

**ATTACHMENT 2**

**OPEN PROCEDURE - PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE GUIDANCE**

**TECHNOLOGY PRODUCTS 2**

**REFERENCE NUMBER**

**RM3733**

**Contents**

Guidance on Participation Requirements page 3

Participation Requirements (you must submit the

online version of this document within the RM3733

event in the Emptoris eSourcing suite) page 4

Guidance on Selection Questionnaire page 5

The Selection Questionnaire (you must submit the online version) page 9

**PARTICIPATION REQUIREMENTS – GUIDANCE**

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| **Section** | **Guidance** |
| **PARTICIPATION REQUIREMENTS** | |
| Part A Conditions of Participation - PR1, PR2 and PR3 | You are required to answer Yes to confirm your acceptance of the conditions set out in these documents. **If you do not answer Yes to these questions you cannot participate in this Procurement**. |
| Part B e-Sourcing Tool Guidance - PR4, PR5 and PR6 | You are required to answer Yes to confirm your understanding of how to use the e-Sourcing tool appropriately in this procurement. **If you cannot answer Yes to these questions you are at significantly increased risk of misunderstanding the procurement and of submitting a sub-optimal or a non-compliant Tender. However you cannot be excluded for saying no.** |

**PARTICIPATION REQUIREMENTS** (you must complete and submit the online version)

Below is a representation of the ‘**Participation Requirements**’ in the e-Sourcing Suite. **You must complete the online version. You cannot submit your responses using this document**.

***Note to Potential Providers: Unless the context provides otherwise, capitalised expressions in this ‘Participation Requirements’ section shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1. In these questions “we” refers to the Potential Provider.***

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|  | Participation Requirement | Response |
| **PART A - Conditions of Participation** | | |
| PR1 | We accept the Terms of Participation Attachment 6 | ▢ Yes  ▢ No |
| PR2 | We accept the draft Terms and Conditions as set out in Attachment 4 Framework Agreement and Attachment 5 Call Off Contract | ▢ Yes  ▢ No |
| PR3 | We confirm that we, including named Sub-Contractors and all Group of Economic Operators members comply with all the statements in the Declaration Of Compliance Attachment 7 | ▢ Yes  ▢ No |
| **PART B - eSourcing Tool Guidance** | | |
| PR4 | We understand that it is essential to press the red ‘Submit all Draft Bids’ button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the ‘eSourcing tool guidance: how to respond to tenders and further competitions’ at <https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers> | ▢ Yes  ▢ No |
| PR5 | We understand that to send a message to the CCS procurement team we must ensure that the name of the procurement is in the context field and ‘ALL HOSTS’ is selected in the ‘TO’ box | ▢ Yes  ▢ No |
| PR6 | We have studied the document ‘e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions’ | ▢ Yes  ▢ No |

**SELECTION QUESTIONNAIRE – GUIDANCE**

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| **SELECTION QUESTIONNAIRE** | |
| **Section 1 - Potential Provider Information (For information purposes)** | |
| SQ1.1(a-o), SQ1.2(a(i)-b(ii)), SQ1.3(a-b) and SQ1.4(a-b) | You are required to provide full and accurate information about who you are and what is your approach to this Procurement. This section is not evaluated but is required to enable the evaluation of other sections of the questionnaire and may be verified at any time. **The Authority may exclude Potential Providers that do not provide full and accurate information.** |
| **Section 2 – Grounds for Mandatory Exclusion (Evaluated)** | |
| SQ2.1(a-n) and SQ2.2(a-b) | If you answer Yes to any of the questions in this section you are required to provide evidence of ‘self cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘self cleaning’ which is acceptable to the Authority you will be excluded from further participation in this Procurement.** |
| **Section 3 – Grounds for Discretionary Exclusion – Part 1 (Evaluated)** | |
| SQ3.1(a-j) | If you answer Yes to any of the questions in this section you are required to upload evidence of ‘self cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘self cleaning’ which is acceptable to the Authority you may be excluded from further participation in this Procurement.** |
| **Section 4 – Grounds for Discretionary Exclusion – Part 2 (Evaluated)** | |
| SQ4.1(a-c) | If you answer Yes to any of the questions in this section you are required to upload evidence of ‘self cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘self cleaning’ which is acceptable to the Authority you may be excluded from further participation in this Procurement.** |
| **Section 5 – Economic and Financial Standing (Evaluated)** | |
| SQ5.1(a(i)-a(iii)), | This information is used with that from sections 1.1 and 1.2 to evaluate the economic and financial standing of those organisations involved in your tender and or any Framework Guarantor(s).  Refer to paragraph 10.3 of the ITT descriptive document in Attachment 1 for more information about how the assessment of economic and financial standing will be conducted. |
| **Section 6 – Technical and Professional Ability (Evaluated)** | |
| SQ6.1 – SQ6.6(a-c) | You must demonstrate you have the necessary technical and professional resources and experience to perform the Framework Agreement to the required standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:  • A lot specific number of comparable contract examples; and  • Evidence within these contracts examples to demonstrate that you have the necessary technical and professional ability.  Contract Examples must:  • Have been performed over and at the most within the last three years prior to the publication of the Contract Notice (OJEU) to be valid and can be from the public or private sector;  • confirm that where customer contacts are provided, customer contacts have been made aware that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. In order to enable the Authority to verify the contract examples provided, Potential Providers are asked to avoid using examples where they have a non-disclosure agreement in place. The Authority may exclude Potential Providers that do not provide full and accurate information. Customer contacts must not be employed by your organisation or be from within your associated group of companies;  Where requested, contract examples submitted by Potential Providers must include details indicated in the specific question and response guidance SQ6.1 – SQ6.5.  Examples of Call-Off contracts awarded under Framework Agreements will be considered valid, but citing a Framework Agreement that you have been awarded will NOT be considered a valid Contract Example.  The Authority will use the information you provide in this section to evaluate whether your organisation; and/or members within the Group of Economic Operators and/or named Sub-Contractors have the relevant professional and technical ability to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure, of the ITT descriptive document in Attachment 1, for more information about how the evaluation will be conducted.  **Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Framework (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be precluded from further consideration by the Authority.** |
| **Section 7 – Framework Specific Questions (Evaluated)** | |
| SQ7.1 – SQ7.9 | * Quality Management System (QMS) * Employers Liability Insurance * Public Liability Insurance * Product Liability Insurance * Professional Indemnity Insurance * Transparency in Providing Management Information (MI) to the Authority * Transparency of Commercial Propositions * Equality and Diversity |
| **Section 8 – Lot 4 Additional Selection Questionnaire Modules (Evaluated)** | |
| SQ8.1 – SQ8.4 | * Lot 4 (Information Assured Products) - Accredited Secure Facility * Lot 4 (Information Assured Products) - Secure Disposal Services * Lot 4 (Information Assured Products) – CHECK Scheme * Lot 4 (Information Assured Products) - Purchase to Payment - (P2P) |
| **Section 9 – Lot 5 Additional Selection Questionnaire Modules (Evaluated)** | |
| SQ9.1 | * Lot 5 ( Volume Hardware Requirements (OEM Direct) - Service Accreditation |
| **Section 10 – ALL LOTS - Additional Selection Questionnaire Modules (Evaluated)** | |
| SQ10.1 | * All Lots - Cyber Essential Scheme |

**SELECTION QUESTIONNAIRE**

Below is a representation of the online ‘**Selection Questionnaire**’ in the e-Sourcing Suite. **You must complete the online version. You cannot submit your responses using this document**.

