**DATE 4th May 2018**

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|  | **SELECTION QUESTIONNAIRE (SQ)**  **Data Centre Migration Works** |  |  |

Prepared by:

HM Land Registry Commercial Group

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# ABOUT HER MAJESTY’S LAND REGISTRY

## 1.1 **About us**

*For the avoidance of doubt, all references to “the Authority” or Land Registry within this Selection Questionnaire (SQ) shall mean* **Her Majesty’s Land Registry** *unless specifically stated otherwise.*

HM Land Registry safeguards land and property ownership worth more than £4 trillion, including more than £1 trillion of mortgages. The Land Register contains more than 25 million titles, which show evidence of ownership, covering more than 85% of the land mass.

Anyone buying or selling land or property, or taking out a mortgage, must apply to us to register:

* unregistered land or property
* any new owner of registered land or property
* an interest affecting registered land or property, such as a mortgage, a lease or a right of way

When considering each application, we use the law to decide whether and how it should be registered

Once land or property is entered in the register, we record any ownership changes, mortgages or leases that affect it. Anyone who suffers loss because of an error or omission in the register, or because the register needs to be corrected, will normally be compensated.

We are committed to carrying out our statutory and commercial business with fairness, openness and honesty. We have policies and procedures to prevent bribery.

1.2 **Who we are**

We are a government department created in 1862. We operate as an executive agency and a trading fund. Our running costs are covered by the fees paid by the users of our services.

We work in 14 locations.

1.3 **Our responsibilities**

Within England and Wales, our responsibilities are:

* to provide a reliable record of information about ownership of and interests affecting land and property
* to provide owners with a land title, guaranteed by the government
* to provide a title plan that indicates general boundaries

We do not provide legal advice on precise boundary positions and responsibilities.

## 1.4 **Our ambition, mission and values**

Our ambition is to become the world’s leading land registry for speed, simplicity and an open approach to data.

Our mission is: “Your land and property rights: guaranteed and protected”.

Our values are:

* we give assurance
* we have integrity
* we drive innovation
* we are professional

# DATA CENTRE MIGRATION WORKS

# Overview

The IT strategy for HM Land Registry is to maintain a reliable and flexible ICT estate to achieve the successful delivery of the Business Strategy. HM Land Registry’s focus is on transforming our services to increase efficiency through digital transformation while ensuring we maintain a stable core statutory service. Our data centre strategy is fundamentally linked to the risk appetite of the organisation and drives the level of resilience we have in our IT systems.

# Background

In alignment with the HM Land Registry Data Centre strategy to rationalise and reduce its Critical Infrastructure estate, HM Land Registry is currently undertaking a project which requires Works to enable re-hosting some of the Mainframe Hardware at one of its Plymouth-based Data Centres.

HM Land Registry have already appointed a Project Adviser (Future-tech), to carry out: the initial high-level design and specification work, produce the Invitation to Tender and assist us with running the tender exercise and evaluating bids received for the Works. The Project Adviser will then also project manage the appointed Contractor up to final handover.

# Contract

This project will be subject to NEC3 Engineering & Construction Contract Conditions.

# Requirement

As part of this project there is a requirement to build a new stand-alone Data Hall facility within an existing site. This will include modifying existing fabric and infrastructure to meet the requirements of the two co-located Data Halls.

It is anticipated that the work will involve (but not limited to):

1. Segregation of an existing data hall to create a second data hall including the construction of internal walls, doors, ceiling, raised access floor.
2. Installation of all power and cooling requirements (to include free cooling) in a space capable of 90kW of IT load with the option to expand to 150kW IT load and up to 40 racks.
3. All works, including mains power alterations, to be completed whilst existing data hall remains fully operational at all times.
4. All works to be completed between 1st August 2018 and 1st February 2019 (approx.).

# INFORMATION REQUESTED

# Tenderers are asked to submit basic financial, operational and commercial information on their organisation and business activities. Tenderers should ensure that they provide only the information that is asked for and that this information is current, up to date and, where relevant, from within the last two years. Failure to provide such information may lead to exclusion from the procurement process.

# The SQ is based on BSI PAS 91 which is a publicly available specification (PAS) that sets out the content, format and use of questions that are widely applicable to prequalification for construction tendering.

# Information provided may be subject to verification. If any error, omission or misrepresentation (fraudulent or otherwise) is discovered, the Authority reserves the right to disqualify the Tenderer from the procurement process.

# Tenderers are required to answer all questions as accurately and concisely as possible.

# Where a question is not relevant to the Tenderer’s organisation, this should be indicated, with an explanation.

# Supporting information, presented as separate Annexes and noting the company name of the Tenderer, should be presented in the same order as the questions, and should reference accordingly to the relevant question. Questions should be answered in English.

# Failure to provide the required information, make a satisfactory response or supply documentation requested may mean that the Tenderer will be disqualified from the procurement process.

