of the ITT Pack. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again. Tenderers must confirm that they have provided this information via the Central Digital Platform in Part 1 of this Supplier Information Questionnaire.

As part of a procurement, a Tenderer must also share additional exclusions information for any Associated Person, which means any person that the Tenderer is relying on to meet the Conditions of Participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). The Tenderer must ensure that all Associated Persons register, submit and share their information via the Central Digital Platform (in the same way as the Tenderer) by the Deadline set out in Document 1. Tenderers are required to confirm that this has been done in Part 2A of this Supplier Information Questionnaire.

Tenderers must also share an exhaustive list of all their intended sub-contractors in Part 2B of this Supplier Information Questionnaire. The Contracting Authority will check whether the Tenderers’ intended sub-contractors appear on the debarment list.

If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the Tenderer and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the Contracting Authority as soon as possible and, at latest, by the Deadline.

**Part 3: Conditions of Participation**

Part 3 of this Supplier Information Questionnaire contains questions relating to the Conditions of Participation set by the Contracting Authority which the Tenderer must satisfy in order to be awarded a Contract.

These questions may relate to the Tenderer’s legal and financial capacity or their technical ability.

**Evaluation of responses**

Some of the information requested in this Supplier Information Questionnaire will be for information purposes only. Other information will be assessed by the Contracting Authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. The approach to assessment of responses applied by the Contracting Authority is set out in this Supplier Information Questionnaire.

Under certain procurement processes, the Contracting Authority might use the information shared via the Supplier Information Questionnaire as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, the Contracting Authority will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in the Tender Notice.

Where this Supplier Information Questionnaire is utilised in conjunction with a procurement that is below the relevant threshold for the application of the requirement under the PA 2023 to compete the Contract Opportunity, then:

1. an assessment of the Supplier Information Questionnaire will not be used to restrict the ability of a Tenderer to submit a Tender; but
2. the Supplier Information Questionnaire will be assessed as part of the assessment of Tenders received under the process.

If you are bidding on behalf of a group/consortium or you intend to use subcontractors, you should complete all of the questions in Part 3 on behalf of the group/consortium and/or any sub-contractors that you rely on to meet the Conditions of Participation. For the avoidance of doubt this includes any Material Subcontractor as defined in the ITT Pack.

If the relevant documentary evidence referred to in Part 3 of the Supplier Information Questionnaire is not provided by you upon request from the Contracting Authority and without delay, the Contracting Authority reserves the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another Tenderer.

**Publication of information**

Suppliers should note that the Contracting Authority has legislative duties to publish certain information which relate to the Preferred Service Provider(s) in their contract award notices. This information includes, but is not limited to:

* details of the Preferred Service Provider(s)’ Associated Persons;
* details of the Preferred Service Provider(s)’ Connected Person information; and
* for certain procurements over £5 million, details of unsuccessful Tenderers.

**Consequences of misrepresentation**

If you, any organisation with which you are bidding or any subcontractor, materially misrepresents any factual information shared with the Contracting Authority via the Central Digital Platform or in this Supplier Information Questionnaire, and so induces the Contracting 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 five 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.

**General**

Defined terms as set out in Document 1 of the ITT Pack (Instructions and Guidance to Tenderers), whether in the Glossary or elsewhere, shall have those meanings in this Supplier Information Questionnaire in addition.

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.

The Contracting Authority recognises that arrangements set out in part 2B of this Supplier Information 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 may, therefore, not be finalised until a later date. The lead contact should notify the Contracting 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 Conditions of Participation. The Contracting Authority will make a revised assessment of the submission based on the updated information.

**Russian and Belarusian Suppliers**

The Contracting Authority may decline to consider (or otherwise exclude from participating in the procurement) Tenders from Tenderers (or any member of their supply chain they rely on to on to meet the Conditions of Participation or would rely on to deliver the contract Contract) who are constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information at section 1.1(k) of this Supplier Information Questionnaire states Russia or Belarus as the place of residency, unless the Tenderer (or any member of their supply chain they rely on to on to meet the Conditions of Participation or would rely on to deliver the Contract):

* is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and/or
* has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.

**Preliminary questions**

These questions are for information purposes only but your responses to these questions must be completed in full (where applicable). Failure to provide responses to all of the applicable questions in this section may be deemed by the Contracting Authority to render your Tender non-compliant and result in your Tender being rejected by the Contracting Authority.