***Note to Potential Providers: Unless the context provides otherwise, capitalised expressions in this Selection Questionnaire shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1.*** ***In this questionnaire “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).***

1. **Potential Provider Information**
   1. **Potential Provider details**

Please complete the following information:

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Potential Provider Information** | |
| Question number | Question | Response |
| SQ1.1(a) | Full name of the Potential Provider submitting the Tender.  For a Group of Economic Operators this will be the name of the Lead Contact | character limit 255 |
| SQ1.1(b) | Registered office address (if applicable) | complete table in the eSourcing suite |
| SQ1.1(c) - (i) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. OTHER | Table Response |
| SQ1.1(c) - (ii) | If you responded OTHER to SQ1.1(c) - (i) please specify, in the following text field, your trading status. | character limit 255 |
| SQ1.1(d) | Date of registration in country of establishment | character limit 255 |
| SQ1.1(e) | Company registration number (if applicable) | character limit 255 |
| SQ1.1(f) | Charity registration number (if applicable) | character limit 255 |
| SQ1.1(g) | Head office DUNS number | character limit 255 |
| SQ1.1(h) | Registered VAT number | character limit 255 |
| SQ1.1(i) - (i) | If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established (as set out in Schedule 5 of the Regulations) under the conditions laid down by that state? | ▢ Yes  ▢ No  ▢ N/A |
| SQ1.1(i) - (ii) | If you responded Yes to SQ1.1(i) - (i), please provide, in the following text field, details including the registration number. | character limit 4096 |
| SQ1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation or be a member of a particular organisation in order to provide the services specified in this procurement? | ▢ Yes  ▢ No |
| SQ1.1(j) - (ii) | If you responded Yes to SQ1.1(j) - (i), please provide additional details within this box of what is required and confirmation that you have complied with this. | character limit 4096 |
| SQ1.1(k) | Trading name(s) that will be used if successful in this procurement. | character limit 255 |
| SQ1.1(l) | Relevant classifications   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | Use Pick list |
| SQ1.1(m) | Are you a Small Medium Enterprise (SME)? | ▢ Yes  ▢ No |
| SQ1.1(n) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number  Please enter N/A in first table cell if not applicable | complete table in the eSourcing suite |
| SQ1.1(o) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number  Please enter N/A in first table cell if not applicable | complete table in the eSourcing suite |

**1.2. Bidding Model**

Please complete the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Question number | Question | Response |
| SQ1.2(a) - (i) | Are you bidding as the Lead Contact for a Group of Economic Operators? | ▢ Yes  ▢ No  If Yes, please provide details listed in questions SQ1.2(a) - (ii) to SQ1.2(a) - (iv) and read **Note 1** below |
| SQ1.2(a) - (ii) | Name of Group of Economic Operators (if applicable) | character limit 255 |
| SQ1.2(a) - (iii) | Proposed legal structure if the Group of Economic Operators intends to form a single legal entity prior to signing the Framework Agreement, if awarded. | character limit 255 |
| SQ1.2(a) - (iv) | If you responded Yes to SQ1.2(a) - (i), please provide additional details for each member in following table:   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Name | Registered. address | Trading status | Company registration number | Head Office DUNS number | Registered VAT number | Type of  organisation | SME? | The role each member will take in providing the Goods and/or Services | The approximate % of contractual obligations assigned to each member | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |   **Note 1**  **If you are bidding as a Lead Contact, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of each member of the Group of Economic Operators, unless the question specifically directs otherwise**.  Enter N/A in the first table cell if not applicable | |
| SQ1.2(b) - (i) | Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors? | ▢ Yes  ▢ No |
| SQ1.2(b) - (ii) | If you responded Yes to SQ1.2(b) - (i), please provide additional details for each Sub-Contractor in following table:     |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Name | Registered address | Trading status | Company registration number | Head Office DUNS number | Registered VAT number | Type of organisation | SME? | The role each Sub-Contractor will take in providing the Goods and /or Services | The approximate % of contractual obligations assigned to each Sub-Contractor | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |   **If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection questionnaire and provide any evidence requested in respect of your organisation and, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors, unless the question specifically directs otherwise**.  Enter N/A in the first table cell if not applicable. | |

**1.3. Preferred Lots**

**Please complete the following information**

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| Question number | Question | Response |
| SQ1.3(a) | Please indicate which Lot(s) (Lots 1, 2, 4, 5 and 6) you are tendering for by selecting the relevant option(s) from the drop down menu:   * Lot 1 Hardware * Lot 2 Software * Lot 4 Information Assured Products * Lot 5 Volume Hardware Requirements (Direct from OEM) * Lot 6 Catalogue   You will automatically be awarded Lot 3 if you have been successful for both Lots 1 and 2. | Select from available Lots |
| You are able to bid for Lots 1, 2, 4, 5 and 6. Please be aware that Lot 3 is different from Lots 1, 2, 4, 5 and 6 in terms of bidding requirements in that you do not need to bid directly for Lot 3 but will become eligible to be awarded Lot 3 automatically by having bid for and been successful for Lots 1 and 2 inclusive. For the avoidance of doubt if you fail to be successful for either Lot 1 or Lot 2 you cannot be awarded Lot 3. | | |

**1.4. Contact Details**

Please complete the following information:

|  |  |  |
| --- | --- | --- |
| Question number | Question | Response |
| SQ1.4(a) | Name of contact for the Tender  Note: this person must be registered on the eSourcing Portal for this procurement | character limit 255 |
| SQ1.4(b) | Postal address | character limit 255 |

**2. Grounds for mandatory exclusion**

Please complete the following information:

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for Mandatory Exclusion | |
| Question number | Question | Response |
| SQ2.1 | Regulation 57 (1)  Within the past five years for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators, has the organisation, directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences or any other offence within the meaning of Article 57(1) of the Public Contracts Directive as defined by the law of any jurisdiction outside England and Wales and Northern Ireland? | |
| SQ2.1(a) | conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; | ▢ Yes  ▢ No |
| SQ2.1(b) | corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; | ▢ Yes  ▢ No |
| SQ2.1(c) | the common law offence of bribery; | ▢ Yes  ▢ No |
| SQ2.1(d) | bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; | ▢ Yes  ▢ No |
| SQ2.1(e) | any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: | |
| SQ2.1(e) -(i) | the common law offence of cheating the Revenue; | ▢ Yes  ▢ No |
| SQ2.1(e) - (ii) | the common law offence of conspiracy to defraud; | ▢ Yes  ▢ No |
| SQ2.1(e) - (iii) | fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; | ▢ Yes  ▢ No |
| SQ2.1(e) - (iv) | fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | ▢ Yes  ▢ No |
| SQ2.1(e) - (v) | fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; | ▢ Yes  ▢ No |
| SQ2.1(e) - (vi) | an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | ▢ Yes  ▢ No |
| SQ2.1(e) - (vii) | destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | ▢ Yes  ▢ No |
| SQ2.1(e) - (viii) | fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | ▢ Yes  ▢ No |
| SQ2.1(e) - (ix) | the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | ▢ Yes  ▢ No |
| SQ2.1(f) | any offence listed — | |
| SQ2.1(f) - (i) | in section 41 of the Counter Terrorism Act 2008; or | ▢ Yes  ▢ No |
| SQ2.1(f) - (ii) | in Schedule 2 to that Act where the court has determined that there is a terrorist connection; | ▢ Yes  ▢ No |
| SQ2.1(g) | any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); | ▢ Yes  ▢ No |
| SQ2.1(h) | money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; | ▢ Yes  ▢ No |
| SQ2.1(i) | an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | ▢ Yes  ▢ No |
| SQ2.1(j) | an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | ▢ Yes  ▢ No |
| SQ2.1(k) | an offence under section 59A of the Sexual Offences Act 2003; | ▢ Yes  ▢ No |
| SQ2.1(l) | an offence under section 71 of the Coroners and Justice Act 2009 | ▢ Yes  ▢ No |
| SQ2.1(m) | an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or | ▢ Yes  ▢ No |
| SQ2.1(n) | any other offence within the meaning of Article 57(1) of the Directive— | ▢ Yes  ▢ No |
| SQ2.2(a) | Regulation 57 (3) –  Has it been established, for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators, by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation, if applicable, is in breach of obligations related to the payment of tax or social security contributions? | ▢ Yes  ▢ No |
| SQ2.2(b) | If you have answered Yes to question SQ2.2(a), please provide further details. Please also confirm whether you and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators have paid, or have entered into a binding arrangement with a view to paying, including where applicable any accrued interest and/or fines. | character limit 4096 |