# Information Provided

# Any information provided by the Authority is made available on condition that it is treated as confidential (except where it is already in the public domain). The Tenderer must not disclose any information supplied to it as part of this procurement process to any third party, member of staff or advisor, unless such person needs to receive the relevant information for the purposes of enabling a response to any procurement document issued in relation to this SQ.

# The information in this SQ and any other information provided by the Authority is provided in good faith. However, the Authority (including its directors, officers, employees, agents or advisers) does not give any warranty as to the accuracy or completeness of any information supplied.

# Copyright

# The copyright in this SQ and any other documents provided as part of this procurement process belongs to the Authority. Tenderers shall not reproduce or make available any part of these documents to any third party (unless for the purposes of preparing a response to this SQ) without the written permission of the Authority.

# This SQ and all copies thereof are the property of the Authority and must be deleted, destroyed or returned on demand.

# Warranties

# In submitting its responses to the SQ, the Tenderer confirms that:

# it has complied with the conditions set out in this SQ

# all information submitted in response to the SQ and any other information requested by the Authority (whether in writing or otherwise) is true, accurate and complete in all respects.

# Law

# English Law shall apply to this SQ.

# Evaluation

# The information provided by Tenderers in response to this SQ will be used by the Authority to assess Tenderers' capability and capacity to deliver a contract of the size and scope set out in the Invitation to Tender.

# The information supplied within your completed responses to this SQ will be assessed as follows:

# Table 1 – Core Question Module C.1: Supplier identity, key roles and contact information. Ensure all details are provided.

# 

# Table 2 – Core Question Module C2: Financial information Ensure all details are provided.

# Table 3 – Core Question Module C3: Business and professional standing’. The Authority may, at its discretion, exclude any Tenderer who answers ‘Yes’ to any of the questions in this Section.

# Table 4 – Core Question Module C4: Health and safety: policy and capability. Evaluation will be on a pass or fail basis.

# Table 5 – Question Module O1: Equal opportunity and diversity policy and capability. Evaluation will be on a pass or fail basis.

# Table 6 – Question Module O2: Environmental management policy and capability’. Evaluation will be on a pass or fail basis.

# Table 7 – Question Module O3: Quality management policy and capability. Evaluation will be on a pass or fail basis.

# Table 8 – Supplementary questions in respect of organisational, technical and professional capability. Evaluation will be based on the information provided.

# The Authority reserves the right to contact you to seek clarification or further information where necessary to enable a full assessment to be made as to your suitability to progress to the next stage of the procurement process.

# The Authority will only issue the Invitation to Tender to the highest scoring Tenderers who meet the minimum pre-determined participation criteria, as detailed in this Selection Questionnaire.

# The Authority anticipates that between five and seven Tenderers will be invited to tender.

**Data Centre Migration Works**

**Restricted Procedure**

**1 Notes for completion**

* 1. The “Authority” means HM Land Registry, or anyone acting on behalf of Land Registry, that is seeking to invite suitable candidates to participate in this procurement process.
  2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided.
  3. 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.
  4. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from Suppliers, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure.

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| **Table 1 – Core Question Module C.1: Supplier identity, key roles and contact information** |

**of supporting information expected, which will be taken into**

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| **Q Ref** | **Nature of information** | **Description of response expected, which will be taken into account in assessment** | **Response** |
| **C1-Q1** | **Name of legal entity or sole-trader** | **Unique name of legal entity or**  **name of individual** |  |
| **C1-Q2** | **Registered office Address** | **C1-Q2-1 Address line 1**  (Property name/number) |  |
| **C1-Q2-2 Address line 2** |  |
| **C1-Q2-3 Address line 3** |  |
| **C1-Q2-4 Town** |  |
| **C1-Q2-5 County** |  |
| **C1-Q2-6 Postcode** |  |
|  | **Website address** | **C1-Q2-7 website** (if applicable) |  |
| **C1-Q3** | **Contact Details for Enquiries** | **C1-Q3-1 Title** (Mr, Mrs, Ms, etc.) |  |
| **C1-Q3-2 Forename** |  |
| **C1-Q3-3 Family name** |  |
| **C1-Q3-4 Job title** |  |
| **C1-Q3-5 e-mail** |  |
| **C1-Q3-6 Telephone number** |  |
| **C1-Q3-7 Fax number** |  |
| **C1-Q3-8 Address line 1** (Property name/number) |  |
| **C1-Q3-9 Address line 2** |  |
| **C1-Q3-10 Address line 3** |  |
| **C1-Q3-11 Town** |  |
| **C1-Q3-12 County** |  |
| **C1-Q3-13 Post code** |  |

