

# Dynamic Purchasing System (DPS)

## APPLICATION FORM QUESTIONS



Department for  
Science, Innovation  
& Technology

Dynamic Purchasing System (DPS) on behalf of **The Department for Science, Innovation & Technology (DSIT)**

**Subject: Scientific Research and Advice for Government Dynamic Purchasing System (DPS)**

**Sourcing Reference Number: PS25001**

## Section 6 – Response Evaluation Questionnaires

### Introduction

Bidders should note that the response evaluation questionnaire is located within the **eSourcing portal**.

**Guidance on how to register and use the eSourcing portal is available at**  
<https://beisgroup.ukp.app.jaggaer.com/>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

### **DYNAMIC PURCHASING SYSTEM (DPS) FOR THE PURCHASE OF SCIENTIFIC RESEARCH AND ADVICE FOR GOVERNMENT**

**PS25001**

### **OPEN ABOVE THRESHOLD PROCEDURE**

#### **Bidder Guidance notes for completion for Parts 1, 2, 3 and definitions for all sections**

1. The “authority” or “we” or “us” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable organisations to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder 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 (as amended) (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 and potentially 3 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. The authority may decline to consider bids (or otherwise exclude from participating in the procurement) from suppliers who are constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency, unless the supplier (or any member of their supply chain they rely on to deliver the Agreement):
  - is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and/or
  - has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.

Bidder guidance: For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

- members of your administrative, management or supervisory board;
- entities and persons who have powers of representation, decision or control.

You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.

The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers of representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.

The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](#) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](#) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

<sup>23</sup> See [PCR 2015 regulations 71 \(8\)-\(9\) \[http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi\\\_20150102\\\_en.pdf\]\(http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi\_20150102\_en.pdf\)](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf)

The Contracting 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.

## Section 6 – Evaluation Response Questionnaires

### 6.1. Qualification / Selection Questionnaire

6.1.1 Bidders should note that the Qualification / Selection Questionnaire is located within the **eSourcing Portal**.

**Guidance on how to register and use the eSourcing portal is available at**

**<https://beisgroup.ukp.app.jaggaer.com/>**

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## 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 shall complete and submit the Part 1 and Part 2 self-declaration.

**Bidder guidance** – If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award to the DPS.

**Bidder guidance** If you are in doubt as to how to answer any question in the procurement documents, please ensure that you seek a formal clarification with the Contracting Authority.

Any reference to “supplier(s)”, “bidder(s)”, organisation(s) shall mean those named, providing a submission in this procurement procedure.

Part 1 - Potential Supplier Information		
Section 1	Question Number	Response
Bidder guidance – Part 1 (Section1) Mandatory PASS / FAIL		
Questions are all Mandatory completion including a confirmation of Not Applicable (N/A) (as applicable if the question is not applicable to your organisation) A Failure to answer a question or provide information as applicable and requested will result in a FAIL..		
SQ 1.1 (a)	Name (if, registered, please give the registered name).	
SQ 1.1 (b) – (i)	Registered address (if applicable) or head office address	
SQ 1.1 (b) – (ii)	Registered website address (if applicable)	
SQ 1.1 (c) (i)	Trading status <ul style="list-style-type: none"> <li>a) public limited company</li> <li>b) private limited company</li> <li>c) limited liability partnership</li> <li>d) other partnership</li> <li>e) sole trader</li> <li>f) third sector</li> <li>g) other (please specify your trading status in 1.1(c)(ii))</li> </ul>	
SQ 1.1 (c) (ii)	If other, please specify your trading status	
SQ 1.1 (d)	Date of registration (if applicable) or date of formation	
SQ 1.1 (e)	Registration number (company, partnership, charity, etc - if applicable)	
SQ 1.1 (f)	Charity registration number (if applicable)	
SQ 1.1 (g)	Head office DUNS number (if applicable)	
SQ 1.1 (h)	Registered VAT number	
SQ 1.1 (i)(i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement and as set out in the procurement documents in the member state where your organisation is established?	Yes <input type="checkbox"/> No <input type="checkbox"/>

	If YES please provide the relevant details, including the name of the register and registration number(s) and, if evidence of registration is available electronically, please give the website address, issuing body and reference number.	
SQ 1.1 (i)(ii)	If you have answered Yes to 1.1 (i)(i) please provide detail in this section	
SQ 1.1 (j)(i)	<p>For procurements for <b>services</b> only, is it a legal requirement in the country where you are established for you to:</p> <ul style="list-style-type: none"> <li>a) possess a particular authorisation, or</li> <li>b) be a member of a particular organisation, to provide the requirements specified in this procurement?</li> </ul> <p>If YES please provide additional details of what is required and confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 1.1 (j)(ii)	If you have answered Yes to 1.1(h)(i) please provide this detail in this section	
SQ 1.1 (k)	Trading name(s) that will be used if successful in this procurement	
SQ 1.1 (l) – (i)	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <ul style="list-style-type: none"> <li>a) Voluntary Community Social Enterprise (VCSE)</li> <li>b) Sheltered Workshop</li> <li>c) Public service mutual</li> </ul>	a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>
SQ 1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME)? <sup>11</sup>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 1.1 (n)	<p>Details of Persons with Significant Control (PSC)<sup>12,13</sup>, where appropriate<sup>14</sup>:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Date of birth</li> <li>- Nationality</li> <li>- Country, state or part of the UK where the PSC usually lives</li> <li>- Service address</li> <li>- The date he or she became a PSC in relation to the company;</li> <li>- Which conditions for being a PSC are met: <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%</li> <li>- More than 50% and less than 75%</li> <li>- 75% or more</li> </ul> </li> </ul>	

<sup>11</sup> See EC definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>12</sup> It is possible to decline to consider bids from Russian or Belarusian suppliers in certain circumstances. For suppliers who are constituted or organised under the law of Russia or Belarus or their 'Persons of Significant Control' information states Russia or Belarus as the place of residency, the supplier's bid can be discounted. See PPN 01/22 for further guidance

<sup>13</sup> UK companies, Societas Europaea (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

<sup>14</sup>Only information that relates to the persons with powers of representation, decision or control within the meaning of Regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

SQ 1.1 (o)	<p>Details of your immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of immediate parent company</li> <li>- Registered or head office address</li> <li>- Registration number (if applicable)</li> <li>- VAT number (if applicable)</li> </ul> <p><b>Bidder guidance</b> Please confirm N/A if not applicable by ticking No Please enter Yes if you have an immediate parent company</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ 1.1 (p)	<p>Details of your ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of immediate parent company</li> <li>- Registered or head office address</li> <li>- Registration number (if applicable)</li> <li>- VAT number (if applicable)</li> </ul> <p><b>Bidder guidance</b> Please confirm N/A if not applicable by ticking No Please enter Yes if you have an immediate parent company and use this section to provide the above details required</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ 1.2 (a) (i)	<p>Are you bidding as a single supplier or as part of a group or consortium?</p> <p><b>Bidder guidance -</b> Yes - bidding as a single supplier No - not bidding as a single supplier but as a group or consortia</p> <p>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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ 1.2 (a) (ii)	Name of group of economic operators (if applicable)	Text
SQ 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.	Text
SQ 1.2 (b) (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ 1.2 (b) (ii)	If you responded yes to 1.2 (b) (i), please provide additional details for each subcontractor here. We may ask them to complete this for as well.	Attachment

	<b>DECLARATION – Part 1</b>
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	<p>I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>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.</p> <p>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.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p>Bidders shall answer Yes or No</p> <p>Yes – I understand and declare acceptance to the above statements. No – I do not understand and/or I do not declare acceptance to the above statements.</p>
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>
<p>Contact details of those making the declaration</p> <p>Contact name Name of organisation Role in organisation Phone number Email address Postal address</p>	

Section 1	Part 2 - Grounds for Mandatory Exclusion	
Question Number	Question	Response
<p>Part 2 Questions are all Mandatory completion bidder must answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award to this DPS.</p> <p>For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:</p> <p>The first category is members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances.</p> <p>Clearly, members of your administrative, management or supervisory board should be</p>		

easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.

The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights.

Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control.

Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

SQ 2.1 (a) - 1	Conviction for Participation in a criminal organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 2.1 (a) - 2	Conviction for Corruption	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 2.1 (a) - 3	Conviction for Fraud	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 2.1 (a) - 4	Conviction for Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 2.1 (a) - 5	Conviction for Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 2.1 (a) - 6	Conviction for Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 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 convicted if the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents.	
SQ 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)?	
SQ 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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered YES to any of the questions 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.		

Bidder guidance - The Contracting 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 obligation relating to the non-payment of taxes or social security contributions.

## Part 2: Exclusion Grounds Questions

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

Part 2 - Grounds for discretionary exclusion		
Section 2	Question	Response
Question Number		
<p><b>Bidder guidance</b> – Part 2 Questions are all Mandatory completion. Where requested to do so all bidders must provide sufficient supporting information (as applicable).</p> <p>If any bidder is found to be non-compliant with any discretionary exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award to this DPS.</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out in Annex D and should be referred to before completing these questions.</p>		
SQ 3.1 (a)	Breach of environmental law obligations? Bidder guidance - To note that environmental law obligations include Health and Safety obligations. See Annex D	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 3.1 (b)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 3.1 (d)	Bankruptcy 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 <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 3.1 (e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 3.1 (f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 3.1 (g)	Aware of any Conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>

		If yes, please provide details at 3.3
SQ 3.1 (h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 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 the prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.3
SQ 3.1 (j) (i)	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.	
SQ 3.1 (j) (ii)	The organisation has withheld such information.	
SQ 3.1 (j) (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulation 2015	
SQ 3.1 (j) (iv)	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 to negligently provided misleading information that may have a material influence on decision concerning exclusion, selection or award.	
3.3	Bidder guidance - If you have answered <b>YES</b> to any of the questions relating to grounds for discretionary exclusion (or <b>NO</b> to the Modern Slavery Act question above), (if applicable to you by the above guidance) please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion? (Self-cleaning).	

## Part 3: Questions (Selection Criteria Questions)

### Cabinet Office set Questions

Part 3 - Economic and Financial Standing		
Section 4	Question	Response
Question Number		
SQ 4.1 (a)	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>- the web address</li> <li>- issuing authority</li> <li>- precise reference of the documents.</li> </ul> <p><b>Bidder guidance - Bidder shall answer:</b>            Yes - provide all three details for 4.1(a) above in 4.3            No - we do not have financial statements filed with companies' house stating the reason why in 4.3.</p> <p>No - we do not have financial statements filed with companies' house e.g. we have financial statements filed with the following organisation re overseas / other national state-based organisation and provide this information in 4.3.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 4.3
SQ 4.1 (b)	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also please provide for any other person or entity on whom you are relying on to meet the selection criteria relating to economic and financial standing a copy of their detailed accounts for the last two years (audited if required by law).</p> <p><b>Bidder guidance - Bidder shall answer</b>            Yes - provide in section 4.3            No - provide an explanation as to why you do not have detailed audited accounts for the last two years in 4.3</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 4.3
SQ 4.1 (c)	<p>If you cannot provide an electronic link to your audited accounts in 4.1(a) and cannot provide a copy in 4.1(b), please provide any of the following alternatives:</p> <ol style="list-style-type: none"> <li>a) A statement of your annual turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</li> <li>b) Alternative information to evidence economic and financial standing if any of the above are not available (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</li> </ol>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If Yes, please provide details at 4.3

	<p>Bidder guidance - Bidder shall answer</p> <p>Yes - provide in section 4.3</p> <p>No - provide an explanation as to why you do not have an answer to 4.1(c) (a) or (b) below in 4.3</p> <p>(N/A if not applicable if you have answered yes to 4.1(a) or (b) above)</p>	
SQ 4.2	<p>Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required.</p> <p>Bidder guidance - Bidder shall answer</p> <p>Yes - provide information in section 4.3</p> <p>No - we are not relying on any security to meet the selection criteria for financial standing</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes, please provide details at 4.3</p>
SQ 4.3	<p>Please use this section to provide links, Information or upload documents requested against this Economic and Financial standing section. The Contracting Authority must satisfy itself that any bidder has a suitable level of Economic and Financial standing in order to consider any bidder for an award under this procurement.</p> <p>Bidders must clearly denote as to which of the Economic and Financial standing question(s) is being answered in this section</p>	

Section 5 Question Number	Part 3 - Group	
	Question	Response
<b>Bidder Guidance</b> – If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below.		
If you are not bidding as part of a wider group you are not required to respond to questions 5 – 5.3		
SQ 5 (a)	Name of Organisation	
SQ 5 (b)	Relationship to the Supplier completing these questions	
SQ 5.1	Are you able to provide a parent company accounts if requested to at a later stage?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SQ 5.2	If Yes, would the parent company be willing to provide a guarantee if necessary?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SQ 5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Part 3 – Modern Slavery Act 2015		
Section 7	Question	Response
8.3		
SQ 7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p> <p>Bidder Guidance – Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p> <p>Yes – Please provide the relevant URL in question 7.2</p> <p>No – Please provide an explanation in question 7.3</p> <p>Scoring Criteria – For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SQ 7.2	<p>Please only answer this question if you have answered Yes to question 7.1 in which you have confirmed that you are compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide the relevant URL or attachment</p> <p>This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>If your organisation is not currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act upon the award then this will achieve a PASS.</p> <p>If your organisation is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL</p> <p>Please note:</p> <p>It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
SQ 7.3	Please only answer this question if you have answered No to question 7.1 in which you have confirmed that you are not required to be compliant with the annual reporting	

	<p>requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p><b>Bidder Guidance</b> - The bidder shall provide an explanation as an attachment.</p> <p>If your organisation is not captured by the Modern Slavery Act please ensure that you provide a clear explanation to achieve a PASS. The Contracting Authority also actively encourages those organisations that are not captured by the Act to comply with the Spirit of the Act.</p> <p><b>Please note:</b> It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p><b>Scoring Criteria</b> - Mandatory Pass/fail</p>	
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Section 8	Part 3 - Insurance	
8.1	<p><b>Insurance</b></p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the DPS, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5M in respect of any one occurrence, the number of occurrences being unlimited in any annual policy period</p> <p>Public Liability Insurance = £1M in respect of any one occurrence, the number of occurrences being unlimited in any annual policy period</p> <p>Professional Indemnity Insurance = £1M in respect of any one occurrence, the number of occurrences being unlimited in any annual policy period</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:  <a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a>.</p> <p><b>Bidder guidance Mandatory Pass / Fail question</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Yes = Pass No = Fail	
INS1.1	<p><b>Public Liability Insurance</b></p> <p>Please confirm the level of Public Liability Insurance that you hold</p> <p>Bidder guidance – Bidders are asked to confirm the level of Public Liability Insurance that they hold.</p> <p>For Information Only</p>	
INS1.2	<p><b>Professional Indemnity Insurance</b></p> <p>Please confirm the level of Professional Indemnity Insurance that you hold</p> <p>Bidder guidance – Bidders are asked to confirm the level of Professional Indemnity Insurance that they hold.</p> <p>For Information Only</p>	

Bidder guidance - 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 DPS award stage.

Section 9	Part 3 - Data Protection
9.1 (a)	<p>Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.</p> <p>Bidders shall respond Yes or No</p>
9.1 (b)	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>• to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>• to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>• to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>• to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place);</li> <li>• to maintain records of personal data processing activities; and</li> <li>• to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>

	Mandatory Pass/Fail
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Section 10	Part 3 – Health and Safety Question	Response
10.2 (a)	Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words.	

Section 11	Part 3 – Modern Slavery 2015 – Part 2	Response
11.1	<p>You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>Please confirm if your organisation is subject to Section 54 of the Modern Slavery Act 2015</p> <p>Bidders shall answer Yes or No.</p> <p>For Information Only</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.2	<p>If you have responded Yes to 11.1 above, and if your latest statement is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>• the web address,</li> <li>• precise reference of the documents.</li> </ul> <p>If your latest statement is not available electronically, please provide a copy.</p> <p>Bidder guidance - If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation to any published statements on modern slavery or other relevant documents containing information of a similar type/level.</p> <p>All <u>non-UK suppliers</u> with a Turnover of at least £36million must have stated state No in question 11.1 and then shall complete this section.</p> <p>Bidder guidance – Pass / Fail  A failure to complete either of the following questions in order to satisfy the selection criteria and any Contracting Authorities requests for further clarity or verification of any and all information provided if required, will result in a Fail.</p>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

	<p>Any modern slavery statement or other statement or document should contain at least the following information:</p> <ul style="list-style-type: none"> <li>a) the organisation's structure, its business and its supply chains;</li> <li>b) its policies in relation to slavery and human trafficking;</li> <li>c) its due diligence processes in relation to slavery and human trafficking in its business and supply chains;</li> <li>d) the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;</li> <li>e) its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;</li> <li>f) the training and capacity building about slavery and human trafficking available to its staff; or</li> </ul> <p>If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award.</p> <p>If your organisation is a non-UK supplier, you must have provided a link to an equivalent statement or document which demonstrates information relating to a-f above.</p> <p><b>Bidder guidance -</b>  Yes – A link to an equivalent statement and or document has been provided to meet the requirements of a-f (subject to meeting the Contracting Authorities satisfaction) will achieve a Pass.</p> <p>N/A – Bidder cannot provide a current statement or link that meets the requirements of a-f, to the Contracting Authorities satisfaction, but will complete 11.2 (ii) (subject to meeting the Contracting Authorities verification requirements), will achieve a Pass for this question 11.2 only.</p>	
11.2 (i)	Bidder guidance – Bidders must provide a link to an equivalent statement or document which demonstrates information relating to a-f in 11.2	
11.2 (ii)	<p>If the bidder has not completed 11.2 (i), the bidder must provide a satisfactory explanation and assurances that the requirements outlined in 11.2 a-f will be met before contract award, this will be sufficient to achieve a Pass but will be subject to verification by the Contracting Authority prior to an award decision.</p> <p><b>Bidder guidance</b>  Yes – we have provided a satisfactory explanation and assurances as an attachment (subject to meeting the</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

	<p>Contracting Authorities verification requirements) will achieve a Pass.</p> <p>No – we have not provided a Yes answer to 11.2 (ii) and cannot provide a satisfactory explanation and assurance to the Contracting Authority for 11.2 (ii) prior to any award decision, will result in a Fail.</p> <p>N/A - we have already provided an answer that satisfies section 11.2 as a UK based organisation subject to Section 54 of the Modern Slavery Act 2015 will achieve a Pass.</p> <p>A failure by any bidder to verify this selection criteria within a reasonable time set by Contracting Authority prior to the award decision being made, will result in a Fail.</p> <p>Bidder guidance – Bidders must provide satisfactory explanation and assurances that requirements outlined in 11.2 a-f (subject to meeting the Contracting Authorities verification requirements) will be met in this section to achieve a Pass.</p>	
11.3	<p><b>Equality and Diversity Policy</b></p> <p>Please self-certify that your organisation and all members of your Group of Economic Operators has an Equality and Diversity Policy that complies with current legislative requirements.</p> <p>Bidder guidance – The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p> <p>Mandatory Pass / Fail</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## Part 3: Additional Questions

<b>SEL5.5</b>	<b>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.</b>
Bidder Guidance	The Bidder shall answer Yes or No  Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  Yes – Pass No – Fail

<b>SEL5.6</b>	<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?</b>
Bidder Guidance	The Bidder shall answer Yes or No  Yes – Fail* – Please provide details within SEL5.6.1 No – Pass – No response required for SEL5.6.1  If your answer to this question is “Yes”, please provide details in a separate document attachment to SEL5.6.1 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 Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  Yes – Fail* – Please provide details within SEL5.6.1 No – Pass – No response required for SEL5.6.1

<b>SEL5.6.1</b>	<b>Supporting Documentation for SEL5.6 - Enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</b>
Bidder Guidance	Where a bidder has responded ‘Yes’ to SEL5.6 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.  *The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.

	This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.6 but not providing evidence may not be considered.
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>SEL5.7</b>	<b>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)?</b>
Bidder Guidance	<p>The Bidder shall answer yes or no</p> <p>Yes – Fail* – Please provide details within SEL5.7.1 No – Pass – No response required for SEL5.7.1</p> <p>If your answer to this question is “Yes”, please provide details in a separate document attached for SEL5.7.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>*The Contracting 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.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Fail* – Please provide details within SEL5.7.1 <b>No</b> – Pass – No response required for SEL5.7.1</p>

<b>SEL5.7.1</b>	<b>Supporting Documentation for SEL5.7 - breaching environmental legislation, in the last 3 years?</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.7 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.7 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>SEL5.8</b>	<b>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?</b>
Bidder Guidance	The Bidder Shall answer Yes/No/Not Applicable  A response of 'Yes' or 'Not Applicable' will result in a pass and a response of 'No' will result in a fail against this question.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes</b> – Pass <b>N/A</b> – Pass <b>No</b> – Fail

<b>SEL5.9</b>	<b>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)? And/or;</b>  <b>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 of alleged unlawful discrimination?</b>
Bidder Guidance	The Bidder shall answer Yes or No  Yes – Fail* – Please provide details within SEL5.9.1 No – Pass – No response required within SEL5.9.1  *If you have answered "yes" please provide, as a supporting document to SEL5.9.1 including 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 use the attachment to 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 Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes</b> – Fail* – Please provide details within SEL5.9.1 <b>No</b> – Pass – No response required within SEL5.9.1

<b>SEL5.9.1</b>	<b>Supporting Documentation for SEL5.9</b>
Bidder Guidance	Where a bidder has responded 'Yes' to SEL5.9 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to

	<p>date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL5.9 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

SEL5.10	<p><b>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regard to the last three years, has any finding of unlawful discrimination been made against your subcontractors by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b></p> <p><b>In the last three years, has any of your subcontractors 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 of alleged unlawful discrimination?</b></p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes – Fail* – Please provide details within SEL5.10.1 No – Pass – No response required within SEL5.10.1</p> <p>*If you have answered “yes” please provide a document to SEL5.10.1 providing a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken by you and your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes – Fail* – Please provide details within SEL5.10.1 No – Pass – No response required within SEL5.10.1</b></p>

SEL5.10.1	Supporting Documentation for SEL5.10
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.10 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your subcontractor, please use the attachment to explain what action (if any) your subcontractor or your organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>If it is your organisations unequivocal intention to use the same subcontractor? should you be successful in being awarded this procurement opportunity, you may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder declaring unlawful discrimination within SEL5.10 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

SEL1.10	Information Security
Bidder Guidance	<p>The following information security requirements are mandatory for this procurement:</p> <ol style="list-style-type: none"> <li>1. ISO 27001 certification or,</li> <li>2. IASME Governance standard certification or</li> <li>3. Cyber Essentials certification or</li> <li>4. Cyber Essentials Plus certification or</li> <li>5. Do you operate and maintain a self-certified Information Security Management System demonstrating the effective management of risks to confidentiality, integrity, availability of information?</li> </ol> <p>Bidders can answer</p> <p><b>Yes</b> – the requirements are currently in place</p> <p><b>Intend</b> – the requirements are not in place, and we intend to have them in place for commencement of the contract.</p> <p><b>No</b> – the requirements are not in place, and we have no intention of having them in place for commencement of the contract</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>

Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Options List</p> <p><b>Yes</b> – the requirements are currently in place</p> <p><b>Intend</b> – the requirements are not in place, and we intend to have them in place for commencement of the contract.</p> <p><b>No</b> – the requirements are not in place, and we have no intention of having them in place for commencement of the contract</p>

SEL1.10.1	Supporting Documentation for SEL1.10
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate or demonstrate the effective management of risks to confidentiality, integrity, and availability of information through periodic risks identification, assessment and treatment; assurance of the effective response to information security incidents; managing information security risks in relationships within the supply chain; preventing, responding to and recovering from disruptions to continuity of services; compliance with applicable legal, regulatory and contractual requirements.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered.</p> <p>Bidders that responded "Intend" to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

SEL2.12	<p><b>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.</b></p> <p><b>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</b></p> <p><b>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex A.</b></p>
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	<p><b>All contracts or agreements that are awarded by the Contracting Authority (the data controller or processor) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Agreement to comply with their information law obligations and indemnify the Contracting Authority (data controller or processor). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS.</b></p> <p><b>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: <a href="https://ico.org.uk/">https://ico.org.uk/</a></b></p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex A – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex A – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>

SEL2.13	<p><b>Data Storage</b></p> <p><b>Please confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</b></p>
Bidder Guidance	<p>Bidders are required to confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p> <p>Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.</p>

Scoring Criteria	For Information Only
Answer Type	Text

FOI1.1	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes</b> – Pass  <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass  <b>No</b> – Fail</p>

FOI1.2	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please tell us what exemptions or exceptions may apply to your information and why?</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the</p>

	<p>Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Text
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text

	<p><b>DECLARATION</b></p> <p>I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database in any country free of charge or the contracting authority already possesses the documentation.</p> <p>I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.</p> <p>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.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p><b>Bidders shall answer Yes or No</b></p> <p><b>Yes – I understand and declare acceptance to the above statements.</b></p> <p><b>No – I do not understand and/or I do not declare acceptance to the above statements.</b></p>
Bidder Guidance	<p>Option List</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail

Answer Type	Option List <b>Yes</b> – Pass <b>No</b> – Fail
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## Section 6 – Evaluation Response Questionnaires

### 6.2. Qualification, Social Value and Technical Questionnaire

6.2.1 Bidders should note that the Social Value and Technical Questionnaire is located within the **eSourcing Portal**.

**Guidance on how to register and use the eSourcing portal is available at**

**<https://beisgroup.ukp.app.jaggaer.com/>**

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## QDPUALIFICATION QUESTIONNAIRE

## DPS Application Governance

AW1.1	<p><b><u>FORM OF BID</u></b></p> <p>I declare that to the best of my knowledge the answers submitted in this DPS Application are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this DPS Application if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including DPS Application templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the DPS Application, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete.</p> <p><b>By submitting a DPS Application response, I agree that our participation may be made public.</b></p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p><b>By submitting a DPS Application response, I agree and accept the justification for the Contracting Authority's evaluation criteria.</b></p> <p><b>By submitting a DPS Application response, I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding to the DPS, to stop the process and not award the DPS (in whole or in part) at any time without any liability on its part.</b></p> <p><b>By submitting a DPS Application response, I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until the DPS is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</b></p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed The Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
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Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes</b> – Pass <b>No</b> – Fail

<b>AW1.2</b>	<b><u>DPS APPLICATION VALIDITY PERIOD</u></b>  <b>Our DPS Application offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</b>  <b>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding Agreement between us.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW3.2</b>	<b><u>Conflict of Interest</u></b>  <b>Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to DPS Application.</b>
Bidder Guidance	By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality your DPS Application.  The Bidder shall answer <b>Yes</b> or <b>No with justification</b> .  <b>Yes</b> , we can confirm we are not in a position of a conflict of interest – Pass  <b>No with justification</b> , we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass  If your situation changes during the procurement process, you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.  For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.

Scoring Criteria	Mandatory Pass/Fail
Answer Type	<p>Option List</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.</p>

AW3.2.1	<p><b>Where a Bidder has answered question AW3.2 with ‘No with justification’ they must provide full details of any current or potential interest or conflict in relation to their DPS Application.</b></p> <p><b>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</b></p> <p><b>Where a bidder has responded ‘Yes’ to AW3.2 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of your DPS Application.</p> <p>If your situation changes during the procurement process, you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest.</p> <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided</p> <p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p> <p>Any bidder selecting ‘No with Justification’ to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

## Compliance to the DPS Incorporated Terms

AW4.1	<p><b>Please review and confirm your acceptance of the following DPS Incorporate Terms before proceeding with your application for the PS25001 Scientific Research and Advice for Government DPS.</b></p> <p><b>The following documents are incorporated into the DPS Contract.</b></p> <p><b>Where numbers are missing, we are not using these schedules. If the documents conflict, the following order of precedence applies:</b></p> <ol style="list-style-type: none"> <li>1. <b>PS25001 DPS Appointment Form</b></li> <li>2. <b>Joint Schedule 1 – Definitions PS25001</b></li> <li>3. <b>Joint Schedule 11 – Processing Data PS25001</b></li> <li>4. <b>The following Schedules for PS25001 (in equal order of precedence):</b> <ul style="list-style-type: none"> <li>• <b>DPS Schedule 1 – Specification</b></li> <li>• <b>DPS Schedule 4 – DPS Management</b></li> <li>• <b>DPS Schedule 6 – Order Form Template and Order Schedules including the following template Order Schedules:</b> <ul style="list-style-type: none"> <li>○ <b>Order Schedule 1 – Transparency Reports</b></li> <li>○ <b>Order Schedule 2 – Staff Transfer</b></li> <li>○ <b>Order Schedule 3 – Continuous Improvement</b></li> <li>○ <b>Order Schedule 4 – Order Tender</b></li> <li>○ <b>Order Schedule 5 – Pricing Details</b></li> <li>○ <b>Order Schedule 7 – Key Supplier Staff</b></li> <li>○ <b>Order Schedule 9 – Security</b></li> <li>○ <b>Order Schedule 10 – Exit Management</b></li> <li>○ <b>Order Schedule 14 – Service Levels</b></li> <li>○ <b>Order Schedule 15 – Order Contract Management</b></li> <li>○ <b>Order Schedule 17 – MOD Terms</b></li> <li>○ <b>Order Schedule 18 – Background Checks</b></li> <li>○ <b>Order Schedule 19 – Scottish Law</b></li> <li>○ <b>Order Schedule 20 – Order Specification</b></li> <li>○ <b>Order Schedule 21 – Northern Ireland Law</b></li> <li>○ <b>Order Schedule 23 – HMRC Terms</b></li> </ul> </li> <li>• <b>DPS Schedule 8 – Self Audit Certificate</b></li> <li>○ <b>Joint Schedule 2 – Variation Form</b></li> <li>○ <b>Joint Schedule 3 – Insurance Requirements</b></li> <li>○ <b>Joint Schedule 4 – Commercially Sensitive Information</b></li> <li>○ <b>Joint Schedule 6 – Key Subcontractors</b></li> <li>○ <b>Joint Schedule 7 – Financial Difficulties</b></li> <li>○ <b>Joint Schedule 8 – Guarantee</b></li> <li>○ <b>Joint Schedule 10 – Rectification Plan</b></li> <li>○ <b>Joint Schedule 12 – Supply Chain Visibility</b></li> </ul> </li> <li>5. <b>PS25001 DPS Core Terms</b></li> <li>6. <b>Joint Schedule 5 – Corporate Social Responsibility PS25001</b></li> <li>7. <b>DPS Schedule 2 – DPS Application</b></li> </ol>
Bidder Guidance	<p>The Bidder shall answer <b>Yes, No with justification or No</b></p> <p><b>Yes</b>, we accept the DPS Incorporated terms in their entirety – Pass</p>

	<p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are <b>not</b> required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b>, we accept the DPS Incorporated terms in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p>

AW4.2	<p><b>Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached DPS Incorporated Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the DPS Incorporated Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p>

	Bidders are to note that any requested modifications to the DPS Incorporated Terms on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Attachment

AW4.3	<p><b>Public Procurement Policy Note 01/22 - Contracts with suppliers from Russia or Belarus</b></p> <p>The Government introduced its Public Procurement Policy Note 01/22 'Contracts with suppliers from Russia or Belarus' (PPN 01/22) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> <p>The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 01/22.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states.</p> <p>Mandatory Pass / Fail questions:</p> <p><b>Question 1-</b> Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p><b>Question 2-</b> Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency</p> <p>If you answer Yes to either of the questions above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 01/22 apply.</p>
Bidder Guidance	The Bidder shall replicate the above 2 questions in an attachment and answer <b>Yes</b> or <b>No</b> to each of the above, along with an in-depth explanation to any question answered as <b>Yes</b> to achieve a Pass, subject to the

	<p>satisfaction of the Contracting Authority during its evaluation process and any clarity sought.</p> <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>An answer of <b>No</b> is based upon no direct supplies, suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states. This statement of <b>No</b> for each question will achieve a Pass</p> <p>A failure to provide a Yes or No upload response may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek at its own discretion further clarification from any bidder in regard to any attachment provided, that seeks to rely upon any exemptions provided in PPN 01/22.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document upload

## Social Value Commitment

SOC1.1	<p><b><u>Social Value Commitment</u></b></p> <p><b>Under this Dynamic Purchasing System, a Contracting Authority running a Call-Off competition may wish to evaluate Social Value relevant to the delivery of the Services to be delivered under the Contract being tendered.</b></p> <p><b>In addition, Central Government / Contracting Authorities in scope of PPN 6/20 'Taking Account of Social Value in the Award of Central Government Contracts' may choose to evaluate Suppliers by incorporating any of the Social Value Policy Outcomes or Themes as set out in the Social Value Model of PPN 6/20 in their award criteria.</b></p> <p><b>Does your organisation including all key subcontractors commit to the provision of social value initiatives where requested by a Contracting Authority under any resultant Contract placed under this Dynamic Purchasing Systems?</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

SOC1.2	<p><b><u>Social Value Declaration</u></b></p> <p><b>All Suppliers are required to comply with the terms of this statement.</b></p> <p><b>All Suppliers must provide a signed copy of this declaration to confirm that they will comply with these requirements at Mini Competition award stage.</b></p> <p><b>This attachment is not evaluated, but failure to provide a signed declaration as instructed will result in your DPS Application form being excluded.</b></p>
Bidder Guidance	<p>The Bidder shall sign and return a copy of the SOC1.2 – Social Value Declaration.</p> <p>Failure to provide a signed SOC1.2 – Social Value Declaration within your response to this question may result in your DPS Application being excluded.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document upload

## DPS Core Contacts

<b>CON1.1</b>	<p><b><u>DPS Manager</u></b></p> <p><b>Please provide details of your DPS Agreement Manager (the key contact information where Call-Off procurements will be direct to)</b></p>
Bidder Guidance	<p>Bidders are asked to provide detail of their DPS Manager (the key contact information provided here will be who the Call-Off procurements will be directed to).</p> <p>Contact Name Name of Organisation Role in Organisation Telephone Number Email address</p>
Scoring Criteria	For Information Only
Answer Type	Free Text

<b>CON1.2</b>	<p><b><u>DPS Agreement Authorised Representative</u></b></p> <p><b>Please provide details of your DPS Agreement Authorised Representative</b></p>
Bidder Guidance	<p>Bidders are asked to provide detail of their DPS Agreement Authorised Representative</p> <p>Contact Name Name of Organisation Role in Organisation Telephone Number Email address</p>
Scoring Criteria	For Information Only
Answer Type	Free Text

<b>CON1.3</b>	<p><b><u>Compliance Officer</u></b></p> <p><b>Please provide details of your Compliance Officer</b></p>
Bidder Guidance	<p>Bidders are asked to provide detail of their Compliance Officer</p> <p>Contact Name Name of Organisation Role in Organisation Telephone Number Email address</p>
Scoring Criteria	For Information Only

Answer Type	Free Text
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<b>CON1.4</b>	<b><u>Data Protection Officer</u></b>
<b>Please provide details of your Data Protection Officer</b>	
Bidder Guidance	<p>Bidders are asked to provide detail of their Data Protection Officer</p> <p>Contact Name Name of Organisation Role in Organisation Telephone Number Email address</p>
Scoring Criteria	For Information Only
Answer Type	Free Text

<b>CON1.5</b>	<b><u>Marketing Contact</u></b>
<b>Please provide details of your Marketing Contact</b>	
Bidder Guidance	<p>Bidders are asked to provide detail of their Marketing Contact</p> <p>Contact Name Name of Organisation Role in Organisation Telephone Number Email address</p>
Scoring Criteria	For Information Only
Answer Type	Free Text

## Technical and Professional Ability

Section 6	Technical and Professional Ability
Question Number	Question
6.1	<p><b>Relevant experience and contract examples.</b></p> <p>Bidder guidance – Section 6 Questions are all Mandatory completion. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>Please provide details of up to three contracts to meet the technical and professional ability criteria set out in the procurement documents, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>For consortium bids, or where you have indicated that you are relying on a particular member or a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/particular member/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).</p> <p>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 subcontractor(s) who will deliver the contract.</p> <p><b>For each contract please provide the following information</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation who signed the contract.</li> <li>- Name of supplier who signed the contract.</li> <li>- Point of contact of the customer.</li> <li>- Position in the customer's organisation.</li> <li>- E-mail address.</li> <li>- Description of contract.</li> <li>- Contract Start date.</li> <li>- Contract completion date.</li> <li>- Estimated contract value.</li> </ul>
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)

	<p>The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes)</p>
6.3	<p>If you cannot provide at least one example of previous contracts that are relevant to our requirement in 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>