# Standard Selection Questionnaire

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-2). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion’s grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Economic Appraisals of Identified Projects in Advance of Bids to the Levelling Up Fund and Shared Prosperity Fund**

**Open Tender**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e., the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. **.** *All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-3).*
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
8. For any questions that do not have space to input a response, please upload these as a separate document within your response on the iSupplier Portal, with the question number as the title of the document.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information (This needs to be the registered company’s name or trading name.) | Click here to enter text. |
| 1.1(b) – (i) | Registered office address (if applicable) | Click here to enter text. |
| 1.1(b) – (ii) | Registered website address (if applicable) | Click here to enter text. |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) | Choose an item. |
|  |  | Click here to enter text. |
| 1.1(d) | Date of registration in country of origin | Click here to enter text. |
| 1.1(e) | Company registration number (if applicable) | Click here to enter text. |
| 1.1(f) | Charity registration number (if applicable) | Click here to enter text. |
| 1.1(g) | Head office DUNS number (if applicable) | Click here to enter text. |
| 1.1(h) | Registered VAT number | Click here to enter text. |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Choose an item. |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). | Click here to enter text. |
| 1.1(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? | Choose an item. |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. | Click here to enter text. |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement | Click here to enter text. |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | Click here to enter text. |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-4)? | Choose an item. |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-5)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[5]](#footnote-6)  (Please enter N/A if not applicable)  For more information relating PSC please follow link: <https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships> | Click here to enter text. |
| 1.1(o) | 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 (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) | Click here to enter text. |
| 1.1(p) | 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 (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) | Click here to enter text. |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

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

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| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Choose an item.  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | Click here to enter text. |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | Click here to enter text. |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Choose an item. |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name | Click here to enter text. |
| 1.3(b) | Name of organisation | Click here to enter text. |
| 1.3(c) | Role in organisation | Click here to enter text. |
| 1.3(d) | Phone number | Click here to enter text. |
| 1.3(e) | E-mail address | Click here to enter text. |
| 1.3(f) | Postal address | Click here to enter text. |
| 1.3(g) | Signature (electronic is acceptable) | Click here to enter text. |
| 1.3(h) | Date | Click here to enter text. |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| Section 2 | Grounds for mandatory exclusion | |
| **Evaluation criteria for this section:**  You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).  **Self-Cleaning**  Any supplier that answers ‘Yes’ to questions in this section should provide sufficient evidence, in a separate response, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.  If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, demonstrate that it has:   * paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; * clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and * taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.   The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.  **Scoring Methodology for this section:**  Pass or Fail (where ‘No’ or with satisfactory self-cleaning = Pass and ‘Yes’ with no satisfactory self-cleaning = Fail) | | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Corruption. | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Fraud. | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Choose an item.  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered Yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | Click here to enter text. |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Choose an item. |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation 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 is in breach of obligations related to the payment of tax or social security contributions? | Choose an item. |
| 2.3(b) | If you have answered Yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. | Click here to enter text. |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| Section 3 | Grounds for discretionary exclusion | |
| **Evaluation criteria for this section:**  The Authority may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in this section.  **Conflicts of Interest**  In accordance with question 3.1(g), the Authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly, indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence on the context of this procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Authority, detailing the conflict in a separate response. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.  **Taking account of Bidders’ Past Performance**  In accordance with question 3.1(i), the Authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The Authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this SSQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met. In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).  **Self-Cleaning**  Any Supplier that answers ‘Yes’ to questions in this section should provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in the question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case. If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.  In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, demonstrate that it has:   * paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; * clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and * taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.   The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.  **Scoring Methodology for this section:**  Pass or Fail (where ‘No’ or with satisfactory self-cleaning = Pass and ‘Yes’ with not satisfactory self-cleaning = Fail) | | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Choose an item.  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Choose an item.  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(d) | 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? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(i) | 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? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is 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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Choose an item.  If Yes please provide details at 3.2  Choose an item.  If Yes please provide details at 3.2  Choose an item.  If Yes please provide details at 3.2  Choose an item.  If Yes please provide details at 3.2 |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Click here to enter text. |

**Part 3: Selection Questions**[[6]](#footnote-7)

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| **Section 4** | **Economic and Financial Standing**  The purpose of this section is to ascertain that bidders are able to provide relevant financial information where required by the Authority. The financial information required in this section is intended to gain a basic indication that the successful bidder is not a significant financial risk in relation to the particular procurement.  The questions in this section assume that information will only be requested from the winning supplier(s).  The Authority shall reserve the right to reject any bidder’s ITT submission where no formal guarantee can be provided by the bidder e.g. parent company guarantee, bank bond or performance bond when the organisation consolidated risk category is “high”. | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your accounts for the last two years, if requested? Where legally applicable auditable accounts are to be provided if requested.  Please enter N/A if not applicable. | | Choose an item.  Click here to enter text. |
| **4.2** | Bidders are to complete the attached Financial self-certification form, and re-attach against this question.  The scoring methodology and how the ratios are calculated and the benchmarks are used and details of how to complete the form are within the document itself and in the Bidders Guidance document. | | Please embed your completed Financial Self Certification Form here. |
| **4.3** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.  [BUYER’S NOTE: DELETE QUESTION IF NOT APPLICABLE] | | Choose an item. |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | | Click here to enter text. |
| **Relationship to the Supplier completing these questions** | | Click here to enter text. |