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| **C1-Q4** | **Registration number, if registered with Companies House or equivalent** | **C1-Q4-1 Registration number**  **with Companies House** |  |
| **C1-Q4-2 Registration number**  **with equivalent body** |  |
| **C1-Q5** | **Charity registration number** |  |  |
| **C1-Q6** | **VAT registration number** |  |  |
| **C1- Q7** | **Name of immediate parent company** |  |  |
| **C1-Q8** | **Name of ultimate parent company** |  |  |
| **C1-Q9** | **Type of organisation** | *e.g. PLC; limited company; LLP; other partnership; sole trader;*  *other (please specify)* |  |

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| **Table 2 – Core Question Module C2: Financial information** |

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| **Q Ref** | **Information required** | **Description of information expected, which will be taken into account in assessment** | | **Tick as**  **applicable** | **Supplier’s unique reference to relevant supporting information** |
| **C2-Q1** | *Please select the one organisation description that most closely matches your organisation and provide information accordingly* | | |
| **C2-Q1-1 Financial information for a start-up business that has not reported accounts to the Inland Revenue or Companies House** | Forecast of turnover for the current  year and a statement of funding  provided by the owners and/or  the bank, or an alternative means  of demonstrating financial status  *(See Note 2 to this Table)* | | 🞏 |  |
| **C2-Q1-2 Accounts for an unincorporated business (sole traders and partnerships)** | Copy of the most recent accounts  that contain turnover, profit before  tax, and balance sheet (if prepared)  covering either the most recent two-year period of trading or, if trading for  less than two years, the period that is  available. If accounts are not prepared,  provide the relevant pages from the  latest tax returns (self-employment  pages for sole traders, partnership  pages for partnerships), together with  the tax assessment. | | 🞏 |  |
| **C2-Q1-3 Accounts for a small company or limited liability partnership with a turnover below the audit threshold at which the preparation of audited accounts is not required** | Copy of the most recent accounts  as submitted to the Inland Revenue  covering either the most recent two-year period of trading or, if trading for  less than two years, the period that is  available. Abbreviated accounts are  not acceptable | | 🞏 |  |
| **C2-Q1-4 Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts** | Copy of the most recent audited  accounts covering either the most recent two-year period of trading or, if trading for less than two years, the period that is  available | | 🞏 |  |
| **C2-Q1-5 Accounts for other organisation types (e.g. not for profit entities, local authorities, housing associations, charities)** | In most cases it is likely that audited  accounts will have been prepared  and the accounts required at  C2-Q1-4 above will suffice. Where this is not the case, an unaudited copy of the most recent accounts as described in C2-Q1-2 above should be provided. | | 🞏 |  |
| **C2-Q2** | **Insurance statement and certificates** | **Please enter the requested**  **information in the response column** | | Response | | |
| **C2-Q2-1**  **Employers’**  **liability**  **insurance** | **C2-Q2-1-1 Policy**  **No.** |  | | |
| **C2-Q2-1-2 Limit of**  **indemnity** |  | | |
| **C2-Q2-1-3 Excess** |  | | |
| **C2-Q2-1-4 Limit for**  **a single event** |  | | |
| **C2-Q2-1-5 Expiry**  **date** |  | | |
| **C2-Q2-2**  **Public liability**  **insurance** | **C2-Q2-2-1 Policy No.** |  | | |
| **C2-Q2-2-2 Limit of**  **indemnity** |  | | |
| **C2-Q2-2-3 Excess** |  | | |
| **C2-Q2-2-4 Limit for**  **a single event** |  | | |
| **C2-Q2-2-5 Expiry**  **date** |  | | |
| **C2-Q2-3**  **Professional**  **indemnity**  **insurance**  *(Where*  *consultancy*  *input involved)* | **C2-Q2-3-1 Policy No.** |  | | |
| **C2-Q2-3-2 Limit of**  **indemnity** |  | | |
| **C2-Q2-3-3 Excess** |  | | |
| **C2-Q2-3-4 Expiry**  **date** |  | | |
| **C2-Q2-4**  **Product liability**  **insurance**  *(Where product*  *is to be supplied)* | **C2-Q2-4-1 Policy No.** |  | | |
| **C2-Q2-4-2 Limit of**  **indemnity** |  | | |
| **C2-Q2-4-3 Excess** |  | | |
| **C2-Q2-4-4 Expiry**  **date** |  | | |

***NOTE 1 to Table 2*** *Where an insurance type is claimed to be “not in scope”, it is essential that an explanation supporting that claim is provided, e.g. the explanation could support the fact that a particular type of insurance was not required for the work undertaken.*

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| **Table 3 – Core Question Module C3: Business and professional standing** |

