# 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-1). 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 exclusions 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.

**Foster Carer Membership and Allegation Support**

**0521**

**Simple tender one stage**

**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-2).*
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 in question 3.2 on 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 | 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-3)? | Choose an item. |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4)  - 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-5)  (Please enter N/A if not applicable) | 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-6)

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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. | | |
|  | 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  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Choose an item. |
| **4.2** | Bidders are to complete the attached Financial self-certification form, and re-attach against this question.  Details of how to complete the form are within the document and in the Bidders guidance document.    The Authority reserves 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”. | | Please embed your completed Financial Self Certification Form here. |

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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:**  Questions in this section will be evaluated on a Pass / Fail basis | |
| **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.  If you cannot provide examples please respond to question 6.3 instead.  **Evaluation criteria for this question:**  Pass/Fail  (Where the bidders response which clearly demonstrates suitable relevant experience, showing a track record in delivering similar services and provides confidence that the bidder would be able to successfully deliver ECC’s requirements = Pass; Conversely, a response which does not meet this criterion = fail). |

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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** *(up to 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 clearly demonstrates measures to maintain a healthy supply chain with their sub-contractor(s).  Pass/Fail  (Where answers which provide sufficient evidence to demonstrate that your organisation manages its supply chain with your sub-contract(s) in a responsible, efficient and transparent manner, or that sub-contracting is not applicable to your service delivery model = Pass; Conversely, a response which does not meet this criterion = fail). |
|  | 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:**  Pass/Fail  (Where the Bidder clearly demonstrates suitable relevant experience, showing a track record in delivering similar services and is able to justify the grounds for non-compliance to question 6.1 above adequately = pass; Conversely, answers which do not satisfy this selection criterion = fail). |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[7]](#footnote-7)** | |
| **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 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  If you have answered ‘No’ please provide an explanation  **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.  Choose an item.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, all of the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10 million  Public Liability Insurance = £10 million  Professional Indemnity Insurance = £2 million | Choose an item.  Choose an item.  Choose an item. |

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| **8.2** | **Skills and Apprentices[[8]](#footnote-8) – (please refer to supplier selection guidance)** |
| Not Used | |

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| **8.3** | **Licensing and Registration** |
| Not Used | |

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| **8.4** | **Professional Capacity** |
| Not Used | |

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| **8.5** | **Public Services (Social Value) Act 2012** |
| **a.** | Not Used |

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| **8.6** | **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: 500 | |
| **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: 500 | |
| **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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| **8.7** | **Environmental Management** |
| Not Used | |

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| **8.8** | | **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: 500 | | |
| 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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| **8.9** | **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 (via Proactis:Marketplace) 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 (via Proactis:Marketplace) from the contract start date. Please can you confirm that as a minimum, your organisation will submit invoices electronically (via Proactis:Marketplace) by utilising the PO Flip method, from the contract start date? | Choose an item. |

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| **8.10** | **Information Handling and Security** | |
| a. | Please provide your Information Commission Office Reference number:  <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>  If you are a bidder outside of the UK please state any independent authority’s reference which is responsible for upholding information rights in the public interest and state the name of the independent authority.  If you are unable to state any reference please state the reason within the response text box provided for this question.  Please note that this is for information only. | Click here to enter text. |
| **b.** | To ensure that the Authority’s information is handled securely please complete the attached Information Risk 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). | Embed completed IS Questionnaire here |
| **c.** | Please confirm you will be willing to sign up to the Authorities Information Sharing Protocol should you be successfully awarded this contract:  <https://weisf.essex.gov.uk/Pages/Framework.aspx>  **Scoring methodology:** This is a Pass / Fail question  (Where Yes = Pass; and No = Fail) | Choose an item. |