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| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Choose an item. |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Choose an item. |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Choose an item. |

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| **Section 6** | **Technical and Professional Ability** |
| **Evaluation criteria for this section:**  The Evaluation criteria for each question in this section is shown within the questions below.  **Scoring methodology for this section:**  Scoring methodology Table A | |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  **Word limit:** 500 words per contract description.  If you cannot provide examples see question 6.3  **Evaluation criteria for this question:**  Bidder clearly demonstrates suitable relevant experience, showing a track record in delivering similar services. You will be scored for this question if it is relevant to you. If not, you will be scored against 6.3 instead, but not both. |

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Point of contact in the organisation** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Position in the organisation** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **E-mail address** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Description of contract**  ***(500 words per contract example)*** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Contract Start date** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Contract completion date** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Estimated contract value** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)  **Evaluation criteria for this question:**  Bidder is not sub-contracting = full marks; or where Bidder is sub-contracting, Bidder clearly demonstrates measures to maintain a healthy supply chain with their sub-contractor(s). |
|  | Click here to enter text. |

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| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.  **Evaluation criteria for this question:**  Bidder clearly demonstrates suitable relevant experience, showing a track record in delivering similar services or evidence of appropriate systems/staffing/infrastructure demonstrating the bidder’s capability and capacity to deliver the requirements.  You will be scored for this question if it is relevant to you. If not, you will be scored against 6.1 instead, but not both. |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[7]](#footnote-8)** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?  Further details concerning the Modern Slavery Act can be found on [https://www.gov.uk/government/uploadTransparency\_in\_Supply\_Chains\_etc\_\_A\_practical\_guide\_\_final\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/471996/Transparency_in_Supply_Chains_etc__A_practical_guide__final_.pdf) | Choose an item. |
| **7.2** | If you have answered Yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  If you answer ‘Yes’ please provide the relevant url.  If you have answered ‘N/a’ to 7.1 or 7.2 please provide an explanation in the space provided below. The bidder’s response should not exceed 500 words.  **Evaluation criteria for this question:**  ‘Yes’ with a URL = PASS  ‘No’ with an explanation that sufficiently demonstrates why the bidder isn’t compliant with Section 54 of the Act 2015= PASS  ‘No’ without an explanation that sufficiently demonstrates why the bidder isn’t compliant with Section 54 of the Act 2015 = FAIL | Choose an item.  Please provide the relevant url; Click here to enter text.  Click here to enter text. |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| **Evaluation criteria for this section:**  If you cannot answer ‘Yes’ or ‘Commit to obtain, prior to the commencement of the contract’, your response will not be accepted.  **Scoring methodology for this section:**  Pass/Fail, where ‘Yes’ or ‘Commit to obtain prior to the commencement of the contract’ = Pass and ‘No’ = Fail | |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £5 million  Public Liability Insurance = £5 million  Professional Indemnity Insurance = £5 million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

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| **8.2** | **Skills and Apprentices[[8]](#footnote-9) – (please refer to supplier selection guidance)** | |
| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Choose an item. |
| **b.** | If Yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Choose an item. |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Choose an item. |

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| **8.3** | **Licensing and Registration** | |
| Within this section the Bidder is to detail if their organisation is registered with the appropriate trade or professional register(s) with the member state or country they are established. Details of these can be found in Annex XI of the Public Contracts Regulations. | | |
| **a.** | **Registration with a professional body**  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state? | Choose an item. |
| **b.** | Please provide the registration number | Click here to enter text. |
| **c.** | Is it a legal requirement in the state where you are established for you to be licenced or a member of a relevant organisation in order to provide the requirement in this procurement? | Choose an item. |
| **d.** | Please provide additional details of what is required and confirmation that you have complied with this. | |
| Click here to enter text. | | |

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| **8.4** | **Professional Capacity** |
| **Evaluation criteria for this section:**  The Evaluation criteria is provided within each question in this section. | |
| **a.** | **Organisation Management Structure**  Please outline your organisation’s management structure with specific details of management levels, experience, qualifications and length of service of the principal managers which have enabled you to undertake similar services (also, if applicable, including details of how similar services were co-ordinated if you have a number of different offices).  **Evaluation criteria for this question:**  Bidder clearly demonstrates an appropriate management structure, with sufficient numbers of suitably qualified staff, which has delivered similar services, and provides details of how those services were successfully co-ordinated.  Word limit: Up to 1 A4 page.  **Scoring Methodology for this Question**:  Scoring Methodology Table A |
| **b.** | **Resources**  Please identify the resources you routinely draw on which have enabled you to undertake or provide similar requirements, clearly indicating internal and external resources (e.g. sub-contracting, equipment, facilities, recruitment, work placement or apprenticeship schemes, volunteers, employment of people with learning difficulties etc.)  **Evaluation criteria for this question:**  Bidder clearly demonstrates they have the appropriate resources available to deliver similar services, providing details as to how their resources can be flexible to meet demands, whilst meeting Equality & Diversity requirements and wider ECC initiatives.  Word limit: Up to 1 A4 page.  **Scoring Methodology for this Question**:  Scoring Methodology Table A |

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| **8.5** | **Equality & Diversity** | |
| If your organisation is working outside of the UK, please refer to equivalent legislation in the country that you are located.  **Evaluation criteria for this section:**  If you answer ‘Yes’ or the evidence provided is insufficient your application will not be accepted.  **Scoring methodology for this section:**  Pass/Fail, where ‘No’ or evidence provided is sufficient = Pass, and ‘Yes’ or the evidence is lacking detail = Fail | | |
| **a.** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Choose an item. |
| **b.** | Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  Word limit: Up to 1 A4 page. | |
| **c.** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? | Choose an item. |
| **d.** | Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.  Word limit: Up to 1 A4 page. | |
| **e.** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  **Evaluation criteria for this question:** Pass or Fail  **Scoring methodology for this question:** ‘Yes’ or ‘Sub contractor(s) will not be used’ = Pass, ‘No’ = Fail | Choose an item. |

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| **8.6** | | **Environmental Management** | | |
| **Evaluation criteria for this section:**  If you answer ‘Yes’ or the evidence provided is insufficient your response will not be accepted.  **Scoring methodology for this section:**  Pass/Fail, where ‘No’ or evidence provided is sufficient = Pass, and ‘Yes’ or the evidence is lacking detail = Fail | | | | |
| **a.** | | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? | | Choose an item. |
| **b.** | | Please provide details of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.  Word limit: Up to 1 A4 page. | | |
| c. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?  **Evaluation criteria for this question:** Pass or Fail  **Scoring methodology for this question:** ‘Yes’ or ‘Sub-contractor(s) will not be used’ = Pass, ‘No’ = Fail | | Choose an item. | |

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| **8.7** | | **Health & Safety** | | |
| **Evaluation criteria for this section:**  If you answer ‘Yes’ or ‘the evidence provided is insufficient your application will not be accepted.  **Scoring methodology for this section (question a):**  Pass/Fail, where ‘Yes’ or ‘evidence provided is sufficient’ = Pass, and ‘No’ or the evidence is lacking detail = Fail  **Scoring methodology for this section (questions b, c and d):**  Pass/Fail, where ‘No’ or ‘evidence provided is sufficient’ = Pass, and ‘Yes’ or the evidence is lacking detail = Fail | | | | |
| **a.** | | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | Choose an item. |
| **b.** | | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | | Choose an item. |
| **c.** | | Please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  Word limit: Up to 1 A4 page. | | |
| d. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  **Evaluation criteria for this question:** Pass or Fail  **Scoring methodology for this question:** ‘Yes’ or ‘Sub-contractor(s) not used’ = Pass, ‘No’ = Fail | | Choose an item. | |

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| **8.8** | **E-Procurement** | |
| The questions in this section represent the minimum E-Procurement requirements and your response may be rejected if you are unable to comply. It is only in exceptional circumstances that a bidder may be granted an exception if they are unable to meet these minimum basis requirements. If you are unable to answer ‘Yes’ to these questions, please contact us for further advice before submitting your response.  **Evaluation criteria for this section:** The questions in this section will be evaluated on a Pass/Fail basis.  **Scoring Methodology for this section:** Pass/Fail (where ‘Yes’ = Pass and ‘No’ = Fail | | |
| a. | **Electronic ordering**  As part of this contract, the Successful Bidder will be required to receive orders sent electronically to a central e-mail address, from the contract start date. Please can you confirm that your organisation can fully meet with this requirement? | Choose an item. |
| **b.** | **Electronic invoicing**  As part of this contract, the Successful Bidder will be required to submit invoices electronically from the contract start date. Please can you confirm that as a minimum, your organisation will submit invoices electronically by utilising the PO Flip method, from the contract start date? | Choose an item. |

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| **8.9** | **Information Handling and Security** | |
|  | To ensure that the Authority’s information is handled securely please complete the attached Data Protection Compliance Questionnaire – Self assessment.    **Scoring methodology:**  This is a Pass / Fail question.  (Where the Bidder can self-certify they comply with all requirements in the questionnaire = Pass; The Authority reserves the right to reject any bid where the Bidder cannot self certify that they comply with all the requirements in this questionnaire). |  |

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1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-2)
2. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-3)
3. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-4)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-5)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-6)
6. [↑](#footnote-ref-7)
7. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-8)
8. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-9)