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| **Q Ref** | **Core question** | **Information required** | **YES** | **NO** | **Supplier’s**  **unique reference**  **to relevant**  **supporting**  **information.** |
| **C3-Q1** | **Has your company or any of its Directors and/ or Executive Officers been the subject of**  **criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?** | Details of any such action*.*  *Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for rejection* | 🞏 | 🞏 |  |
| **C3-Q2** | **If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in,have all claims been properly notified in accordance with relevant Insurance policy requirements and been accepted by the insurers?** | Details of any such action, insurance notification requirements where relevant, and confirmation, with references, of relevant insurance notification and insurer acceptance.  *Responses will be taken into account as part of the assessment process.* | 🞏 | 🞏 |  |
| **C3-Q3** | **Has your company or any of its Directors and/ or Executive Officers been in receipt of enforcement/remedial orders that are still unresolved (such as those in relation to Environment Agency or Office of Rail Regulation**  **enforcement), in the last three years?** | Details, including the status of the required action. *Responses will be taken into account as part of the assessment process* | 🞏 | 🞏 |  |

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| **Table 4 – Core Question Module C4: Health and safety: policy and capability** |

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| **Q Ref** | **Exemptions and pertinent question selection** | | **Exemption(s) Claimed** | | | |
|  |  | | **Please tick i and /or ii for C4-Q1-1a, b and /or c, as appropriate, and for i, also state the CDM duty holder role(s) for which exemption is claimed** | | | **Supplier’s unique reference to certificates or other supporting information** |
| **C4-Q1** | In the circumstances set out in C4-Q1-1a) to C4-Q1-1c), if your organisation meets the relevant criteria in respect of exemption categories i) and/or ii) below:   1. one or more of the following CDM duty holder roles: contractor, principal contractor, designer, principal designer; 2. general health and safety: policy and capability;   and you can provide the supporting information to evidence this, the following exemptions apply:   * for an exemption under i) or ii) above: questions **C4-Q2 to C4-Q11** need not be completed * for an exemption under i) abovequestions **C4-Q12 to C4-Q22** also need not be completed in respect of the role(s) identified.   If you are not claiming an exemption, please move to question C4-Q2.  However, if you are claiming exemption(s), but such exemption(s) does not cover all the categories/roles relevant to your application, please:   * complete questions C4-Q12 to C4-Q22 in respect of each relevant category/role not covered by an exemption; and * provide any additional information required for C4-Q2 to C4-Q11 in respect of relevant categories/ roles that are not covered by an exemption.\*   *NOTE \*Additional information to that relevant to the exemption(s) claimed could be required to demonstrate satisfactory organisation and arrangements appropriate to the categories/roles not covered by such exemption(s).* | |  | | |  |
| **Circumstances of exemption** | |
| **C4-Q1-1a)** You have, within the last twelve months, successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process is equivalent to that of PAS 91. | | For i) 🞏  CDM duty holder role(s) claimed.  ................................................... | | |  |
| For ii) 🞏 | | |
| **C4-Q1-1b)** You have, within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum (see Annex D). | | For i) 🞏  CDM duty holder role(s) claimed.  ................................................... | | |  |
| For ii) 🞏 | | |
| **C4-Q1-1c)** You hold a certificate of compliance with BS OHSAS 18001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard,[[1]](#footnote-1) e.g. accredited by UKAS. | | For i) 🞏  CDM duty holder role(s) claimed.  ................................................... | | |  |
| For ii) 🞏 | | |
| **Q Ref.** | **Question** | Example of the type of information in support of responses, which will be taken into account in assessment | | Yes | No | Supplier’s  unique reference  to relevant  supporting  information |
| **C4-Q2** | **Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management?** | Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation.  *(Organisations with fewer than*  *5 employees, see Note 4 to this Table)* | | 🞏 | 🞏 |  |
| **C4-Q3** | **Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/ preventing work-related incidents, occupational ill-health and accidents?** | Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers. *(Organisations with fewer than 5 employees, see Note 4 to this Table)* | | 🞏 | 🞏 |  |
| **C4-Q4** | **Do you have ready access to competent H&S advice/ assistance?** | Evidence of how your organisation has ready access to competent H&S advice, for both general health and safety and, for CDM duty holders, construction-related health and safety.  ***(****Access to competent in-house advice, in whole or part, is usually preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that, for CDM duty holders (from the same source or elsewhere) advice on relevant construction H&S issues is accessible as required.)* | | 🞏 | 🞏 |  |