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| **No.** | **Question** |
|  | What is your name? (supplier name) |
| **[Insert name]** |
|  | *You must be registered on the central digital platform (CDP).*  What is your central digital platform unique identifier? |
| **[Insert unique identifier]** |
|  | If you are a registered charity, company or partnership, what is your registration number? |
|  | **[Insert information]** |
| 1. Ad | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide:   1. the name of the group/consortium 2. the proposed structure of the group/consortium, including the legal structure where applicable 3. the name of the lead member in the group/consortium 4. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) |
| **[Insert information]** |
|  |  |
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|  | | Are you on the debarment list? |
| **[Insert Yes or No]**  **[If yes, insert details]** |

**Part 1: Confirmation of Core Supplier Information**

Your response to this question must be completed in full. Failure to share up-to-date core supplier information with the Contracting Authority via the CDP may be deemed by the Contracting Authority to render your Tender non-compliant and result in your Tender being rejected by the Contracting Authority.

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| **No.** | **Question** |
|  | You must submit up-to-date core supplier information on the CDP and share this with information with us via the CDP (either a share code or PDF download).  This includes:   1. basic information 2. economic and financial standing information 3. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) 4. exclusion grounds information   Please confirm you have shared this information with us. |
| **[Insert reference / file name]** |

**Part 2: Additional Exclusion Information**

Your responses to these questions must be completed in full (where applicable). Failure to provide responses to all applicable questions in this section and/or to share each associated person’s information via the CDP may be deemed by the Contracting Authority to render your Tender non-compliant and result in your Tender being rejected by the Contracting Authority.

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| Part 2A – associated persons | |
| **No.** | **Question** |
|  | Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).  The conditions of participation are outlined in Part 3.  If ‘Yes’, please complete **Q8, Q9 & Q10** (otherwise **Q8, Q9 & Q10** are not applicable). |
| **[Insert Yes or No]** |
|  | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy. |
| **[Insert name of supplier and brief description]**  **[Insert name of supplier and brief description]** |
|  | For each associated person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download):   1. basic information 2. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) 3. connected person information 4. exclusion grounds information |
| **[Insert name of supplier and reference / file name]** |
|  | Are any of your associated persons on the debarment list? |
| **[Insert Yes or No]**  **[If yes, insert details]** |
| Part 2B – list of all intended sub-contractors | |
| **No.** | **Question** |
|  | Do you intend to sub-contract the performance of all or part of the contract?  If Yes, please complete **Q12 & Q13** (otherwise **Q12 & Q13** are not applicable). |
|  | **[Insert Yes or No]** |
|  | Please provide:   1. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain), including their name and company registration number, charity number or equivalent 2. their unique identifier (if they are registered on the CDP), or otherwise, their:    1. registered or head office address    2. legal form and law by which it is governed    3. registered VAT number    4. whether the supplier is a SME 3. a brief description of their intended role in the performance of the contract, including, if known, the approximate % of contractual obligations assigned to them   If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders. |
| **[Insert name of supplier – unique identifier – brief description]**  **[Insert name of supplier – unique identifier – brief description]** |
|  | Please confirm if any intended sub-contractor is on the debarment list.  The debarment guidance can be found here: https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-debarment-html |
| **[Insert Yes or No]**  **[If yes, insert sub-contractor(s) name and provide details]** |

**Part 3: Conditions of Participation**

Your responses to these questions must be completed in full (where applicable). Failure to provide responses to all applicable questions in this section may be deemed by the Contracting Authority to render your Tender non-compliant and result in your Tender being rejected by the Contracting Authority.

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| Part 3A – Financial capacity | |
| **No.** | **Question** |
|  | Are you relying on another person or entity to act as a guarantor?  If Yes, please complete **Q15 & Q16** (otherwise **Q15 & Q16** are not applicable). |
| **[Insert Yes or No]** |
|  | Please confirm that the relevant person or entity is willing to provide a guarantee or other security. |
| **[Insert Yes or No]** |
|  | For each guarantor, please provide their name and evidence of their economic and financial standing. |
| **[Insert name of guarantor and reference / file name]** |
|  | **Insurance**  Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:   1. Employer’s (Compulsory) Liability Insurance\* = £5,000,000.00 2. Public Liability Insurance = £5,000,000.00   \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf). |
| **[Insert Yes or No]**  **[Insert details of your insurances already in place]**  **[Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]** |

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| Part 3B – Legal capacity | | |
| **No.** | **Question** | |
|  | | | **UK GDPR**  Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.  ***PASS = Yes***  ***FAIL = No*** | |
| **[Insert Yes or No]** | |
|  | | | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:   * to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services * to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data * to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable * to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place) * to maintain records of personal data processing activities * to regularly test, assess and evaluate the effectiveness of the above measures   [Please use no more than [500] words].  ***PASS = an answer that demonstrates that the Tenderer has or will have satisfactory facilities and measures meeting the requirements set out in the bulleted points.***  ***FAIL = no response or an answer that does not demonstrate that the Tenderer has or will have satisfactory facilities and measures meeting the requirements set out in the bulleted points.*** | |
| **[Insert information]** | |