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| **8.11** | **Safeguarding** | |
| This requirement has been identified as having Safeguarding implications and includes the following mandatory Safeguarding requirements as part of the specification. Please note that Essex County Council (ECC) reserves the right to check all responses given can be validated. | | |
| **a.** | **Safeguarding Responsibility**  Please confirm that you have a named manager within your organisation, who has a demonstrable knowledge of safeguarding policy and who is responsible for safeguarding at the highest level?  The following (additional criteria) are applicable to that named manager:   * The responsibility is included in the named manager’s job description * The name manager can show they have undertaken and maintain relevant training from a recognised body, and experience to fulfil the role * The organisation can demonstrate that it supports this person in the role via training or other means * There is a regular senior management discussion relating to safeguarding which has positively impacted upon organisational development and service delivery * These discussions are recorded and evidence can be shown that actions are logged and carried out in a timely way * Where applicable, elected representatives/board members are regularly made aware of safeguarding issues and risks affecting the organisation and that they demonstrate a commitment to safeguarding and can hold the organisation to account regarding safeguarding responsibilities.   **Evaluation criteria for this question:** This question will be evaluated on a Pass/Fail basis.  **Scoring methodology for this question:**  ‘Yes’ – we confirm that we have a named safeguarding manager and that where applicable the additional criteria are incorporated into that role and your organisation = Pass  ‘Yes’ – will be in place by contract award = Pass  ‘No’ – we do not have a named safeguarding manager and the additional criteria are not incorporated into this or any other role or your organisation = Fail | Choose an item. |
| **b.** | **Safeguarding Manager**  Please provide the name and contact details of the named safeguarding manager  **Evaluation criteria for this question:** Information only  **Scoring methodology for this question:** Information only | Click here to enter text. |
| **c.** | **Safeguarding Policy**  Please confirm you have a current safeguarding policy. The policy must confirm that you have the following in place as a minimum standard:   * A strategic and/or corporate plan that references safeguarding vulnerable adults/children/ * Adequately apportioned resources to meet safeguarding responsibilities; * Clear lines of accountability for staff through the organisation to named safeguarding person/s; * Systems in place to embed safeguarding across all commissioned/contracted services; * The organisation has a safeguarding adults/child policy and procedure in place that provides clear guidance on how to recognise and respond to abuse and is easily accessible and regularly updated; * Details of when to report to social care/police and timelines involved; * Guidance for staff, who work with your people or vulnerable adults with a disability (where applicable); * Policies for transporting young people or vulnerable adults where required; * Specifically for care of young people (residential/fostering), guidance for staff/carers regarding the management of the risk of sexual exploitation, young people missing from care, and how to manage bullying behaviour including social networking sites; * E-safety policies and procedures are in place for adults/young people/children and staff; * There is a complaints policy and procedure in place; * ‘Whistle Blowing’ procedures for staff to raise safeguarding concerns against colleagues or managers are clearly understood and correctly followed where required; * There is a procedure in place for managing abuse of vulnerable adults/child protection allegations made against staff. Including situations where the actions of an individual in their personal life may indicate that their behaviour could be a risk of harm to children they work with e.g. perpetrators of domestic violence, neglect or abuse of their own children; * For those aged 16 and over the organisation can demonstrate that consideration of the Mental Capacity Act (MCA) is an integral part of relevant decision making and safeguarding processes; * For those aged 18 and over the organisation can demonstrate that consideration of Deprivation of Liberty Safeguards (DoLS) is an integral part of relevant decision making and the safeguarding process.   **Evaluation criteria for this question:** The question will be evaluated on a Pass/Fail basis  **Scoring methodology for this question:**  ‘Yes’ – You have a safeguarding policy in place which includes all the areas listed above = Pass  ‘Yes’ – will be in place by contract award = Pass  ‘No’ – you have no safeguarding policy in place = Fail | Choose an item. |
| **d.** | **Safeguarding Policy Review**  Please confirm the date your safeguarding policy was last reviewed and provide evidence to show this it has been checked by an appropriately trained individual in line with local and national developments. These individuals may include Independent Safeguarding Consultants and Health and Care Professions Council (HCPC) registered Social Workers, although they are not exclusive.  **Evaluation criteria for this question:** The question will be evaluated on a Pass/Fail basis.  **Scoring methodology for this question:** This is a Pass/Fail question, where ‘Yes’ – Date provided and evidence that it was checked by an appropriately trained individual relevant to the contract within the last two years = Pass and ‘No’ – Policy has not been reviewed in the last two years as a minimum or you do not have a safeguarding policy = Fail | Click here to enter text. |
| **e.** | **Safe Recruitment Policy**  Please confirm that you have a current safe recruitment policy which includes:   * Evidence that the policy is up to date and covers how to recruit safely for staff who have contact with children/vulnerable adults and which follows ECC/LSCB/LSAB recruitment standards; * Human Resources and recruiting staff follow safe recruitment practices that demonstrate appropriate checks are carried out before staff are employed and induction and appraisal systems are in place; * Policies on when Disclosure and Barring Service checks are necessary; * Adherence to the Disclosure and Barring Service Referral process; * Requirement for job applications and interviews to be completed and recorded (face to face interviews). Verification of identify and qualifications, which can be evidenced by audit activity; * Professional and character references are obtained (requirement for 2 references); * Previous employment history is checked. Any anomalies or discrepancies are taken up; * Induction and supervision procedures are in place. The organisation has procedures to manage and record positive disclosures on DBS (CRB) checks; * The organisation has procedures in place state when cases should be referred to the DBS; * The organisations audits/quality assures its recruitment practice; * The organisation can demonstrate that agencies commissioned to provide services have safer recruitment in place; * Safer recruitment standards are embedded in those contracts, and adherence to these standards is checked as part of the contract management process.   **Evaluation criteria for this question:** This question will be evaluated on a Pass/Fail basis.  **Scoring methodology for this question:**  ‘Yes’ – You have a Safer Recruitment policy in place which includes all the areas listed above = Pass  ‘Yes’ – Will be in place by contract commencement = Pass  ‘No’ – You do not have a Safer Recruitment policy in place = Fail | Choose an item. |
| **f.** | **Safeguarding Training, Learning and Staff Support**  Please confirm that you have a safeguarding training programme in place and that training is accessed by all those who have a role in recruitment staff who will have contact with children/families/vulnerable adults. In addition, please confirm that training is systematically evaluated and reviewed and impact outcomes used to improve future training programmes.  Your policy should include:   * Safeguarding is mandatory and covered effectively within inductions for all staff who will have contact with children/families/vulnerable adults. It should cover familiarisation with safeguarding responsibilities and how to recognise and respond to possible abuse or neglect; * The induction includes the awareness of the complaints and “whistle blowing” procedures; * Training includes temporary/agency staff; * All members of staff who have contact with children/families/vulnerable adults have completed their safeguarding induction within the appropriate timescale; * There is effective supervision and support for staff engaged in safeguarding children/families/vulnerable adults work; * Safeguarding learning and development opportunities are provided to all staff at a level appropriate to their role; * The organisation ensures that all safeguarding training is suitable quality assured; * Learning from Serious Case Reviews (SCRs), Domestic Homicide Reviews (DHRs) and other safeguarding reviews and audits are disseminated and acted upon effectively; * The organisation responds to and learns from national and local developments and guidance relating to safeguarding children/vulnerable adults.   **Evaluation criteria for this question:** This question will be evaluated on a Pass/Fail basis.  **Scoring methodology for this question:**  ‘Yes’ – You have a policy in place which deals with areas listed above = Pass  ‘Yes’ – Will be in place by contract award = Pass  ‘No’ – You do not have a policy in place = Fail | Choose an item. |

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| **8.12** | **TUPE implications** |
| Not Used | |

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| **8.13** | **Clinical Governance** |
| Not Used | |

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-1)
2. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-2)
3. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-3)
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-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
6. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)
7. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-7)
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-8)