| **C4-Q5** | **Do you have a process for providing your employees/other workforce with training and other information appropriate to the activities that your organisation is likely to undertake?** | Evidence that your organisation implements relevant training arrangements to ensure that employees/other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice and, for CDM contractors and principal contractors, Construction Phase Plans (CPP) may be used to show how information is disseminated or communicated on-site (*see note 5 to this Table*). | | 🞏 | 🞏 |  |
| **C4-Q6** | **Do your employees/other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake?** | Evidence that your employees/other workforce have suitable knowledge, experience and skills for the activities assigned to them, unless there are specific situations where they need to work under competent control and/or supervision (e.g. apprentices and other trainees). | | 🞏 | 🞏 |  |
| **C4-Q7** | **Do you check, review and, where necessary, improve your H&S performance?** | Evidence that your organisation has an effective, ongoing system for monitoring H&S procedures, and for periodically reviewing and updating that system as necessary. | | 🞏 | 🞏 |  |
| **C4-Q8** | **Do you have procedures for involving your employees/other workforce in the planning and implementation of H&S measures?** | Evidence that your organisation implements a means of consulting with its employees/other workforce on H&S matters and how comments, concerns or complaints submitted by employees/other workforce are taken into account. | | 🞏 | 🞏 |  |
| **C4-Q9** | **Do you routinely record and review accidents/incidents and undertake follow-up action?** | Evidence that your organisation maintains records of all RIDDOR-reportable (see note 6 to this Table) and other incidents for at least the last three years.  Evidence that your organisation has an effective system for reviewing significant incidents, and recording any resulting action taken (including your response to any H&S enforcement activity). | | 🞏 | 🞏 |  |
| **C4-Q10** | **Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake?** | Evidence that your organisation implements arrangements for ensuring and monitoring H&S skills, knowledge and experience, and performance, throughout your entire supply chain, appropriate to the work likely to be undertaken. | | 🞏 | 🞏 |  |
| **C4-Q11** | **Do you operate a process of risk assessment, capable of supporting safe systems of work?** | Evidence that your organisation implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (“method statements”).  Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken. *(Organisations with fewer than 5 employees, see Note 4 to this Table)*  ***NOTE*** *Risk assessments should focus on, and be proportionate to, the risks arising from the type of work to be undertaken. The need to reduce documentation requirements on micro-businesses in particular should be taken into account by buyers and assessment providers. Excessive bureaucracy associated with prequalification assessment can obscure the real H&S issues to be considered, and even divert effort away from them.* | | 🞏 | 🞏 |  |
| **C4-Q12** | **CDM duty holder related question selection:**  The questions asked in **C4-Q13 to C4-Q22** (in conjunction with questions C4-Q2 to C4-Q11) are appropriate for particular construction duties and have been colour coded accordingly to assist identification. Please indicate below which duty (or duties) best describes your organisation’s activity and then only provide responses to the questions colour coded to the duty (or duties) you have selected.  ***NOTE*** *The questions refer to duty holders under the Construction (Design and Management) Regulations 2015, which defines the scope of “construction” activity.**If your organisation potentially fills more than one role (e.g. “Design and Build”), please provide responses to the questions applying to all relevant duty holder roles (e.g. Designer and Principal Contractor)* | | |  | |  |
| **CDM DUTY HOLDER ROLE(S) IDENTIFIED**  ***Please respond “yes” or “no” to each role identified below*** | | |  | |  |
| *NOTE 1 If none of the duty holder roles identified below are relevant, you do not need to respond to any of questions* ***C4-Q13 to C4-Q22***  *NOTE 2 Principal contractors will also need to respond to questions applicable to contractors, and principal designers will also need to respond to questions applicable to designers* | | | **YES** | **NO** |  |
| **C4-Q12-a)** Contractor/principal contractor *(respond to grey shaded questions* ***C4-Q13 to C4-Q16)*** | | | 🞏 | 🞏 | *None required* |
| **C4-Q12-b)** Principal contractor *(in addition to* ***C4-Q13*** *to* ***C4-Q16 also*** *respond to yellow shaded question* ***C4-Q17****)* | | | 🞏 | 🞏 |
| **C4-Q12-c)** Designer/ principal designer *(respond to red shaded questions* ***C4-Q18*** *to* ***C4-Q19)*** | | | 🞏 | 🞏 |
| **C4-Q12-d)** Principal designer *(in addition to* ***C4-Q18*** *to* ***C4-Q19 also*** *respond to green shaded questions* ***C4-Q20*** *to* ***C4-Q22****)* | | | 🞏 | 🞏 |
| **Q Ref** | **Question** | Example of the type of information in support of responses, which will be taken into account in assessment. | | YES | NO | Supplier’s unique reference to relevant supporting information |