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| Part 3C – Technical Ability | | | |
| **No.** | **Question** | | |
|  | | | **Relevant experience and contract examples**  Please provide details of up to three contracts to meet the requirements relating to technical ability set out in the Specification, in any combination from either the public or private sectors (which may include samples of grant-funded work).  Where this procurement is for goods or services, the examples must be from the past three years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.  For consortium bids, or where you have indicated that you are relying on an Associated Person to meet the technical ability requirements in the Specification, you should provide relevant examples of where the Associated Person 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 members of the special purpose vehicle or sub-contractors (three examples are not required from each member).  If you cannot provide at least one example of previous contracts, please provide an explanation for this and how you meet the requirements relating to technical ability set out in the Specification.  ***PASS = at least one complete contract example has been provided or the Contracting Authority considers that the Tenderer has provided a sufficient explanation for how it meets the requirements relating to technical ability set out in the Specification***  ***FAIL = no complete contract examples are provided and the Tenderer has not responded and/or the Contracting Authority considers the Tenderer has not provided a sufficient explanation for how it meets the requirements relating to technical ability set out in the Specification*** | | |
| **[Insert information below]**   |  |  |  |  | | --- | --- | --- | --- | |  | **Contract 1** | **Contract 2** | **Contract 3** | | **Name of customer**  **organisation who**  **signed the contract** |  |  |  | | **Name of supplier**  **who signed the**  **contract** |  |  |  | | **Point of contact in**  **the customer’s**  **organisation** |  |  |  | | **Position in the**  **customer’s**  **organisation** |  |  |  | | **Email address** |  |  |  | | **Description of**  **contract** |  |  |  | | **Contract start date** |  |  |  | | **Contract completion date** |  |  |  | | **Estimated contract**  **value** |  |  |  |  |  | | --- | | **If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the Conditions of Participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.** | | | |
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|  | | | Please self-certify that you have a Health and Safety Policy that complies with current legislative requirements.  Note, a company with fewer than five employees is not legally required to have a written Health and Safety Policy. If you are a company with fewer than five employees and do not have a Health and Safety Policy that complies with current legislative requirements, please answer “N/A”.  ***PASS = Yes or N/A.***  ***FAIL = No response or No*** | | |
| **[Insert information]** | | |
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|  | | | **Suppliers’ Past Performance (Central Government Contracts)**  Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years? Details are not required at this stage.  **PASS = Yes**  **FAIL = No** | | |
| **[Insert Yes or No]** | | |
|  | | | On request can you provide a certificate from those customers on the list? Certificates are not required at this stage.  **PASS = Yes**  **FAIL = No** | | |
| **[Insert Yes or No]** | | |
|  | | | If you cannot obtain a certificate from a customer can you explain the reasons why?  **PASS = Yes**  **FAIL = No** | | |
| **[Insert Yes or No]** | | |
|  | | | 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?  **PASS = Yes**  **FAIL = No** | | |
| **[Insert Yes or No]** | | |
|  | | | Can you supply the information in **questions 24 to 27** above for any subcontractors [or consortium members] who you are relying upon to perform this contract?  **PASS = Yes**  **FAIL = No** | | |
| **[Insert Yes or No]** | | |
|  | | | **Tackling Modern Slavery in Supply Chains**  If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (“the Act”), and if your latest statement is available electronically please provide:   * the web address, * precise reference of the documents.   If your latest statement is not available electronically, please provide a copy.  If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation of any published statements on modern slavery or other relevant documents containing information of a similar type/level.  Any modern slavery statement or other statement or document should contain at least the following information:  a. the organisation’s structure, its business and its supply chains;  b. its policies in relation to slavery and human trafficking;  c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;  d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;  e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;  f. the training and capacity building about slavery and human trafficking available to its staff; or  If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award.  ***PASS = Yes you are a relevant commercial organisation subject to Section 54 of the Act and can provide either***   * ***the web address of your Modern Slavery Statement and the precise reference of your Modern Slavery Statement; or*** * ***If your latest statement is not available electronically, a copy of your latest statement***   ***and confirmation that your statement contains the information set out in a to f above or will do before contract award.***  ***PASS = No you are not a relevant commercial organisation subject to Section 54 of the Act and can provide information in relation of any published statements on modern slavery or other relevant documents containing information of a similar type/level and can confirm that such documents contain the information set out at a to f above or will do before contract award.***  ***FAIL = Failure to respond or failure to satisfy either of the Pass requirements set out above.*** | | |
| **[Insert information]** | | |
|  | | | **Equality, Diversity and Inclusion**  Please self certify that you (and any sub-contractors) have processes and practices that comply with the Equality Act 2010 or equivalent laws.  ***PASS = Yes, self-certification***  ***FAIL = No, failure to supply self-certification*** | | |
| **[Insert Yes or No]** | | |
|  | | | **Recruitment**  Please can you confirm that you comply with the DBS regulations and the requirement that all staff have been checked in accordance with the regulations and you have appropriate policy/guidance in place if you become aware of a criminal conviction.  ***PASS = Yes***  ***FAIL = No*** | | |
| **[Insert Yes or No]** | | |