**3. Grounds for discretionary exclusion – Part 1**

Please complete the following information:

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for Discretionary Exclusion – Part 1 | |
| Question number | Question | Response |
| SQ3.1 | Regulation 57 (8) –  Within the past three years, please indicate if anywhere in the world any of the following situations have applied, or currently apply, to your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators : | |
| SQ3.1(a) | An organisation has violated applicable obligations referred to in Regulation 56 (2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive as amended from time to time; | ▢ Yes  ▢ No |
| SQ3.1(b) | An organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state; | ▢ Yes  ▢ No |
| SQ3.1(c) | An organisation is guilty of grave professional misconduct, which renders its integrity questionable; | ▢ Yes  ▢ No |
| SQ3.1(d) | An organisation has entered into agreements with other economic operators aimed at distorting competition; | ▢ Yes  ▢ No |
| SQ3.1(e) | An organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures; | ▢ Yes  ▢ No |
| SQ3.1(f) | The prior involvement of an organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in Regulation 41, that cannot be remedied by other, less intrusive, measures; | ▢ Yes  ▢ No |
| SQ3.1(g) | An organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; | ▢ Yes  ▢ No |
| SQ3.1(h) | An organisation has: | |
| SQ3.1(h) - (i) | Been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or | ▢ Yes  ▢ No |
| SQ3.1(h) - (ii) | Withheld such information or is not able to submit supporting documents required under Regulation 59; or | ▢ Yes  ▢ No |
| SQ3.1(i) | An organisation has undertaken to: | |
| SQ3.1(i) - (i) | Unduly influence the decision-making process of the contracting authority, or | ▢ Yes  ▢ No |
| SQ3.1(i) - (ii) | Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; or | ▢ Yes  ▢ No |
| SQ3.1(j) | An organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | ▢ Yes  ▢ No |

**4. Grounds for discretionary exclusion – Part 2**

Please complete the following information:

|  |  |  |
| --- | --- | --- |
| Section 4 | Grounds for Discretionary Exclusion – Part 2 | |
| Question number | Question | Response |
| SQ4.1 | From 1 April 2013 onwards, for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators, have any of the organisation’s tax returns submitted anywhere in the world on or after 1 October 2012: | |
| SQ4.1(a) | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | ▢ Yes  ▢ No |
| SQ4.1(b) | Been found to be incorrect as a result of:   1. HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or 2. a tax authority in a jurisdiction in which the Potential Provider is established successfully challenging it  under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or 3. the failure of an avoidance scheme which the Potential Provider was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Potential Provider is established? | ▢ Yes  ▢ No |
| SQ4.1(c) | If you responded Yes to either SQ4.1(a) or SQ4.1(b) - (i) to (iii), you may provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration. | character limit 4096 |

**5. Economic and Financial Standing**

Please complete the following information:

|  |  |  |
| --- | --- | --- |
| Section 5 | Economic and Financial Standing | |
| Question number | Question | Response |
| SQ5.1(a) | For your organisation and, if applicable, each member of your Group of Economic Operators, we will use the organisation’s details provided in section 1.1 ‘Potential Provider details’ and Section 1.2 ‘Bidding Model’ to obtain financial risk assessments. Please refer to Attachment ITT section 10 – (Selection Stage Evaluation).  If you and or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 13 must be completed by each Framework Guarantor and accepted by the Authority prior to contract. | |
| SQ5.1(a) - (i) | Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor? | ▢ Yes  ▢ No |
| SQ5.1(a) - (ii) | If you responded Yes to question SQ5.1a(i), please provide details of the Framework Guarantor:  - Full name of the Framework Guarantor  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number  Please enter N/A in first table cell if not applicable | complete table in the e-Sourcing Suite |
| SQ5.1(a) - (iii) | If you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to contract, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded. | ▢ Yes  ▢ No |

**6. Technical and Professional Ability**

Please complete the following information:

|  |
| --- |
| **Section 6** |
| **Question 6.1 Lot 1** |
| Please provide details of three contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:  Contracts must be within the scope of Lot 1 as described in Schedule 2 of the Framework Agreement (Attachment 4).  Contract example 1 must provide evidence of your ability to deliver price savings for the customer i.e. getting the same thing for cheaper (comparable but not necessarily the same brand/model) by completing question6.1a.  Contract example 2 must provide evidence of your ability to deliver cost avoidance savings for the customer i.e. avoiding expenditure through re-use of existing equipment or other cost avoidance measure by completing question [6.1b].  Contract example 3 must provide evidence of your ability to deliver added-value savings for the customer i.e. getting the customer more for same cost, this could include enhanced support, additional warranty etc. by completing question 6.1c.  Your contract examples must cover at least two different brands/manufacturers  Your contract examples must have a minimum combined contract value of £10,000  Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.  The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.  Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).  Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).  Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments. |

|  |  |  |  |
| --- | --- | --- | --- |
| Contract specifics | SQ6.1a  Contract 1 – Price savings | SQ6.1b  Contract 2 – Cost avoidance savings | SQ6.1c  Contract 3 – Added-value savings |
| Name of customer organisation |  |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |  |
| First point of contact in customer organisation  Position in the organisation  E-mail address |  |  |  |
| Second point of contact in customer organisation  Position in the organisation  E-mail address |  |  |  |
| Contract start date  Contract completion date  Estimated Contract Value  Estimated Savings Value |  |  |  |
| Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2 | 4096 character limit | 4096 character limit | 4096 character limit |

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| **Section 6** |
| **Question 6.2 Lot 2** |
| Please provide details of three contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:  Contracts must be within the scope of Lot 2 as described in Schedule 2.  Contract example 1 must provide evidence of your ability to deliver price savings for the customer i.e. getting the same thing for cheaper (comparable but not necessarily the same brand/model)  Contract example 2 must provide evidence of your ability to deliver cost avoidance savings for the customer i.e. avoiding expenditure through re-use of existing equipment or other cost avoidance measure  Contract example 3 must provide evidence of your ability to deliver added-value savings for the customer i.e. getting the customer more for same cost, this could include enhanced support, additional warranty etc.  Your contract examples must cover at least two different brands/manufacturers and at least one the contract examples must involve the deployment of open source software.  Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.  The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.  Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).  Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).  Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments. |

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| --- | --- | --- | --- |
| Contract specifics | SQ6.2a  Contract 1 – Price savings | SQ6.2b  Contract 2 – Cost avoidance savings | SQ6.2c  Contract 3 – Added-value savings |
| Name of customer organisation |  |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |  |
| First point of contact in customer organisation  Position in the organisation  E-mail address |  |  |  |
| Second point of contact in customer organisation  Position in the organisation  E-mail address |  |  |  |
| Contract start date  Contract completion date  Estimated Contract Value  Estimated savings value |  |  |  |
| Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2. | 4096 character limit | 4096 character limit | 4096 character limit |

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| **Section 6** |
| **Question 6.3 Lot 4** |
| Please provide details of four contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:  Contracts must within the scope of Lot 4 as described in Schedule 2.  Contract example 1 must demonstrate the delivery of End-User Device or Software products with a General Information Assurance Solution  Contract example 2 must demonstrate the delivery and installation of Audio Visual products.  Contract example 3 must demonstrate your capabilities in relation to secure destruction and disposal services  Contract example 4 must demonstrate your capabilities in relation to providing penetration testing services to a CHECK standard.  Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.  The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.  Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).  Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).  Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract specifics | SQ6.3a  Contract 1 – General IA Product | SQ6.3b  Contract 2 – Audio Visual Product and Installation | SQ6.3c  Contract 3 – Destruction and Disposal | SQ6.3d  Contract 4 – CHECK Penetration Testing Services |
| Name of customer organisation |  |  |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |  |  |
| First point of contact in customer organisation  Position in the organisation  E-mail address |  |  |  |  |
| Second point of contact in customer organisation  Position in the organisation  E-mail address |  |  |  |  |
| Contract start date  Contract completion date  Estimated Contract Value |  |  |  |  |
| Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2. | 4096 character limit | 4096 character limit | 4096 character limit | 4096 character limit |

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| **Section 6** |
| **Question 6.4 Lot 5** |
| Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:  Each Contract example must be within the scope of Lot 5 as described in Schedule 2.  Contract example 1 must provide evidence of your ability to deliver price savings for the customer i.e. getting the same thing for cheaper (comparable but not necessarily the same brand/model)  Contract example 2 must provide evidence of your ability to deliver added-value savings for the customer i.e. getting the customer more for same cost, this could include enhanced support, additional warranty etc.  Contracts must be for the supply of a minimum 500 units for end-user devices or 10 servers of the same specification  Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.  The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.  Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).  Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).  Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments. |

|  |  |  |
| --- | --- | --- |
| Contract specifics | SQ6.4a  Contract 1 – Price savings examples | SQ6.4b  Contract 2 – Added-value example |
| Name of customer organisation |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |
| First point of contact in customer organisation  Position in the organisation  E-mail address |  |  |
| Second point of contact in customer organisation  Position in the organisation  E-mail address |  |  |
| Contract start date  Contract completion date  Estimated Contract Value  Estimate Contract Savings |  |  |
| Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2. | 4096 character limit | 4096 character limit |

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| **Question 6.5 Lot 6** |
| Please provide details of one contract, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:  The Contract example must demonstrate successful delivery of a product(s) within the scope of Lot 6 as described in Schedule 2.  The Contract must have been performed during the past three years. VCSEs may include samples of grant funded work.  The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.  Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).  Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor). |

|  |  |
| --- | --- |
| Contract specifics | SQ6.5a  Contract 1 |
| Name of customer organisation |  |
| Name of the organisation which signed the contract with the customer organisation |  |
| Point of contact in customer organisation  Position in the organisation  E-mail address |  |
| Contract start date  Contract completion date  Estimated Contract Value |  |
| Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2. | 4096 character limit |

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| **SQ6.1 – SQ6.5 Response Guidance**  **ONLY COMPLETE THE QUESTION FOR THE LOT/S YOU HAVE SELECTED**  **NOTE – these are PASS/FAIL questions**. You will be disqualified from further participation in the Lot(s) where you cannot or are unwilling to comply with the request.  In addition, and for the avoidance of doubt, if you are evaluated as not providing a valid contract example for any part of the Lot(s) you are bidding for you will be deemed to have failed for that Lot and will not proceed to the Award evaluation.  For example, if you are bidding for Lot 4 and in response to question 6.3 your response is evaluated as being unsuccessful for one of the questions SQ6.3a to SQ6.3d this will be deemed as a fail overall and you will not be allowed proceed to the Award evaluation stage for Lot 4.  You must populate the table and text boxes within the e-Sourcing Suite with the stated number of contract examples. Contract examples can be from the public or private sector. Contract examples must cover one or more of the components in the question and provide all the information required.  The examples provided must relate to contracts and/or provision and delivery of service performed in the past **three** (3) years prior to the publication of the OJEU Contract Notice in order to be valid.  The customer contacts provided by you must be informed that they **will be contacted** by the Authority, via e-mail, in order to validate your response. Potential Providers must provide details of two contacts per contract example. The Authority reserves the right to verify the accuracy of the contact examples provided. Customer contacts must respond to the Authority within five (5) working days. If the Potential Providers point of contact and/or second point of contact fail to respond within 5 working days the Authority will contact the Potential Provider for an alternative contact. The alternative contact must respond to the Authority within 5 working days of you will be disqualified from further participation in the Lot(s) for which the Authority is unable to validate your response.  Examples of specific contracts awarded under framework agreements will be considered valid, but framework agreements in themselves will **NOT** be considered valid.  The customer contacts provided must not be employed or appointed by your organisation or from within your associated group of companies within the past three (3) years prior to the publication of the OJEU Contract Notice.  The contract and/or provision and delivery of service examples may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a Consortium.  You may rely on one (1) or more of your subcontractors identified in **SQ1.2 (b)** to provide the relevant examples. If you wish to rely on one (1) or more of your subcontractors, you must declare such in your written response AND any such sub-contractor must be declared as a key sub-contractor in the Award Questionnaire (**Attachment 3 – Question AQA3 FRAMEWORK POPULATION – SCHEDULE 7)**. | |
| **Marking Scheme** | **Evaluation Guidance (SQ6.1 – SQ6.5)** |
| **Pass** | You have provided the number of examples required by the question which fully comply with the response guidance. |
| **Fail** | You have not provided the number of examples required by the question which fully comply with the response guidance.  **OR**  This question has not been answered. |

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| **Section 6 Past Performance (LOT 2 ONLY)**  **If not bidding for Lot 2 please move on to Section 7** |

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| **6.6 Previous Experience** | |
| The Government has developed an approach to ensuring that previous poor performance by suppliers can be taken into account and robustly assessed prior to entering into certain new contracts (as described in ‘Procurement Policy Note – Taking Account of Bidders’ Past Performance. Action Note 04/15 dated 25th March 2015. This gives the Government confidence, based on past performance, that those awarded such contracts will perform them satisfactorily in accordance with their terms. The following paragraphs have been taken from the Procurement Policy Note 04/15 and indicates the requirements for Public Sector bodies and Potential Providers in relation to bidders past performance.  “The policy is that as part of any assessment of a bidder’s technical and professional ability, Departmental Bodies should ensure that any failure to discharge obligations under the previous principal relevant contracts of those who will be involved in performing the contract (if awarded to the Potential Provider) is taken into account in the assessment of whether specified minimum standards for reliability in the performance of such contracts are met.”  “In addition, under the policy, Departmental Bodies will re-assess reliability based on past performance before key points in the procurement process (i.e. short listing, preferred bidder status, conclusion of contract etc.). Potential Providers will accordingly be asked to update the evidence they provide in relation to past performance to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).” | |
| SQ6.6a If you are bidding for Lot 2 Software you must provide a full and comprehensive list of all the relevant principal Goods provided in the previous three (3) years in the form set out at Attachment 10 – SQ6.6a Relevant Principal Goods Template.  For the avoidance of doubt, ‘Relevant Principal Goods’ in this context is Lot 2 technology software products detailed in Schedule 2 Framework Agreement Attachment 4, with a total contract value equal or in excess of £20,000,000. You are required to submit a completed Attachment 10 (Relevant Principal Goods Template) if you have selected Lot 2 Software in your response to SQ1.3a). Your response must be labelled as: “[Supplier Name] Attachment 10 Lot 2 Software SQ6.6a.”  You are required to select ‘YES’ or ‘NO’ from the drop down list to confirm that your response has been attached to this question and attach your response to this question at the paperclip symbol.  If you have not delivered any relevant principal Goods (software products) in the previous three (3) years, you must make a declaration to that effect by selecting ‘Not Applicable’ from the drop down list. | |
| **Response Guidance**  **If you are not utilising third parties (sub-contractors),** the list referred to above must include contracts under which relevant principal Goods have been provided by you.  Where you are responsible for contract(s) which were previously the responsibility of a predecessor entity (or entities) the list of contracts must include the contracts under which relevant principal Goods were provided by the predecessor entity.  **If you propose to rely on other entities (including, in the case of a Consortium, members of the Consortium, third parties and sub-contractors) to enable you to perform any contract to be awarded under the Framework Agreement,** the list referred to above must:  (i) describe the function that each of those other entities will perform under any contract to be awarded under the Framework Agreement;, and  (ii) describe contracts in respect of relevant principal Goods provided by any other entity (including any member of the Consortium) on which you intend to rely to enable you to perform any contract to be awarded under the Framework Agreement. Ensure your description matches the functions you described in response to (i) above.  **Where you are an entity which has been formed for the particular purpose of participating in this Procurement**, you should follow the instructions given immediately above in the paragraph starting ‘*If you propose to rely on other entities*’ by including in your list, contracts under which relevant principal Goods were provided by those entities on whom you will rely to perform the contract (or your predecessor entities), instead of the yourself.  **Where it is envisaged that you will rely on one or more sub-contractors to enable you to perform any contract to be awarded under this Framework Agreement and:**   * Where a sub-contractor has not been formally appointed, you need not include any contracts in relation to that particular sub-contractor, within the list, and * In so far as the anticipated value of any particular sub-contract is less than five (5) per cent of the total contract value, you need not include such a contract in relation to that particular sub-contractor, within the list.   **Unless you have selected Not Applicable from the drop down list, failure to provide a full and comprehensive list of all the relevant principal Goods provided in the previous 3 years in accordance with this Response Guidance will result in your disqualification from further participation in this Procurement.**  **You are required to select ‘Yes’ ‘or ‘No’ from the drop down list to confirm that your response has been attached to this question and attach your response to this question at the paperclip symbol.**  **If you have not delivered any relevant principal Goods in the previous three (3) years, you must make a declaration to that effect by selecting ‘Not Applicable (N/A)’ from the drop down list.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| **YES** | You have selected **YES** and provided a full and comprehensive list of all the relevant principal Goods in the previous three (3) years meeting all requirements stated in the question and response guidance  OR  You have selected **N/A** therefore making a declaration that you have not delivered any relevant principal Goods in the previous three (3) years |
| **NO** | You have selected **NO** and/or have not provided a full and comprehensive list of all the relevant principal Goods in the previous 3 years.  OR  You have not answered the question. |

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| --- | --- | --- | --- | --- | --- | --- |
| **Attachment 10 SQ6.6a Full and comprehensive list of all the Goods and/or Related Services provided in the previous three (3) years** | | | | | | |
| Name and description (i.e. prime, sub-contractor, Consortia Member) of Supplier | Contract Number: | Name of Customer Organisation: | Contract Start and Completion Date: | Contract Title plus brief description of the Goods and/or Services provided thereunder: | Customer completed Certificate of Performance Supplied  Yes / No | No Customer Certificate – Self Certification of Performance Supplied  Yes / No |
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**You should not be limited by the number of rows within this document and should create additional rows in order to fulfil the obligation of this requirement SQ6.6a.**

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| **SQ6.6b Provision of Certificates of Performance**  You must provide:  (a) certificates in the form set out in Attachment 11, from those to whom relevant principal Goods on the list (response to SQ6.6a) were provided;  (b) if any such certificate cannot be obtained, you must self-certify performance using the form set out in Attachment 11 (Certificate of Performance);  (c) if the certificate does not state that the Goods and/or Related Services have been provided satisfactorily in accordance with the terms of the contract in question, you must provide additional information to demonstrate that any reason why they were not so provided, will not recur in the performance of any contract to be awarded under the Framework Agreement.  Completed certificates of performance must be uploaded into the eSourcing Suite in a zipped file labelled “(Your Name) SQ6.6b Certificates of Performance”. Each certificate should be labelled with the contract number and name of customer organisation.  If, in your response to SQ6.6a, you have declared that you have not delivered any relevant principal Goods in the previous three (3) years, then you must confirm that this question is ‘Not Applicable’ in the text box in response to this question SQ6.6b. | |
| **Response Guidance**  You are advised that the Authority reserves the right to verify the information provided (checking with any reasonably available sources of information) and to require you to clarify or provide supplementary information.  Failure to provide certificates of performance (and additional information as requested at paragraph (c) where appropriate) for all customers detailed in SQ6.6a will result in your Tender being disqualified from further participation in this Procurement.  If, in your response to SQ6.6a, you have declared that you have not delivered any Goods and/or Related Services in the previous three (3) years, then you must confirm that this question is ‘Not Applicable’ in the text box in response to this question SQ6.6b. | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have provided certificates of performance (and additional information as requested at paragraph (c) where appropriate) for all customers detailed in SQE6.6a, in accordance with requirements stated in question and response guidance  OR  You have made a declaration that you have not delivered any Goods and/or Related Services Goods and/or Related Services in the previous three (3) years and confirmed that this question is ‘Not Applicable’ in the text box in response to this question SQ6.6b. |
| **Fail** | You have not provided certificates of performance (and/or additional information as requested at paragraph (c) where appropriate) for all customers detailed in SQ6.6a, in accordance with requirements stated in question and response guidance  OR  You have not answered the question. |

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| --- | --- |
| **SQ6.6c Assessment of Certificates of Performance**  Please confirm that you understand by selecting **YES** from the dropdown box that the attachments provided in SQ6.6b (Attachment 2) will be used to determine whether you have met the minimum standard for reliability based on past performance and that the marking scheme published at SQ6.6c (Attachment 2) will be applied.  The Authority will take into account the list provided at SQ6.6a, together with the certificates and any additional information provided at SQ6.6b and any further information obtained following verification, to determine whether you have met the minimum standard for reliability based on past performance.  For the avoidance of doubt the minimum standards for reliability for this Procurement, is that the contracts required on the list provided at SQ6.6a have been satisfactorily performed in accordance with their terms or, where that has not occurred, the reason(s) why that has not occurred in relation to any such contract and an explanation why those reason(s) will not recur in the performance of any contract to be awarded under the Framework Agreement. | |
| **Response Guidance**  Please confirm that you understand by selecting YES from the dropdown box that the attachments provided in SQ6.6b (Attachment 2) will be used to determine whether you have met the minimum standard for reliability based on past performance and that the marking scheme published at SQ6.6c (Attachment 2) will be applied.  **No other response is required.**  **Failure to meet the minimum standard will result in your Tender being disqualified from further participation in the Procurement.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have met the minimum standard for reliability based on past performance.  OR  You have made a declaration in your response to SQ6.6a that you have not delivered any relevant principal Goods in the previous three (3) years. |
| **Fail** | You have not met the minimum standard for reliability based on past performance. |

**Attachment 11 – SQ6.6b Certificate of Performance**

Name of Supplier…………………………………. ("Supplier")

Contract Title……………………………………… ("Contract")

Name of Customer……………………………….. ("Customer")

Goods provided under the Contract………….. (“Goods”)

**Contract**

Details of the Contract to which this certificate relates are set out in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Number:** | **Customer Contact (name, address, telephone number and e-mail) with whom the Authority can raise further queries if required:** | **Contract title plus brief description of the** **Goods and/or Related Services, and the consideration received:** | **The dates on, or between, which the Goods and/or Related Services were (and/or were to be) provided:** |
| *[Details to be completed by Supplier]* |  |  |  |

**Performance**

**OPTION A**

We hereby certify that, to the best of our knowledge and belief, the Supplier has satisfactorily supplied the Goods and/or Related Services described in the table above in accordance with the Contract.

**OR**

**OPTION B**

We are unable to certify that the Supplier has satisfactorily supplied the Goods and/or Related Services described in the table above in accordance with the Contract for the following reasons:

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

*(Please continue on a separate page where there is insufficient space. Please cross refer the documents, clearly labelling any additional pages)*

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| **Guidance for Customers**  If you are unable to certify that the Supplier has satisfactorily supplied the Goods and/or Related Services in accordance with the Contract, please provide the reason or reasons why performance was not in accordance with the Contract. These may include:  1. delays in supplying the Goods and/or Related Services;  2. failures to supply all the Goods and/or Related Services in accordance with the specification set out in the Contract;  3. failures to meet any service levels and/or supply the Goods and/or Related Services in accordance with quality standards;  4. any other failure by the Supplier to comply with its obligations under the Contract.  You may wish to take legal advice in relation to completing this certificate. |

**Liability of any customer certifying**

Whilst the Customer believes the information in this certificate to be truthful and accurate, the Customer does not assume any responsibility and does not assume any liability and so cannot give any guarantee or make any representation or warranty as to the contents of this certificate. The Customer shall therefore not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the certificate and its content, to the fullest extent permitted by law.

Nothing in this certificate shall affect, or constitute a waiver of, the Customer's rights or remedies in relation to the Contract.

Signed ………………………………………….

\*To be signed by the person with sufficient knowledge of and responsibility for the Contract in question within the Customer organisation

OR

\*In the event of self-certification this certificate of performance is signed by the Supplier for and on behalf of the [insert Customer name]

*[\* Delete as appropriate]*

Name …………………………………………..

Date………………………………………………

7. **Framework Specific Questions**

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| --- | --- | --- |
| **SQ7.1 Quality Management System (QMS)**  The requirement is to have, or will have in place, prior to commencement of this Framework Agreement an accredited QMS by selecting one of the following options; | | |
| **YES** | Your organisation currently has an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and you will provide the supporting information as required at question SQ7.2. | |
| **NO BUT WILL HAVE IN PLACE** | Your organisation does not currently have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement but will establish a QMS prior to commencement of the Framework Agreement. | |
| **NO** | Your organisation does not have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and will not put one in place. | |
| If you respond **NO** you will fail this question you will be unable to proceed further in this Procurement.  If you answer that you don’t currently have a suitable system but will put one in place, you will not be able to commence work under the Framework Agreement until such time as these systems are evidenced to the Authority.  The accredited QMS should be based on the principles of either ISO 9001 or the current European Foundation for Quality Management (EFQM) Excellence Model criteria or equivalent. | | |
| **Marking Scheme** | | **Evaluation Guidance** |
| **Pass** | | By selecting **YES**, you have confirmed that you have an accredited QMS relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and have provided supporting information at question SQ7.2. |
| **Pass** | | By Selecting **NO, BUT WILL HAVE IN PLACE**, you confirm that you do not have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement but will establish an accredited QMS prior to commencement of the Framework Agreement. |
| **Fail** | | By selecting NO, you have not confirmed that you have an accredited QMS relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and have not provided the supporting evidence.  OR  By selecting NO, you have confirmed that you do not have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and will not establish an accredited QMS prior to commencement of the Framework Agreement. |

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| **SQ7.2 Quality Management System (QMS)**  If you responded **YES** to SQ7.1 please provide the following details:  Accreditation number;  Accreditation body;  Accreditation start (and end date where applicable);  Confirmation of the scope; and  Locations to which the accreditation applies | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have provided the following supporting information at question SQ7.2:  Accreditation number;  Accreditation body;  Accreditation start (and end date where applicable);  Confirmation of the Scope; and  Locations to which the accreditation applies |
| **Fail** | You selected YES to SQ7.1 but have not provided the supporting information at question SQ7.2  OR  You have not answered the question. |

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| **SQ7.3 Employers Liability Insurance**  Please select **YES**, **NO** or **N/A** to indicate whether your organisation has, or will have prior to Framework Agreement award, Employer’s Liability insurance of at least £5million.  **YES** – your organisation has, or will have in place, Employer’s Liability insurance of at least £5million and you will provide certification prior to Framework Agreement award.  **NO** - your organisation does not have, and will not have in place Employer’s Liability insurance of at least £5million prior to Framework Agreement award.  **N/A** - your organisation does not require Employer’s Liability insurance of at least £5million because your organisation employs only the owner or close family members. If you answer N/A please list the names of your employees and their relationship to you.  Employer’s Liability insurance is a legal requirement except in respect of an employee of whom the employer is the husband, wife, father, mother, grandfather, grandmother, step-father, step-mother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister. Please note that **N/A** will therefore apply if your organisation employs only the owner or close family members included in the list above. | |
| **SQ7.3 Response Guidance**  You must indicate whether you have, or will have, Employer's Liability insurance of at least £5million and be able to provide a valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).  Please select option **YES** - certificate will be provided, **NO** or **N/A** from the drop down list.  If your organisation is required to have employers liability insurance and if you indicate by selecting **NO** that your organisation does not have Employer's Liability insurance of at least £5million and will be unable to provide valid in-date certification as evidence of the employer’s liability insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement. | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | By selecting **YES**, you have indicated that your organisation has, or will have Employer's Liability insurance of at least £5million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award.  **OR**  You have selected option **N/A** from the drop down list. |
| **Fail** | By selecting **NO**, you have indicated that your organisation does not have or will not have Employer's Liability insurance of at least £5million prior to Framework Agreement award. |

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| **SQ7.4 Public Liability Insurance**  Please select **YES** or **NO** to indicate whether your organisation has or will have in place Public Liability insurance of at least £1million prior to Framework Agreement award. | | |
| **YES** | Your organisation has, or will have in place, Public Liability insurance of at least £1million and you will provide certification prior to Framework Agreement award. | |
| **NO** | Your organisation does not have and will not have in place Public Liability insurance of at least £1million. | |
| **Response Guidance**  You must indicate whether your organisation has or will have Public Liability insurance of at least £1million and be able to provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).  Please select option **YES** or **NO** from the drop down list.  If you indicate that your organisation does not have Public Liability insurance of at least £1million and will not be able to provide valid in-date certification as evidence of the public liability insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement. | | |
| **Marking Scheme** | | **Evaluation Guidance** |
| **Pass** | | By selecting YES, you have indicated that your organisation has, or will have, Public Liability insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. |
| **Fail** | | By selecting NO, you have indicated that your organisation does not have and will not have Public Liability insurance of at least £1million prior to Framework Agreement award. |

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| **SQ7.5 Product Liability Insurance**  Please select **YES** or **NO** to indicate whether your organisation has or will have in place Product Liability insurance of at least £1million prior to Framework Agreement award. | | |
| **YES** | Your organisation has, or will have in place Product Liability insurance of at least £1million and you will provide certification prior to Framework Agreement award. | |
| **NO** | Your organisation does not have and will not have in place Product Liability insurance of at least £1million. | |
| **Response Guidance**  You must indicate whether your organisation has, or will have Product Liability insurance of at least £1million and you will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).  Please select option **YES** or **NO** from the drop down list.  If you indicate that your organisation does not have Product Liability insurance of at least £1million and will not be able to provide valid in-date certification as evidence of the product liability insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement. | | |
| **Marking Scheme** | | **Evaluation Guidance** |
| **Pass** | | By selecting **YES**, you have indicated that your organisation has or will have Product Liability insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. |
| **Fail** | | By selecting **NO**, you have indicated that your organisation does not have and will not have Product Liability insurance of at least £1million prior to Framework Agreement award. |

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| **SQ7.6 Professional Indemnity Insurance**  Please select **YES** or **NO** to indicate whether your organisation has or will have in place Professional Indemnity insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. | | |
| **YES** | Your organisation has or will have in place Professional Indemnity insurance of at least £1million and you will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. | |
| **NO** | Your organisation does not have and will not have Professional Indemnity insurance of at least £1million. | |
| **Response Guidance**  You must indicate whether your organisation has or will have Professional Indemnity insurance of at least £1million and provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).  Please select option **YES** or **NO** from the drop down list.  If you indicate that your organisation does not have Professional Indemnity insurance of at least £1million and will not provide valid in-date certification as evidence of the professional indemnity insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement.  If you are only bidding for Lot 6, you will not be required to hold Professional Indemnity Insurance. Please select YES in answer to this question (for Lot 5 only) even if you do not hold this insurance. | | |
| **Marking Scheme** | | **Evaluation Guidance** |
| **Pass** | | By selecting **YES**, you have indicated that your organisation has or will have Professional Indemnity insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. |
| **Fail** | | By selecting **NO**, you have indicated that your organisation does not have and will not have Professional Indemnity insurance of at least £1million prior to Framework Agreement award. |

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| **SQ7.7 Transparency in providing Management Information (MI) to the Authority**  Please indicate by selecting YES or NO that, in the event you are awarded a place on this Framework Agreement, you will or will not provide to the Authority, via an Authority template, ANY and ALL Framework Agreement related Management Information that the Authority determines is necessary. The Authority reserves the right to change the template and metrics that will be required at any point during the life of the Framework Agreement and awarded Call-Off Contracts.  **YES** You will and will be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework.  **NO** You will not be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework. | |
| **Response Guidance**  **NOTE – this is a PASS/FAIL question.** If you are unwilling to agree to this request at SQ7.7, you will be unable to continue in this process.  In order to monitor activity on the Technology Products Framework and calculate savings being achieved by Public Sector bodies using the Framework Agreement and calculate the Management Charge collected by the Authority, you are required to confirm that, in the event you are awarded a Framework Agreement, you will provide the Authority any and ALL Technology Products Framework related MI on Customer activity (including invoices and orders).  Confirmation should be made by selecting option **YES** or **NO** from the drop down list associated with this question.  The MI will be collected via a template issued by the Authority (an example of which is provided in Framework Schedule 9 at Attachment 4) and provision of accurate and timely MI is required by the terms and conditions of the Framework Agreement at Framework Schedule 9. | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | The Potential Provider has selected **YES** confirming that they will and will be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework. |
| **Fail** | The Potential Provider has selected **NO** confirming that they will not be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework.  OR  The Potential Provider has selected option **YES** from the drop down list, but included caveats to that response.  OR  The Potential Provider has not selected **YES** or **NO – the question is unanswered**. |

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| **SQ7.8 Transparency of Commercial Propositions**  Please indicate by selecting YES or NO that, in the event you are awarded a place on this Framework Agreement, you will or will not provide to the Authority via an Authority template, throughout the life of the Technology Products Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, details of how your commercial propositions have been priced for further competitions where you provide quotations at fixed costs.  **YES** You are and will be willing, throughout the life of the Technology Products Framework Agreement and until the last Call Off Contract let under the Framework Agreement expires, to provide the Authority with details of how your commercial propositions have been priced for further competitions where you provide quotations at fixed costs in the form set out in Schedule 3 of the Framework Agreement.  **NO** You are not willing, throughout the life of the Technology Products Framework Agreement and until the last Call Off Contract let under the Framework Agreement expires, to provide the Authority with details of how your commercial propositions have been priced for further competitions where you provide quotations at fixed costs in the form set out in Schedule 3 of the Framework Agreement. | |
| **Response Guidance**  You are required to select option **YES** or **NO** from the drop down list associated with this question.  **NOTE – this is a PASS/FAIL question.** If you cannot or are unwilling to agree to this request and provide the required information in the attachment to this question, you will be unable to continue in this Procurement.  To assure value for money for Contracting Bodies, the Authority will require all Suppliers (as defined in Framework Schedule 1 of Attachment 4 – Framework Agreement) to provide a transparent breakdown of the commercial cost structure of propositions provided through the Framework Agreement.  The commercial cost structure will be broken down to show the percentages of cost of labour, materials, logistics, overheads, profit and other factors etc.  **Failure to abide by this commitment, once the Framework Agreement is operational, will be a Default AND MAY RESULT IN SUSPENSION FROM THE FRAMEWORK AGREEMENT** (asdefined in the Framework Agreement – Termination and Suspension which is included under heading **J** **Termination and Suspension**)**.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | The Potential Provider has selected YES confirming that they will and will be willing, throughout the life of the Technology Products Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to provide the Authority with details of how their commercial propositions have been priced for further competitions where they provide quotations at fixed costs. |
| **Fail** | The Potential Provider has selected option NO confirming that they are not willing, throughout the life of the Technology Products Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to provide the Authority with details of how their commercial propositions have been priced for further competitions where they provide quotations at fixed costs.  OR  The Potential Provider has selected NO from the drop down but included caveats to that response.  OR  The Potential Provider has not selected option YES or NO – the questions is unanswered. |

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| **SQ7.9 Equality and Diversity**  Please indicate by selecting option **YES** or **NO** whether your organisation complies with its legal obligations in relation to ALL of the following areas of Equality and Diversity;   * Race * Sexual Orientation * Disability * Age * Religion or Belief * Gender (Sex) * Gender Reassignment * Marriage or Civil Partnership * Pregnancy and maternity * Human Rights   The Authority will seek evidence relating to the above, if required  **YES** – your organisation does comply with its legal obligations in relation to Equality and Diversity.  **NO** - your organisation does not meet its legal obligations in relation to Equality and Diversity. | |
| **SQ7.9 Response Guidance**  You must indicate whether your organisation meets its legal obligations in relation to Equality and Diversity  Please select option YES, or NO from the drop down list.  If you indicate that your organisation does not meet its legal obligations in relation to Equality and Diversity then you will fail this question and be excluded from this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **Pass** | By selecting YES, you have indicated that your organisation meets its legal obligations in relation to Equality and Diversity | |
| **Fail** | By selecting NO, you have indicated that your organisation does not meet its legal obligations in relation to Equality and Diversity. | |

**8. Additional Selection Questionnaire Modules – Lot 4**

## LOT 4 INFORMATION ASSURED PRODUCTS

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| **SQ8.1 Accredited Secure Facility** | |
| Please indicate by selecting option **YES** or **NO** that, in the event you are awarded a place on this Lot you will have or will be willing to undertake the necessary steps to ensure you have an accredited secure facility environment appropriate to store and process government classified information, generally referred to as List X and select YES in response to this requirement, that meets the requirement of HMG Security Policy Framework April 2014 and/or any future variations to the policy. If you do not currently have List X, you are agreeing to obtain this within six (6) months of the commencement date of the Framework Agreement. Once this has been achieved you will be able to bid for work in Lot 4 where a List X accreditation facility forms part of the requirement. To clarify, Suppliers under Lot 4 cannot bid for work until they have achieved List X where a List X accreditation facility forms part of the requirement. The Authority reserves the right to validate your accreditation at any point during the life of the Framework Agreement and awarded Call-Off Contracts.  <https://www.gov.uk/government/publications/security-policy-framework?> | |
| **Response Guidance**  You are required to select option **YES** or **NO** from the drop down list associated with this question.  **NOTE – this is a PASS/FAIL question.** This is a mandatory requirement for this Lot. Suppliers without existing accreditation will only be awarded a place on the Framework Agreement subject to achieving successful accreditation within six (6) months of the commencement date of the Framework Agreement. | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | The Potential Provider has selected YES, they have or will obtain within six (6) months of the commencement date of the Framework Agreement, an accredited secure facility or facilities. |
| **Fail** | The Potential Provider has selected option NO confirming that they do not have or are not willing to obtain an accredited secure facility or facilities.  OR  The Potential Provider has selected option YES from the drop down list but included caveats to that response. |

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| **SQ8.2 Secure Disposal Services** | | | | |
| Please indicate the secure disposal services that you can supply. Where the secure disposal service is not an in-house service please provide the name of the Sub-Contractor that will be used to deliver the secure disposal service. Where a Sub-Contractor is used to deliver the service please provide their details here and also in the Framework Population Template (Framework Schedule 7 – (Key Sub-Contractors)) in Section A of the Award Questionnaire. | | | | |
| **Response Guidance:**  Select **YES** or **No** in the table below to indicate which of the secure disposal services you can provide and enter the name of the relevant sub-contractor delivering the service (where applicable).  **NOTE – this is a PASS/FAIL question. The secure disposal services listed in the table accompanying this question are mandatory requirements for this Lot. Suppliers that cannot provide all listed services will fail this question and will be excluded from this Lot.**  These services must comply with at least one of the following standards:   * Destruction and disposal services both on and off-site, that are compliant with, Communications Electronics Security Group (CESG) Assured Services (Sanitisation) –CAS-S. * Destruction and disposal services both on and off-site, that are compliant with, Centre for the Protection of National Infrastructure (CPNI) certification.   Destruction and disposal services, both on and off-site, that are compliant with Defence Infosec Product Co-Operation Group (DIPCOG) Approval. | | | | |
| **Services Provided** | | **YES** | **NO** | **Name of sub-contractor (if applicable)** |
| i) End to End Traceability for all items from start (product leaves owners premises) to finish (disposal, remarket, recycle, redeploy, or donate) | |  |  |  |
| ii) Specialist Logistics (collection from client sites using fully secure units for transportation including security cleared staff) | |  |  |  |
| iii) Facilities to separate and store various electronic equipment | |  |  |  |
| iv) Data Destruction (secure data erasure, degaussing, shredding) | |  |  |  |
| v) On site Destruction (on site data cleansing and destruction) | |  |  |  |
| vi) Recycling (including provision of all relevant disposal certificates and details of materials recycled and/or sent to landfill) | |  |  |  |
| vii) Asset Tracking (auditable trail of each item. Asset tracking for the end user should also be supported) | |  |  |  |
| viii) Destruction and disposals management information reporting | |  |  |  |
| ix) Removal of Software Licence | |  |  |  |
| **Marking Scheme** | **Evaluation Guidance** | | | |
| **Pass** | The Potential Provider has responded YES to all Services i) to ix) | | | |
| **Fail** | The Potential Provider has responded NO to any one or more of the Services i) to ix)  OR  The Potential Provider has failed to answer the question | | | |

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| **SQ8.3 CHECK Scheme** | | | | |
| The CHECK scheme provides CESG accredited companies that employ CHECK accredited testers qualified to assess HMG systems. Please indicate if you are a CHECK (or equivalent) accredited company or employ a 3rd party for CHECK accredited IT Health Check Services for HMG. Where a Sub Contractor is used to deliver the relevant service please provide their details in the Framework Population table (Schedule 7 – (Key Sub-Contractors)) in Section A of the Award Questionnaire. | | | | |
| **Response Guidance:**  There is a requirement for CHECK ([www.cesg.gov.uk/scheme/penetration-testing](http://www.cesg.gov.uk/scheme/penetration-testing)) Services under this Framework. You should clearly distinguish in the table if you are a CHECK accredited organisation (Yes) or employ a 3rd party organisation and provide evidence of the accreditation.  The Authority will confirm accreditation via CESG’s website ([www.cesg.gov.uk/scheme/penetration-testing](http://www.cesg.gov.uk/scheme/penetration-testing)) in the first instance. If the Authority is unable to verify accreditations by this method you will be asked to provide evidence. | | | | |
|  | | Yes | No | 3rd Party |
| CHECK Accredited company | |  |  |  |
| **Marking Scheme** | **Evaluation Guidance** | | | |
| **Pass** | The Potential Provider has responded Yes to all elements, provided the accreditation evidence and/or named an accredited sub-contractor (with evidence of accreditation) where it is not an in-house provision | | | |
| **Fail** | The Potential Provider has not responded Yes to all elements and provided the accreditation evidence OR  The Potential Provider has not named an accredited sub-contractor (with evidence of accreditation)  OR  The Potential Provider has not answered the question | | | |

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| **SQ8.4 Purchase to Payment (P2P)** | |
| By selecting YES or NO, please confirm you will comply with Purchase to Payment (See attachment Schedule 2 Framework Agreement - 2.6.3k Order Management) connectivity requirements. | |
| **Response Guidance**  This is a mandatory requirement for P2P facilities. (Information on DECS and P2P may be viewed at www.d2btrade.com.) | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | By selecting YES you will comply with Purchase to Payment connectivity requirements |
| **Fail** | By selecting NO you will not comply with Purchase to Payment connectivity requirements  OR  You have not answered the question. |

**9. Additional Selection Questionnaire Modules – Lot 5**

**LOT 5 VOLUME HARDWARE REQUIREMENTS (OEM DIRECT)**

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| **SQ9.1 Lot 5 Service Accreditation** | |
| The Authority is looking to award a Framework Agreement to Original Equipment Manufacturers in Lot 5. Do you confirm your company is an Original Equipment Manufacturer? | |
| **Response Guidance**  You must select Yes or No from the drop down list menu.  Dependant on sufficient volumes being procured, the Authority and Contracting Bodies may require customer built products to meet their requirements and are specifically targeting OEMs.  **Failure to meet this requirement will result in you being unable to continue in the Procurement for this Lot.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have confirmed your company is an OEM by selecting YES |
| **Fail** | You selected NO  OR  You have not answered the question. |

**10. Additional Selection Questionnaire Modules – ALL LOTS**

**Cyber Essentials Scheme (Applicable to all Lots)**

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| **SQ10.1 Cyber Essential Scheme** | | |
| In relation to the Services required, please confirm that you comply with one of the following criteria:  (i) You have a current and valid Cyber Essential Scheme certificate (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/317480/Cyber_Essentials_Summary.pdf>) or equivalent which has been awarded by one of the government approved Cyber Essential Scheme accreditation bodies within the most recent 12 months;  OR  (ii)You have not got a current and valid Cyber Essential Scheme certificate or equivalent which has been awarded by one of the government approved Cyber Essential Scheme accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essential Scheme certificate or equivalent by the commencement date of the Framework Agreement or at a later date when you receive sensitive and personal information with regard to the Services;  OR  (iii)Your organisation is exempt from complying with the requirements at questions i) and ii) because your organisation conforms with the ISO27001 standard and the Cyber Essential Scheme requirements have been included in the scope of that standard, and verified as such and the certification body carrying out this verification is approved to issue a Cyber Essential Scheme certificate.  AND  Where your organisation proposes to use Sub Contractors to carry out the Services and these Sub Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub Contractors are compliant with either of the requirements of i), ii) or iii) above. | | ▢ Yes  ▢ No |
| **Response Guidance**  You must select Yes or No from the drop down list menu.  This section is evaluated Pass/Fail  In relation to the available Goods and Related Services, please answer **YES** or **No,** to confirm that you comply with one of criteria, as set out in question SQ8.9.  To achieve a PASS you must select YES. If you select NO then you will achieve a FAIL and your tender will be excluded from further consideration for the purposes of this procurement.  **Failure to meet this requirement will result in you being unable to continue in the Procurement.** | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **Pass** | You have confirmed your company complies with the criteria set out in question SQ8.9 by selecting YES | |
| **Fail** | You selected NO  OR  You have not answered the question. | |