| **C4-Q13**  Contractor/principal contractor | **Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?** | Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organisations are involved in drawing up method statements, etc. including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. This may include CPPs. | | 🞏 | 🞏 |  |
| C4-Q14  Contractor/principal contractor | **Do you have arrangements for ensuring on-site welfare for your employees/other workforce?** | Describe how you ensure suitable welfare facilities for your employees/other workforce are in place before starting work on site, whether provided by a site-specific arrangement with others, or your own measures. This may include CPPs. | | 🞏 | 🞏 |  |
| **C4-Q15**  Contractor/principal contractor | **Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?** | Examples of actual knowledge, skills and experience within your organisation. This may include:  NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel) | | 🞏 | 🞏 |  |
| **C4-Q16**  Contractor/principal contractor | **Do you review and develop your effectiveness in the contractor/principal contractor role?** | Evidence that your organisation Implements an ongoing system for monitoring performance, including post-project review. | | 🞏 | 🞏 |  |
| **C4-Q17**  Principal contractor | **Do you implement arrangements to meet the ‘principal contractor’ duties under the Construction (Design and Management) Regulations 2015?** | Concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organisation meets the requirements of principal contractor. In particular, provide evidence of how you:  **C4–Q17-1** Plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer and contractors;  **C4–Q17-2** Prepare, review and maintain CPPs;  **C4–Q17-3** Organise co-operation between contractors and others, and coordinate the work;  **C4–Q17-4** Ensure relevant and suitable site inductions;  **C4–Q17-5** Provide information for the H&S file. | | 🞏 | 🞏 |  |
| **C4-Q18**  **Designer/principal designer** | **Do you implement arrangements to meet the ‘designer’ duties under the Construction (Design and Management) Regulations 2015?** | Evidence showing how you address **C4-Q18-1** to **C4-Q18-4** below.  Provide relevant examples showing how risk was reduced through design.  ***NOTE*** *Emphasis should be on practical, proportionate measures that address significant risks arising from designs for relevant construction, not on lengthy documentation about generic risks.*  **C4-Q18-1** Check that the client is aware of their duties  **C4-Q18-2** Ensure that you and your workforce have the necessary skills, knowledge and experience to discharge their legal duties under CDM 2015?  Provide relevant evidence of:   * your CPD programme and/or examples of training and development plans (which may include in-house training). * your relevant qualifications, e.g. membership of a professional institution such as CIAT; CIBSE; ICE or RIBA. * how you maintain your technical knowledge and understanding of construction design.   **C4-Q18-3** Ensure significant risks are eliminated by design, taking account of the principles of prevention and show how construction and lifecycle risks are eliminated or controlled (with reference to buildability, maintainability and use).  **C4-Q18-4** Effectively manage design changes, with regard to ensuring H&S during and post-completion. | | 🞏 | 🞏 |  |
| **C4-Q19**  Designer**/principal designer** | **Do you review and monitor your design performance, notably in relation to H&S?** | Evidence that your organisation implements an ongoing system for monitoring H&S design procedures and for reviewing and updating that system as necessary, e.g. through project design review (during and post-completion). | | 🞏 | 🞏 |  |
| **C4-Q20**  Principal Designer | **Do you implement arrangements to meet the “principal designer” duties under the Construction (Design and Management) Regulations 2015?** | Concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organisation meets the requirements of principal designer. In particular, evidence of how you:  **C4–Q20-1** Help the client to meet its duties under CDM 2015  **C4–Q20-2** Gather, prepare, communicate and coordinate information, including design information, with other duty holders during the pre-construction phase  **C4–Q20-3** Plan, manage and monitor health and safety-related information, including design information, in the pre-construction phase of a project, with the aim of identifying, eliminating or controlling foreseeable risks;  **C4–Q20-4** Ensure designers carry out their duties, including oversight and co-ordination within the design team and with other designers/contractors;  **C4-Q20-5** Liaise with the principal contractor;  **C4–Q20-6** Prepare and provide relevant information to other duty holders, including the H&S file. | | 🞏 | 🞏 |  |
| **C4-Q21**  Principal designer | **Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?** | Examples of actual skills, knowledge and experience. This may include validated CPD, and typical additional qualifications.  *For example,* *a member of the registers administered by the Association for Project Safety or the Institution of Construction Safety (formerly known as the CDM co-ordinator’s register), or the ICE construction health and safety register.* | | 🞏 | 🞏 |  |
| **C4-Q22**  Principal designer | **Do you review and develop your effectiveness in the principal designer role?** | Evidence that your organisation implements, an ongoing system for monitoring performance, including post-project review. | | 🞏 | 🞏 |  |

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| **Table 5 – Question Module O1: Equal opportunity and diversity policy and capability** |

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| **Q Ref.** | **Question** | **Description of information in support of response, which will be taken into account in assessment** | **YES** | **NO** | **Supplier’s**  **unique reference**  **to relevant**  **supporting information** |
| **O1-Q1** | **As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?** | In respect of **O1-Q1**, copies of:  **O1-Q1-1** relevant instructions or  written statement/evidence of relevant actions  **O1-Q1-2** relevant guidance or written statement/evidence of relevant actions  **O1-Q1-3** relevant policies/literature or written statement/evidence of relevant actions  **O1-Q1-4** evidence of where you  believe these policies have made a  difference | 🞏 | 🞏 |  |
| **O1-Q2** | **Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?** | No supporting evidence required | 🞏 | 🞏 |  |
| **O1-Q3** | **In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?** | Details of any findings | 🞏 | 🞏 |  |
| **O1-Q4** | **In the last three years, has your organisation been subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?** | Details of any investigations | 🞏 | 🞏 |  |
| **O1-Q5** | **In the last three years, has your organisation been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006?** | Details of any findings | 🞏 | 🞏 |  |
| **O1-Q6** | **In the last three years, has your organisation been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006?** | Details of any findings | 🞏 | 🞏 |  |
| **O1-Q7** | **In the last three years, has your organisation been found to be in breach of the National Minimum Wage Act 1998?** | Details of any findings | 🞏 | 🞏 |  |
| **O1-Q8** | **If the answer to any of questions 3 to 7 is “yes”, what steps did your organisation take as a result of that finding or investigation?** | Details/evidence of remedial action |  |  |  |
| **O1-Q9** | **Does your organisation operate appropriate arrangements to ensure that equality and diversity is embedded within your organisation?** | Provide copies of any relevant policies or written statement/evidence of relevant actions | 🞏 | 🞏 |  |
| **O1-Q10** | **Do you actively promote good practice in terms of eliminating discrimination in all forms through:**  **O1-Q10-1 guidance to your employees/suppliers concerned with recruitment, training and promotion?**  **O1-Q10-2 making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees/sub-contractors, recognised trade unions or other representative groups of employees?**  **O1-Q10-3 appropriate recruitment advertisements or other literature?** | In respect of **O1-Q10-1** copies of any relevant guidance or written statement/evidence of relevant actions.  In respect of **O1-Q10-2**, copies of any relevant guidance, policies, or written statement/evidence of relevant actions.  In respect of **O1-Q10-3**, copies of any relevant advertisement or written statement/evidence of relevant actions. | 🞏  🞏  🞏 | 🞏  🞏  🞏 |  |

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| **Table 6 – Question Module O2: Environmental management policy and capability** |

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| **Q Ref** | **Exemption** | | **Exemption**  **claimed** | **If exemption claimed, supplier’s unique reference to certificates or other supporting information** | | |
| **O2-Q1** | The questions in this module need not be completed if your organisation holds a certificate of compliance with BS EN ISO 14001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard[[2]](#footnote-2), e.g. accredited by UKAS, or you have a valid EMAS certificate, and can provide information to evidence this. | | Yes 🞏 |  | | |
| No 🞏 |
| **Q Ref** | **Question** | **Description of information in support of response, which will be taken into account in assessment** | | **YES** | **NO** | **Supplier’s**  **unique reference**  **to relevant**  **supporting information** |
| **O2-Q2** | **Do you have a documented policy and organisation for the management of construction-related environmental issues?** | Evidence that you or your organisation has an environmental management policy authorised by the chief executive or equivalent that is regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation. | | 🞏 | 🞏 |  |
| **O2-Q3** | **Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?** | Evidence that your  organisation’s environmental policy  implementation plan provides  information as to how the company  aims to discharge relevant legal  responsibilities and provides clear  indication of how these arrangements are communicated to employees/other workforce, in relation to environmental matters  including:   * sustainable materials procurement; * waste management; * energy management.   This should include the arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints. | | 🞏 | 🞏 |  |
| **O2-Q4** | **Do you have**  **arrangements for**  **providing employees**  **who will engage in**  **construction, with**  **training and information on construction-related**  **environmental issues?** | Evidence that your  organisation has in place, and  implements, training arrangements  to ensure that its workforce has sufficient skills and understanding to carry out their various duties.  This should include a programme of refresher training that will keep employees/other workforce updated on relevant legal requirements and good environmental management practice. | | 🞏 | 🞏 |  |
| **O2-Q5** | **Do you check,**  **review and where**  **necessary improve**  **your environmental**  **management**  **performance?** | Evidence that  your organisation has a system  for monitoring environmental  management procedures on an  ongoing basis and for updating them at periodic interval. | | 🞏 | 🞏 |  |
| **O2-Q6** | **Do you have**  **arrangements for**  **ensuring that any**  **suppliers you engage**  **apply environmental**  **protection measures**  **that are appropriate to**  **the activity for which**  **they are being engaged?** | Evidence that your  organisation has procedures for  monitoring supplier’s environmental  management arrangements and  ensuring that environmental  performance appropriate for the  activity to be undertaken is delivered throughout the whole of your organisations supply chain. | | 🞏 | 🞏 |  |
| ***NOTE*** *EMAS is the European Eco-management and Audit Scheme, sponsored by the European Commission*  *(see http://eceuropaeu/environment/emas/index\_ENhtm)* | | | | | | |

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| **Table 7 – Question Module O3: Quality management policy and capability** |