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| Part 3D – Additional Questions | | |
| **No.** | **Question** | |
| **Artificial Intelligence (AI)**  **Questions 32 to 36** are for information purposes only but your responses to these questions must be completed in full (where applicable). Failure to provide responses to all of the applicable questions in this section may be deemed by the Contracting Authority to render your Tender non-compliant and result in your Tender being rejected by the Contracting Authority. | | |
|  | | AI tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements via ‘hallucination’.  Have you used AI or machine learning tools, including large language models, to assist in any part of your Tender submission? This may include using these tools to support the drafting of responses to any of the Questionnaires.  If ‘Yes’, please complete **Q8 and Q9** (otherwise **Q8 and Q9** are not applicable). | |
| **[Insert Yes or No]** | |
|  | | Please provide details of the instances where AI or machine learning tools, including large language models, have been used to assist in any part of your Tender submission or support the drafting of your responses to any of the Questionnaires. | |
| **[Insert information]** | |
|  | | Where AI tools have been used to support the generation of Tender responses, have those responses been checked and verified for accuracy? | |
| **[Insert Yes or No]** | |
|  | | Are AI or machine learning technologies used as part of the products/services you intend to provide to the Contracting Authority?  If ‘Yes’, please complete **Q11** (otherwise **Q11** is not applicable). | |
| **[Insert Yes or No]** | |
|  | | Please describe how AI technologies are integrated into your service offerings. | |
| **[Insert information]** | |
|  | | **DECLARATION OF COMPLIANCE TO THE PUBLISHED SPECIFICATION IN DOCUMENT 2**  Supplier(s) must confirm that they fully accept and will comply with all aspects of the specification, scope, invitation to tender as detailed in this tender suite. This includes all schedules, parts, annexes and appendices. Supplier(s) who are unable to comply will not proceed further in the tender process.  ***PASS = Yes***  ***FAIL = No*** | |
| **[Insert Yes or No]** | |

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| **Part 3E –** **Technical Questions** |
| **Note to Bidders: Your response to this Questionnaire will form part of the Specification and Tender Response Document as defined in the Contract. As such, it will form part of your contractual obligations to the Authority if you are awarded a contract. Please note that if your total score for these questions is less than 18% then your bid will be rejected and not evaluated further.**  TECHNICAL QUESTIONS  Mandatory Information Requirements: Please provide method statements in answer to the following questions. All questions are mandatory requirements. The answers provided will be scored based on the criteria defined in Document 1.  Please note any previous supplier relationship between Trust and Candidate should not be assumed – only information provided in the method statements will be taken into account. Candidates should ensure they have answered every aspect of each question clearly (please see marking methodology (Document 1) for scoring breakdown).  The maximum word count for answers are listed below, any words over this will be disregarded.  Please be reminded the each of the questions contained within this document carries the following weightings towards the final tender score:   |  |  |  |  | | --- | --- | --- | --- | | **Question** | **Word Count** | **Subject** | **Maximum Score Available** | | 1 | n/a | Partnership Organisations | Info-Only | | 2 | n/a | Confidentiality and Safeguarding Processes | Pass/Fail | | 3 | n/a | Organisational Policies | Pass/Fail | | 4 | n/a | Declaration of Compliance to the Specification | Pass/Fail | | 5 | 600 | Community engagement plan | 20% | | 6 | 600 | Experience working in communities living and/or working in specific area | 20% | | 7 | 300 | Project management experience | 10% | | 8 | 250 | Partnership Experience | 5% | | 9 | 250 | Vision and Motivation for Involvement in Research | 5% | | 5 |  | SVI1 Social Value | 10% | | **Total** |  |  | **50%** |   You must answer all questions in this section. Failure to provide responses to all of the applicable questions in this section may be deemed by the Contracting Authority to render your Tender non-compliant and result in your Tender being rejected by the Contracting Authority. |