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| **Q Ref** | **Exemption** | | **Exemption**  **claimed** | **If exemption claimed, supplier’s unique reference to certificates or other supporting information** | | |
| **O3-Q1** | The questions **O3-Q2** to **O3-Q6**, need not be completed if your organisation holds a certificate of compliance with BS EN ISO 9001(or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard[[3]](#footnote-3) e.g. accredited by UKAS, and can provide information to evidence this. | | Yes 🞏 |  | | |
| No 🞏 |
| **Q Ref** | **Question** | **Description of information in support of response, which will be taken into account in assessment** | | **YES** | **NO** | **Supplier’s**  **unique reference**  **to relevant**  **supporting information** |
| **O3-Q2** | **Do you have a policy**  **and organisation for**  **quality management?** | Evidence that your organisation has and implements a quality management policy that is  authorised by the chief executive or equivalent that is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation. | | 🞏 | 🞏 |  |
| **O3-Q3** | **Do you have**  **arrangements for**  **ensuring that your**  **quality management,**  **including the quality of construction output and general performance,**  **is effective in reducing/**  **preventing incidents of sub-standard delivery?** | Evidence that your organisation keeps copies of documentation setting out quality management organisation and procedures that meet currently agreed good. practice. These should include the arrangements for quality management throughout the organisation. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to employees/other workforce. | | 🞏 | 🞏 |  |
| **O3-Q4** | **Do you have**  **arrangements for**  **providing your**  **workforce with**  **quality-related training**  **and information**  **appropriate to the type**  **of work for which your**  **organisation is likely**  **to bid?** | Evidence that your organisation has in place and implements, training arrangements to ensure that its employees/other workforce has sufficient skills and understanding to discharge their various responsibilities.  These arrangements should include a programme of training that will keep employees/other workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records. | | 🞏 | 🞏 |  |
| **O3-Q5** | **Do you have procedures for periodically reviewing, correcting and improving quality**  **performance?** | Evidence that your organisation has a system for monitoring quality management procedures on an on-going basis. Your organisation should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance. | | 🞏 | 🞏 |  |
| **O3-Q6** | **Do you have**  **arrangements for**  **ensuring that your own suppliers apply quality management measures that are appropriate to**  **the work for which they are being engaged?** | Evidence that your organisation has arrangements for monitoring supplier’s quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organisations supply chain. | | 🞏 | 🞏 |  |

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| **Table 8 – Supplementary questions in respect of organisational, technical and professional capability** |

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| **Q Ref** | **Question** | **Description of information in support of response, which will be taken into account in assessment** | **YES** | **NO** | **Unique reference**  **to supporting**  **information** |
| **S1-Q1** | **Do you and/or your company have the technical ability to carry out the activities that are the subject of this prequalification questionnaire?**  **Please provide details (case studies) from three projects of a comparable size to the requirements detailed in the brief.**  **Please include details of any experience you have of working in a live environment (a critical national infrastructure environment) as well as data centre fitout, indicating works carried out and the precautions taken.** | Evidence of your company’s capability of carrying out the activities described, by way of a completed project record, demonstrating the skills, efficiency, experience and reliability of your organisation.  Responses will be evaluated with regard to provision of comprehensive information on the following:  **i)** description of the project including project value and Client details and Client brief;  **ii**) pre-construction services, including any pre-contract advice, surveys and design drawings undertaken by your company, pre-contract planning, construction phase programming and management plans;  **iii)** construction phase Health & Safety services, including examples of Construction Phase Health & Safety Project Plan and Health & Safety Inspections;  **iv)** cost planning and management;  **v)**  specific working methods for providing, maintaining and monitoring a high level of security;  **vi)** specific working methods for providing, maintaining and monitoring a high level of service delivery and customer satisfaction;  **vii)** details of meetings, communications and interactions between all parties to ensure efficient project completion;  **viii**) description of approach to handover, including awareness training of all relevant persons involved. | 🞏 | 🞏 |  |
| **S1-Q2** | **Do you and/or your key personnel that would be engaged in the activities that are the subject of this prequalification questionnaire have security clearance to Baseline Personnel Security Standard or higher (such as vetting to CTC, SC).** | Evidence of any security clearance | 🞏 | 🞏 |  |

1. **Non-Disclosure Agreement** 
   1. The Authority requires that all Tenderers must complete and sign the enclosed Non-Disclosure agreement and return with your completed SQ.
   2. Failure to sign and return the Non-Disclosure Agreement shall result in exclusion from this procurement process.
2. **Declaration**
   1. I declare that to the best of my knowledge the answers submitted in this SQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Authority’s Requirements and I am signing on behalf of my organisation. I understand that the Authority may reject this SQ Response if there is a failure to answer all relevant questions fully or if I provide false/misleading information in this SQ.

Signed: ................................................................

Name: ...............................................................

Date: ...............................................................

In the capacity of...............................................................

**Duly authorised to sign Tenders on behalf of:**

Name of Company: ...............................................................

Address: ...............................................................

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1. In C4-Q1-1c), ‘. accredited means having undergone third-party attestation by an organisation that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. [↑](#footnote-ref-1)
2. In O2-Q,1 accredited means having undergone third-party attestation by an organisation that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. [↑](#footnote-ref-2)
3. In **O3-Q1** accredited means having undergone third-party attestation by an organisation that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. [↑](#footnote-ref-3)