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| 1 | **Partnership Organisations Requirements**  If applicable, please provide details of what organisations you will be collaborating with to support contract delivery.  Please review the requirements regarding sub-contracting arrangements.  Please leave this section blank if you will not be partnering or sub-contracting. |
| [Please insert answer here] |
| For information only |

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| 2 | **Confidentiality and Safeguarding Processes**   * What does your organisation do to ensure confidentiality and safeguarding in the community-based work you carry out? * Please attach a copy of your Confidentiality and Safeguarding policies. |
| [Please insert answer here] |
| Pass/Fail |

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| 3 | **Organisational Policies**  Please indicate if you have the following policies in place. Please attach copies of all these organisational policies.   * Health and Safety * Equality and diversity * Data protection   If you have further policies in place which you think are relevant to taking part in this research partnership, please also list these. |
| [Please insert answer here] |
| Pass/Fail |

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| 4 | **Declaration of compliance to the published specification**  Supplier(s) must confirm that they fully accept and will comply with all aspects of the specification, scope, invitation to tender as detailed in this tender suite. This includes all schedules, annexes and appendices. Supplier(s) who are unable to comply will not proceed further in the tender process. |
| [Yes/No] |
| Pass/Fail |

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| 5 | **Community Engagement Plan**  Please provide a proposal of how you would engage community members to determine appropriate research questions and methods in Phase 1, include:   * details of the engagement approaches you would employ (e.g. community meetings/workshops) * what resources you would draw on to deliver these (e.g. staff skills, meeting spaces) * describe how you would ensure a diversity of voices are included in phase 1 * how you would seek to maintain relationships with community members to ensure engagement in the next phase of the work. |
| [Please insert answer here]  Word Count (limit 600): |
| Weighting of 20% |

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| 6 | **Experience in working in communities, Living and Working in the Parkside Area.**  Please describe how your organisation is embedded in the Parkside, include:   * details about the aim of your organisation and/or any services you provide in Parkside * your experience of working with and meeting the needs of communities who are often marginalised and who live in Parkside. * **Tenderers must demonstrate previous experience working within Parkside, against the requirements of the Specification and with experience relevant to HUP within the last 5 years.** |
| [Please insert answer here]  Word Count (limit 600): |
| Weighting of 20% |

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| 7 | **Project Management Experience**  Please describe your organisation's experience of project management, including:   * managing finances and tracking and reporting project progress * How would you incorporate your project management experience into contract delivery for HUP specifically? |
| [Please insert answer here]  Word Count (limit 300): |
| Weighting of 10% |

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| 8 | **Partnership Experience**  Please provide details about any partnership work that you have been part of, what your role was and any learnings you took from it?   * Please indicate if the partnership work was within the site(s) you are applying for funding to work in. * How would you incorporate your Partnership experience into contract delivery for HUP specifically? |
| [Please insert answer here]  Word Count (limit 250): |
| Weighting of 5% |

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| 9 | **Vision and Motivation for Involvement in Research**  Please describe why your organisation is interested in being involved in a research partnership focusing on issues relating to urban places and health. |
| [Please insert answer here]  Word Count (limit 250): |
| Weighting of 5% |

**SOCIAL VALUE QUESTIONS**

Social Value commitments are in **addition** to the services provided in the contract, to be delivered should you be awarded the contract. Bidders will be required to report on these commitments throughout the length of the contract.

Social Value questions will be scored out of four, following the scoring criteria for the other scored questions.

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| --- | --- |
| **SVI1** | **Fighting Climate Change**  Please provide evidence of how your organisation is reducing its impact on the environment (e.g. sustainability and clean air impacts) and carbon emissions.  Give details as to how you intend to continue to reduce your carbon emissions over the course of the contract. |
| [Please insert answer here] |
| Maximum score available 5% |

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| **SVI2** | **Equal Opportunities**  Detail how, through the delivery of the contract, you plan to increase overall diversity and inclusion within your organisation’s workforce, please address the following key aspects   * How you will support a diverse workforce * Any activities undertaken to improve and address the barriers for overall diversity and inclusion, * How you will commit to equality, diversity and inclusion activities to increase representation for marginalised groups within your organisation |
| [Please insert answer here] |
| Maximum score available 5% |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including the preliminary questions, parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the Contracting Authority via Core Supplier Information, the Central Digital Platform or any other national database free of charge or the Contracting Authority already possesses the documentation.

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

I understand that the Contracting 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 misrepresentation.

|  |  |
| --- | --- |
| Full Name: |  |
| Job Role/ Title: |  |
| Date: |  |
| Signature (electronic is acceptable): |  |

|  |  |
| --- | --- |
| **Contact details of those making the declaration** | |
|  | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |