

**SELECTION QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME**

**THE SUPPLY OF ELECTRICITY AND ANCILLARY SERVICES**

**REFERENCE NUMBER**

**RM3791**

**ATTACHMENT 2**

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1. **INTRODUCTION**
   1. This document provides representations of the online ‘Participation Requirements’ and the online ‘Selection Questionnaire’. You cannot submit your responses using this document – you must complete and submit only the online version of the Participation Requirements Questionnaire and Selection Questionnaire in the eSourcing Suite.
   2. This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Selection Questionnaire. It also sets out the Marking Scheme which will apply.
   3. For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
   4. For the avoidance of doubt in the Selection Questionnaire questions “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
   5. If you cannot provide a response to a question your Selection Questionnaire will be deemed non-compliant.
   6. If, following compliance checking of the responses received or omitted in relation to the Participation Requirements and Selection Questionnaire, the Authority may seek clarification and/ or following such clarification, may consider the response to be deemed non-compliant. In this case the Selection Questionnaire may be rejected and your organisation will be excluded from further participation in this Procurement.

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

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

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| **PARTICIPATION REQUIREMENTS** | | |
| PART A - Conditions of Participation | | |
| PR1 | We have read, understood and fully accept the Attachment 8 - Terms of Participation without caveats or limitations. | ▢ Yes  ▢ No |
| PR2 | We confirm that we, including named Sub-Contractors and all Group of Economic Operators members comply with all the statements in Attachment 9 - Declaration Of Compliance | ▢ Yes  ▢ No |
| **PR1 – PR2 Response Guidance**  You are required to respond Yes to confirm your acceptance of the conditions set out in these documents.  **If you do not answer Yes to these questions you cannot participate in this Procurement**.  If you respond **No** to these questions your Selection Questionnaire will be deemed to be non-compliant. If a Selection Questionnaire is deemed to be non-compliant, the Selection Questionnaire may be rejected and you may be excluded from further participation in this Procurement**.** | | |
| PART B - eSourcing Suite Tool Guidance | | |
| PR3 | We have read the document ‘eSourcing Suite Supplier Guidance Part B - Tendering and Further Competitions’ <https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers> (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions) | ▢ Yes  ▢ No |
| PR4 | We understand that it is essential to press the red ‘Submit all Draft Bids’ button to correctly submit our completed Selection Questionnaire and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the ‘eSourcing Suite Guidance Part B - Tendering and Further Competitions’<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers> (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions) | ▢ Yes  ▢ No |
| PR5 | We understand that to send a message to the CCS Procurement team we must ensure that the name of the Procurement is in the context field and ‘ALL HOSTS’ is selected in the ‘TO’ box | ▢ Yes  ▢ No |
| **PR3 – PR5 Response Guidance**  You are required to respond **Yes** to confirm your understanding of how to use the eSourcing tool appropriately in this Procurement.  If you respond **No** to these questions your Selection Questionnaire will be deemed to be non-compliant. If a Selection Questionnaire is deemed to be non-compliant, the Selection Questionnaire may be rejected and excluded from further participation in this Procurement**.** | | |

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| **SELECTION QUESTIONNAIRE** | | | |
| **Section** | | | **Evaluated** |
| **Section 1: Potential Provider Details (For Information Only)** | | | |
| **SQ1a** | Organisation Details | | Compliance |
| **SQ1b** | Trading Status | | Compliance |
| **SQ1c** | Trading Status - Other | | Compliance |
| **SQ1d** | Charity Registration Number | | Compliance |
| **SQ1e** | Relevant Classifications | | Compliance |
| **SQ1f** | Professional or Trade Body Registration | | Compliance |
| **SQ1g** | Professional or Trade Body Registration - Details | | Compliance |
| **SQ1h** | Organisation/Services Membership | | Compliance |
| **SQ1i** | Organisation/Services Membership - Details | | Compliance |
| **SQ1j** | Trading Name | | Compliance |
| **SQ1k** | SME | | Compliance |
| **SQ1l** | Details of Immediate Parent Company | | Compliance |
| **SQ1m** | Details of Ultimate Parent Company | | Compliance |
| **Section 2: Response Model (For Information Only)** | | | |
| **SQ2a** | Group of Economic Operators - Lead | | Compliance |
| **SQ2b** | Group of Economic Operators - Name | | Compliance |
| **SQ2c** | Group of Economic Operators - Legal Structure | | Compliance |
| **SQ2d** | Group of Economic Operators - Details | | Compliance |
| **SQ2e** | Group of Economic Operators - Sub-Contracting | | Compliance |
| **SQ2f** | Group of Economic Operators - Sub-Contracting - Details | | Compliance |
| **Section 3: Grounds for Mandatory Exclusion (Evaluated)** | | | |
| **SQ3a-e** | Grounds for Mandatory Exclusion (ineligibility) | Evaluation | Pass/Fail |
| **Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)** | | | |
| **SQ4a-c** | Grounds for Discretionary Exclusion (ineligibility) | Evaluation | Pass/Fail |
| **Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)** | | | |
| **SQ4d** | Grounds for Discretionary Exclusion (ineligibility) Tax Compliance | Evaluation | Pass/Fail |
| **Section 5: Economic and Financial Standing (Evaluated)** | | | |
| **SQ5.1**  **a-d** | Financial Risk Assessment | Evaluation | Pass/Fail |
| **SQ5.2 a-c** | Framework Guarantee | Information only | |
| **Section 6: Framework Specific Questions (For Information Only)** | | | |
| **SQ6.1** | Non-Disclosure Agreement | Information only | |
| **SQ6.2a-b** | Subsidiary / Affiliated Companies | Information only | |
| **SQ6.3** | Membership of Trade and Professional Associations | Information only | |
| **Section 7: Framework Specific Questions (Evaluated)** | | | |
| **SQ7.1** | Insurance Requirements | Evaluation | Pass/Fail |
| **SQ7.2a-c** | Equality Legislation | Evaluation | Pass/Fail |
| **SQ7.2d** | Sub-Contractors Equality Legislation | Evaluation | Pass/Fail |
| **SQ7.3a-b** | Environmental Management | Evaluation | Pass/Fail |
| **SQ7.3c** | Sub-Contractors Environmental Management | Evaluation | Pass/Fail |
| **SQ7.4a-b** | Health and Safety | Evaluation | Pass/Fail |
| **SQ7.5** | Cyber Essentials Scheme | Evaluation | Pass/Fail |
| **SQ7.6a-b** | Conflict of Interest | Evaluation | Pass/Fail |
| **SQ7.7a-d** | Modern Slavery Act 2015 | Evaluation | Pass/Fail |
| **SQ7.8a** | Full Electricity Supply License | Evaluation | Pass/Fail |
| **SQ7.8b** | Current Supply | Evaluation | Pass/Fail |
| **SQ7.8c** | Supply Licence Documentation | Evaluation | Pass/Fail |
| **SQ7.8d** | Invoicing | Evaluation | Pass/Fail |
| **SQ7.8e** | Customer Service and Account Management | Evaluation | Pass/Fail |
| **SQ7.8f** | Supply Licence Documentation | Evaluation | Pass/Fail |
| **SQ7.8g** | Electricity Price Services | Evaluation | Pass/Fail |
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**SELECTION QUESTIONNAIRE** (you must complete and submit the online version)

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

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

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| **Section 1: Potential Provider Details (For Information Only)** | | |
| Question number | Question | Response |
| **SQ1a(i)** | **Organisation Details**   * Company registration number (if applicable) * Full name of the Potential Provider submitting the Selection Questionnaire (for a Group of Economic Operators this will be the Lead Contact) * Registered office address * Date of registration in country of establishment * Registered VAT number * Head office DUNS number | complete table in the eSourcing Suite |
| **SQ1a(ii)** | **Additional Information**   * Telephone number * Fax number (enter N/A in cell if not applicable) * Email address * Internet (web) address | complete table in the eSourcing suite |
| **SQ1a(i- ii) Response Guidance**  This is the legal entity with whom the Authority will contract if successful (where there is no Group of Economic Operators).  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Lead Contact’s own details.  Please note, the organisation telephone number; fax number; email address and internet address that you provide may be published on Tenders Electronic Daily (TED) and/or Contracts Finder, if you are successful in this Procurement. Please refrain from using Personal Details. | | |
| **SQ1b** | **Trading status**   1. Public limited company 2. Limited company 3. Limited liability partnership 4. Other partnership 5. Sole trader 6. Other | Use Pick list |
| **SQ1b Response Guidance**  If you selected Other to the options provided in **SQ**1b, please provide details.  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must select the applicable option from the drop-down selection list provided to describe your organisation. | | |
| **SQ1c** | **Trading Status - Other**  If you responded OTHER to **SQ**1b please specify, in the following text field, your trading status. | character limit 255 |
| **SQ1c Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. | | |
| **SQ1d** | **Charity registration number** (if applicable) | character limit 255 |
| **SQ1d Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.  Please insert **N/A** if Not Applicable | | |
| **SQ1e** | **Relevant Classifications**   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual 4. Not Applicable | Use Pick list |
| **SQ1e Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the applicable option from the drop-down selection list provided to describe your organisation.  Please insert **N/A** if Not Applicable | | |
| **SQ1f** | **Professional or Trade Body Registration**  If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established (as set out in Schedule 5 of the Regulations) under the conditions laid down by that state? | ▢ Yes  ▢ No  ▢ N/A |
| **SQ1f Response Guidance**  Guidance on Professional and Trade Registers can be found at Link below:  [**http://www.legislation.gov.uk/uksi/2015/102/schedule/5/made**](http://www.legislation.gov.uk/uksi/2015/102/schedule/5/made)  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must, select the applicable option from selection list provided to describe your organisation. Please insert **N/A** if Not Applicable | | |
| **SQ1g** | **Professional or Trade Body Registration - Details**  If you responded Yes to SQ1f, please provide, in the following text field, details including the registration number. | character limit 4096 |
| **SQ1g Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. Please insert **N/A** if Not Applicable | | |
| **SQ1h** | **Organisation/Services Membership**  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 Goods and Services specified in this Procurement? | ▢ Yes  ▢ No |
| **SQ1h Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. | | |
| **SQ1i** | **Organisation/Services Membership - Details**  If you responded **Yes** to SQ1h, please provide additional details within this box of what is required and confirmation that you have complied with this. | character limit 4096 |
| **SQ1i Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. Please insert **N/A** if Not Applicable | | |
| **SQ1j** | **Trading Name**  Trading name(s) that will be used if successful in this Procurement. | character limit 255 |
| **SQ1j Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Trading Name of the Group of Economic Operators in this field. | | |
| **SQ1k** | **SME**  Are you a Small Medium Enterprise (SME)? | ▢ Yes  ▢ No |
| **SQ1k Response Guidance**  Guidance on definition of a Small Medium Enterprise (SME) can be found at:  [**What is an SME? - European Commission**](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must answer this question in respect of the size of your organisation (and not the size of the Group of Economic Operators) | | |
| **SQ1l** | Details of Immediate Parent Company:  - Full name of the immediate parent company  - Registered company office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number  Please enter **N/A** in first table cell if Not Applicable | complete table in the eSourcing Suite |
| **SQ1l Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name(s) and details of the immediate Parent Company for each and every Economic Operator Group member in the table provided, where applicable.  Please insert **N/A** in the first cell of the table if this question is Not Applicable. | | |
| **SQ1m** | Details of Ultimate Parent Company:  - Full name of the ultimate parent company  - Registered company office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number  Please enter N/A in first table cell if Not Applicable | complete table in the eSourcing Suite |
| **SQ1m Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name and details of the Ultimate Parent Company for each and every Economic Operator Group member in the table provided, where applicable.  Please insert **N/A** in the first cell of the table if this question is Not Applicable. | | |

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| **Section 2: Response Model (For Information Only)** | | |
| Question number | Question | Response |
| **SQ2a** | Are you Responding as the Lead Contact for a Group of Economic Operators?  If Yes, please provide details listed in questions SQ2b, SQ2c and SQ2d. | ▢ Yes  ▢ No |
| **SQ2a Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must a response on behalf of the Group of Economic Operators. | | |
| **SQ2b** | Name of Group of Economic Operators (if applicable) | character limit 255 |
| **SQ2b Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name on behalf of the Group of Economic Operators. | | |
| **SQ2c** | Proposed legal structure if the Group of Economic Operators intends to form a single legal entity prior to signing the Framework Agreement, if awarded. | character limit 255 |
| **SQ2c Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the legal structure required on behalf of the Group of Economic Operators. | | |
| **SQ2d (i)** | If you responded **Yes** to SQ2a, please provide additional details for each Group of Economic Operators members in following table:   * Name * Registered office address - (if applicable) * Trading status * Company registration number – (if applicable) * Head office DUNS number * Registered VAT number * SME * The role each Group of Economic Operator member(s) will take in providing the Goods and Services * The approximate % of contractual obligations assigned to each Group of Economic Operator member(s)   Enter **N/A** in the first table cell if Not Applicable | complete table in the eSourcing Suite |
| **SQ2d (ii)** | If you responded “Other to “trading status” in the table at question SQ2d (i), please clarify the trading status. | character limit 255 |
| **SQ2d Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required on behalf of the Group of Economic Operators. | | |
| **SQ2e** | Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors? | ▢ Yes  ▢ No |
| **SQ2e Response Guidance**  If you are Responding as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, if you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.  Please insert **N/A** in the first cell of the table if this question is Not Applicable. | | |
| **SQ2f (i)** | If you responded **Yes** to SQ2e, please provide additional details for each Sub-Contractor   * Name * Registered address * Trading status * Company registration number * Head Office DUNS number * Registered VAT number * SME * The role each Sub-Contractor member will undertake in providing the Goods and Services * The approximate % of contractual obligations assigned to each Sub- Contractor member   Enter N/A in the first table cell if not applicable. | complete table in the eSourcing Suite |
| **SQ2f (ii)** | If you responded “Other to “trading status” in the table at question SQ2f (i), please clarify the trading status. | Character limit 255 |
| **SQ2f (i) – (ii) Response Guidance**  If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.  The information is required should you be successful in this Procurement process to populate Schedule 15 in the Framework Agreement. | | |

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| **Section 3: Grounds for Mandatory Exclusion (Evaluated)** | | |
| Question number | Question | Response |
| **SQ3a** | Regulation 57 (1)  Within the past five years for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators, has the organisation, directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences or any other offence within the meaning of Regulation 57(1) of the Regulations as defined by the law of any jurisdiction outside England and Wales and Northern Ireland? | |
| **SQ3a(i)** | conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; | ▢ Yes  ▢ No |
| **SQ3a(ii)** | corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; | ▢ Yes  ▢ No |
| **SQ3a(iii)** | the common law offence of bribery; | ▢ Yes  ▢ No |
| **SQ3a(iv)** | bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; | ▢ Yes  ▢ No |
| **SQ3b** | any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: | |
| **SQ3b(i)** | the common law offence of cheating the Revenue; | ▢ Yes  ▢ No |
| **SQ3b(ii)** | the common law offence of conspiracy to defraud; | ▢ Yes  ▢ No |
| **SQ3b(iii)** | fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; | ▢ Yes  ▢ No |
| **SQ3b(iv)** | fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | ▢ Yes  ▢ No |
| **SQ3b(v)** | fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; | ▢ Yes  ▢ No |
| **SQ3b(vi)** | an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | ▢ Yes  ▢ No |
| **SQ3b(vii)** | destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | ▢ Yes  ▢ No |
| **SQ3b(viii)** | fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; | ▢ Yes  ▢ No |
| **SQ3b(ix)** | the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | ▢ Yes  ▢ No |
| **SQ3c** | any offence listed — | |
| **SQ3c(i)** | in section 41 of the Counter Terrorism Act 2008; or | ▢ Yes  ▢ No |
| **SQ3c(ii)** | in Schedule 2 to that Act where the court has determined that there is a terrorist connection; | ▢ Yes  ▢ No |
| **SQ3c(iii)** | any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); | ▢ Yes  ▢ No |
| **SQ3c(iv)** | money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; | ▢ Yes  ▢ No |
| **SQ3c(v)** | an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | ▢ Yes  ▢ No |
| **SQ3c(vi)** | an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | ▢ Yes  ▢ No |
| **SQ3c(vii)** | an offence under section 59A of the Sexual Offences Act 2003; | ▢ Yes  ▢ No |
| **SQ3c(viii)** | an offence under section 71 of the Coroners and Justice Act 2009 | ▢ Yes  ▢ No |
| **SQ3c(ix)** | an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; | ▢ Yes  ▢ No |
| **SQ3c(x)** | any other offence within the meaning of Article 57(1) of the Directive -   * as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or * created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland | ▢ Yes  ▢ No |
| **SQ3c(xi)** | If you answer **Yes** to any of the questions SQ3a, SQ3b and SQ3c you are required to provide evidence of ‘self-cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.  This should be attached to this question SQ3c(xi) and entitled “SQ3c(xi) [insert your organisation name]” | ▢ Yes  ▢ No  ▢ N/A  Upload Attachment |
| **SQ3d** | Regulation 57 (3) –  Has it been established, for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators, by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation, if applicable, is in breach of obligations related to the payment of tax or social security contributions? | ▢ Yes  ▢ No |
| **SQ3e** | If you have answered Yes to question SQ3d, please provide further details to confirm whether you and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators have paid, or have entered into a binding arrangement with a view to paying, including where applicable any accrued interest and/or fines? | character limit 4096 |
| **SQ3 (a-e) Response Guidance**  If you answer **Yes** to any of the questions in this section you are required to provide evidence of ‘self-cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘self-cleaning’ which is acceptable to the Authority you will be excluded from further participation in this Procurement.** | | |
| **‘Self-cleaning’**  If you answer ‘**Yes**’ to any questions within SQ3a, SQ3b and SQ3c in this Selection Questionnaire’, you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently to effectively “self-cleanse” the situation referred to in that question. You have to demonstrate the adequacy of the 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, you shall, as a minimum, prove that you have;   * 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 you 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, you shall be given a statement of the reasons for that decision.  If you respond ‘**Yes**’ to SQ3d you must ensure that you provide full disclosure of the circumstances and include the detail as requested in SQ3e.  **The Authority may exclude Potential Providers that do not provide full and accurate information.** | | |

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| **Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)** | | |
| Question number | Question | Response |
| **SQ4a** | Regulation 57 (8) –  Within the past three years, please indicate if anywhere in the world any of the following situations have applied, or currently apply, to your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators: | |
| **SQ4a(i)** | An organisation has violated applicable obligations referred to in Regulation 56 (2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; | ▢ Yes  ▢ No |
| **SQ4a(ii)** | An organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; | ▢ Yes  ▢ No |
| **SQ4a(iii)** | An organisation is guilty of grave professional misconduct, which renders its integrity questionable; | ▢ Yes  ▢ No |
| **SQ4a(iv)** | An organisation has entered into agreements with other economic operators aimed at distorting competition; | ▢ Yes  ▢ No |
| **SQ4a(v)** | An organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures; | ▢ Yes  ▢ No |
| **SQ4a(vi)** | The prior involvement of an organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in Regulation 41, that cannot be remedied by other, less intrusive, measures; | ▢ Yes  ▢ No |
| **SQ4a(vii)** | An organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; | ▢ Yes  ▢ No |
| **SQ4b** | An organisation has: | |
| **SQ4b(i)** | Been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; | ▢ Yes  ▢ No |
| **SQ4b(ii)** | Withheld such information or is not able to submit supporting documents required under Regulation 59; | ▢ Yes  ▢ No |
| **SQ4c** | The organisation has undertaken to: | |
| **SQ4c(i)** | Unduly influence the decision-making process of the Contracting Authority; | ▢ Yes  ▢ No |
| **SQ4c(ii)** | Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; | ▢ Yes  ▢ No |
| **SQ4c(iii)** | An organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | ▢ Yes  ▢ No |
| **SQ4c(iv)** | If you responded Yes to SQ4c (i), SQ4c (ii), or SQ4c (iii), you must provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration. | character limit 4096 |
| **SQ4 (a-c) Response Guidance**  If you answer **Yes** to any of the questions in this section you are required to upload evidence of ‘self-cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘self-cleaning’ which is acceptable to the Authority you may be excluded from further participation in this Procurement.** | | |
| **‘Self-cleaning’**  If you answer ‘**Yes’** to any questions in this Selection Questionnaire’ SQ4(a-c) you are required to 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-cleanse” the situation referred to in that question. You have to demonstrate the adequacy of the 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, you shall, as a minimum, prove that you have;   * 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 you 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, you shall be given a statement of the reasons for that decision.  **The Authority may exclude Potential Providers that do not provide full and accurate information.** | | |

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| **Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)** | | |
| Question number | Question | Response |
| **SQ4d** | From 1 April 2013 onwards, for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators, have any of the organisation’s tax returns submitted anywhere in the world on or after 1 October 2012: | |
| **SQ4d(i)** | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | ▢ Yes  ▢ No |
| **SQ4d(ii)** | Been found to be incorrect as a result of:   * HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or * a tax authority in a jurisdiction in which the Potential Provider is established successfully challenging it  under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or * the failure of an avoidance scheme which the Potential Provider was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Potential Provider is established? | ▢ Yes  ▢ No |
| **SQ4d(iii)** | If you responded Yes to either SQ4d(i) or SQ4d(ii), you must provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration. | character limit 4096 |
| **SQ4d Response Guidance**  If you answer **Yes** to any of the questions in this section you are required to upload evidence of ‘self-cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘self-cleaning’ which is acceptable to the Authority you may be excluded from further participation in this Procurement.** | | |
| **‘Self-cleaning’**  If you answer ‘**Yes**’ to any questions in ‘Selection Questionnaire’ SQ4d you are required to 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-cleanse” the situation referred to in that question. You have 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, you shall, as a minimum, prove that you have;   * 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 you 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, you shall be given a statement of the reasons for that decision.  **The Authority may exclude Potential Providers that do not provide full and accurate information.** | | |

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| **Section 5: Economic and Financial Standing (Evaluated)** | | |
| Question number | Question | Response |
| **SQ5.1a** | For your organisation and, if applicable, each member of your Group of Economic Operators, The Authority will use the organisation’s details provided in Section 1 ‘Potential Provider details’ and Section 2 ‘Response Model’ to obtain financial risk assessments.  If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 4 must be completed by each Framework Guarantor and accepted by the Authority prior to entering into the Framework Agreement. | |
| **SQ5.1b** | Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor? | ▢ Yes  ▢ No |
| **SQ5.1c** | If you responded Yes to question SQ5.1b, please provide details of the Framework Guarantor:  - Full name of the Framework Guarantor  - Registered office address (if applicable)  - Company registration number (if applicable)  - Head office DUNS number  Please enter N/A in first table cell if not applicable | complete table in the eSourcing Suite |
| **SQ5.1d** | If you responded Yes to question SQ5.1b and if you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to entering into the Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 4 if a Framework Agreement is awarded.  Please enter **N/A** from the pick list if not applicable | ▢ Yes  ▢ No  ▢ N/A |
| **SQ5.1(a-d) Response Guidance**  This information is used with that from sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Selection Questionnaire and/or any Framework Guarantor(s).  Refer to paragraph 5.10 of Attachment 1 - Invitation to Tender for more information about how the financial assessment will be conducted. | | |
| **SQ5.2a** | If you or, if applicable, a member of your Group of Economic Operators, are part of a Group, would your parent company or the parent company of the relevant member of your Group of Economic Operators be willing to provide, prior to contract, a Framework Guarantee if you or, if applicable, the Group of Economic Operators are awarded a Framework Agreement?  If Yes, you will be contacted to provide the relevant parent company accounts if required. | ▢ Yes  ▢ No  ▢ N/A |
| **SQ5.2b** | If you responded **No** to question SQ5.2 (a), would you or, if applicable, a member of your Group of Economic Operators, be able to obtain a Framework Guarantee elsewhere? | ▢ Yes  ▢ No  ▢ N/A |
| **SQ5.2c** | If you responded **Yes** to SQ5.2 (b), please provide details, in the following text field, of the alternative source.  Please insert **N/A** if this question is not applicable.  Note to Lead Contacts in respect of questions SQ5.2 (a) to (c): the Authority reserves its right under Regulation 19 (6) to require a Group of Economic Operators to assume a specific legal form after award of the Framework Agreement if this is necessary for the satisfactory performance of the Framework Agreement. | character limit 4096 |
| **SQ5.2(a-c) Response Guidance**  This information is used with that from sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Selection Questionnaire and or any Framework Guarantor(s).  Refer to paragraph 5.11 of Attachment 1 - Invitation to Tender for more information about how the financial assessment will be conducted. | | |

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| **Section 6: Framework Specific Questions (For Information Only)** | | |
| Question number | Question | Response |
| **SQ6.1** | **Non-Disclosure Agreement**  Please select option **Yes** or **No** to confirm whether or not you have signed and uploaded as an attachment to this question, Attachment 10 Non-Disclosure Agreement, using the paperclip icon aligned to this question. | ▢ Yes  ▢ No |
| **SQ6.1 Response Guidance**  **This is a PASS / FAIL question. Failure to have successfully uploaded a signed Non-Disclosure Agreement if likely to mean that your response will be deemed to be Non-Compliant and you will be scored as a FAIL and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement.**  You are required to download, sign and upload **Attachment 10 – Non-Disclosure Agreement** using the paperclip icon aligned to this question**.**  This should be attached to question SQ6.1 in the eSourcing Suite and entitled "[insert your company name] Non-Disclosure Agreement". | | |
| **SQ6.2a** | **Subsidiary/Affiliated Companies**  Please select option **Yes** or **No** to confirm whether or not you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a response in respect of the Procurement. | ▢ Yes  ▢ No |
| **SQ6.2a Response Guidance**  **This question is for information only.**  You are required to confirm whether or not you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a response in respect of the Procurement.  You are required to select **Yes** to confirm you are aware of a Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a response.  You are required to select **No** if you are not aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of that Group of Economic Operators) submitting a response. | | |
| **SQ6.2b** | If you responded **Yes** to question SQ6.2a please provide details of Subsidiary/Affiliated Companies and Group of Economic Operators (if applicable)   * Name of Group of Economic Operator member (if applicable) * Name of Subsidiary/Affiliated Company * Company Registration Number of Subsidiary/Affiliated Company (If applicable)   Please enter N/A in the first table cell if not applicable | Complete table in the eSourcing Suite. |
| **SQ6.2b Response Guidance**  **This question is for information only.**  If you responded Yes to question SQ6.2a please provide the following further details for each Subsidiary / Affiliated Company:  - Name of member of Group of Economic Operators (if the Subsidiary/ Affiliated Company also submitting a response is a Subsidiary/Affiliate Company of a member of a Group of Economic Operators); otherwise enter N/A.  - Name of Subsidiary/Affiliated Company.  - Company Registration Number of Subsidiary/Affiliated Company (enter N/A if not applicable).  Please enter N/A in the first table cell if the whole question is not applicable. | | |
| **SQ6.3** | **Membership of Trade and Professional Associations**  Where you are member of a trade and professional associations, please provide details in the table provided;   * Name of the trade / professional association * Unique reference number * Membership number   In the case of a Group of Economic Operators Selection Questionnaire, evidence of membership must be provided for each of the Group of Economic Operator members.  Please enter **N/A** in first cell of the table if this question is not applicable. | Complete table in the eSourcing Suite |
| **SQ6.3 Response Guidance**  **This question is for information only.**  If you are a member of a trade and professional associations, please provide details in the table provided;   * Name of the trade / professional association * Unique reference number * Membership number   In the case of a Group of Economic Operators Selection Questionnaire evidence of membership must be provided for each of the Group of Economic Operator members.  Please enter **N/A** in first cell of the table if this question is not applicable. | | |
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| **Section 7: Framework Specific Questions (Evaluated)** | | |
| Question number | Question | Response |
| **SQ7.1** | **Insurance Requirements**  For your organisation and/or your Sub-Contractors and/or the Group of Economic Operators’ proposed Sub-Contractors and members of your Group of Economic Operators, each already have or commit to obtain, prior to the commencement of the Framework Award, the levels of insurance cover indicated below: | |
| **SQ7.1a** | Employer’s (Compulsory) Liability Insurance**\*** = £5,000,000.00  Public Liability Insurance = £1,000,000.00  Professional Indemnity Insurance = £1,000,000.00 | Complete table in the eSourcing Suite |
| **SQ7.1a Response Guidance**  **This question is evaluated PASS/FAIL**  You must indicate whether you have, Employer's Liability insurance of at least £5,000,000.00, Public Liability Insurance of at least £1,000,000.00 and Professional Indemnity Insurance of £1,000,000.00 and be able to provide a valid in-date certification as evidence of the insurance(s) being in place prior to Framework Award.  \*Employer's Liability insurance **i**s a legal requirement for all companies except for businesses employing only the owner/close family members or if employing someone based abroad. Please note that (Not Applicable) **N/A** will therefore only apply if your organisation and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.  To achieve a **PASS** you must select **Yes**, or **Yes, will have in place**, prior to the commencement of the Framework Award, you will not be able to commence work under the Framework Award until you have evidenced to the Authority that you have valid in-date certification.  If you select **No** then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes**, you have indicated that your organisation has, or will have the insurance(s) listed and will provide valid in-date certification as evidence of the insurance(s) being in place prior to Framework Award,  By selecting **Yes, will have in place** you have self-certified that you do not have insurance(s) of the amounts shown, **will** **have in place**, prior to the commencement of the Framework and will provide valid in-date certification as evidence of the insurance(s) being in place prior to Framework Award.  **OR**  You have selected option **N/A** for Employer’s (Compulsory) Liability Insurance from the drop down list. As your organisation and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad. | |
| **FAIL** | By selecting **No**, you have indicated that your organisation does not have and will not have the insurance(s) listed prior to Framework Award. | |
| **SQ7.2a** | **Equality Legislation**  In the last three years has any finding of unlawful discrimination 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). | ▢ Yes  ▢ No |
| **SQ7.2a Response Guidance**  You must indicate whether your organisation had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK). | | |
| **SQ7.2b** | 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? | ▢ Yes  ▢ No |
| **SQ7.2b Response Guidance**  You must indicate whether your organisation has 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. | | |
| **SQ7.2c** | If you responded “**Yes**” to one or both of questions SQ7.2a and SQ7.2b, please provide, as a separate Attachment, 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 the organisation, please explain what action (if any) the organisation has taken to prevent unlawful discrimination from reoccurring.  This should be attached to this question SQ7.2c and entitled “SQ7.2c [insert your organisation name]”  Please select option **Yes**, **No** or **N/A** to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question. | ▢ Yes  ▢ No  ▢ N/A  Upload Attachment if applicable |
| **SQ7.2c Response Guidance**  **This section is evaluated PASS/FAIL**  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 occurring.  If you answer **Yes** to one or both questions SQ7.2a and SQ7.2b you are required to provide an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date as an Attachment to SQ7.2c by uploading an Attachment using the paperclip icon aligned to this question.  To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | You have selected **Yes** and have provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date.  **OR**  You have selected **N/A** from the drop down list | |
| **FAIL** | You have not provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date.  **OR**  You have selected **No** | |
| **SQ7.2d** | **Sub-Contractors Equality Legislation**  Does your organisation and/or members of your Group of Economic Operators have processes in place to check whether any of the above circumstances apply to Sub-Contractors? | ▢ Yes  ▢ No  ▢ N/A |
| **SQ7.2d Response Guidance**  **This section is evaluated PASS/FAIL**  Please note that for question SQ7.2d (Not Applicable) **N/A** will only apply if your organisation does not intend to use Sub-Contractors throughout the duration of the Framework Agreement.  To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes**, you have indicated that your organisation have processes in place to check whether any of the above circumstances apply to Sub-Contractors?  **OR**  You have selected **N/A** from the drop down list. | |
| **FAIL** | By selecting **No**, you have indicated that your organisation does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors? | |
| **SQ7.3a** | **Environmental Management**  Has your organisation, any of your Group of Economic Operators and/or any of the proposed Sub-Contractors from either your organisation or the Group of Economic Operators members 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)? | ▢ Yes  ▢ No |
| **SQ7.3a Response Guidance**  You must indicate whether your organisation, any of your Group of Economic Operators and/or any of the proposed Sub-Contractors from either your organisation or the Group of Economic Operators members 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)? | | |
| **SQ7.3b** | If you responded “**Yes**” to question SQ7.3a, please provide details in a separate Attachment of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  This should be attached to this question SQ7.3b and entitled “SQ7.3b [insert your organisation name]”  Please select option **Yes**, **No** or **N/A** to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question. | ▢ Yes  ▢ No  ▢ N/A  Upload Attachment if applicable |
| **SQ7.3b Response Guidance**  **This section is evaluated PASS/FAIL**  If you answer **Yes** to question SQ7.3a you are required to provide details of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years by any environmental regulator or authority (including local authority) conviction or notice served.  To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | You have provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.  **OR**  You have selected **N/A** from the drop down list | |
| **FAIL** | You have not provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.  **OR**  You have selected **No** | |
| **SQ7.3c** | **Sub-Contractors Environmental Management**  Do you and/or the Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation? | ▢ Yes  ▢ No  ▢ N/A |
| **SQ7.3c Response Guidance**  **This question is evaluated. PASS/FAIL**  You must indicate whether your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation.  Please note that (Not Applicable) **N/A** will only apply if your organisation does not intend to use Sub-Contractors throughout the duration of the Framework Agreement.  To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes**, you have indicated that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators has processes in place to check whether any of the above circumstances apply to Sub-Contractors.  **OR**  You have selected **N/A** from the drop down list | |
| **FAIL** | By selecting **No**, you have indicated that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors? | |
| **SQ7.4a** | **Health and Safety**  Please self-certify that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements. | ▢ Yes  ▢ No |
| **SQ7.4a Response Guidance**  **This section is evaluated PASS/FAIL**  You must indicate whether your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators have a Health and Safety Policy that complies with current legislative requirements.  To achieve a **PASS** you must select **Yes**. If you select **No** then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes**, you have indicated that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements. | |
| **FAIL** | By selecting **No**, you have indicated that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators does not have a Health and Safety Policy that complies with current legislative requirements. | |
| **SQ7.4b** | **Health and Safety**  Has your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | ▢ Yes  ▢ No |
| **SQ7.4b Response Guidance**  **This section is evaluated PASS/FAIL**  You must indicate whether your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  To achieve a **PASS** you must select **No**. If you select **Yes,** then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **No**, you have indicated that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators has not been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | |
| **FAIL** | By selecting **Yes**, you have indicated that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | |
|  | | |
| **SQ7.5** | **Cyber Essentials Scheme**  In relation to the Services, please confirm that you comply with one of the following criteria:  (i) You have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and  where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Framework where your organisation proposes to use the Sub-Contractor;  **OR**  (ii) You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies, by the commencement date of the first Call Off Contract, and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;  **OR**  (ii) You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate) by the commencement date of the Framework that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link: <https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>  AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials technical requirements. Also where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Framework where your organisation proposes to use the Sub-Contractor;  **OR**  (iii) Your organisation is exempt from complying with the requirements at questions i) and ii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification bodies carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i) and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Framework where your organisation proposes to use the Sub-Contractor.  OR  (iv) You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months, and cannot demonstrate (or, will not be able to demonstrate by the commencement date of the Framework Agreement or at a later date when you receive sensitive and personal information with regard to the Services;) that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies. | Please select an option from the drop down list.  ▢ (i) Yes  ▢ (ii) Yes  ▢ (iii) Yes  ▢ (iv) No |
| **SQ7.5 Response Guidance**  **This section is evaluated PASS/FAIL**  The Government introduced its new Cyber Essentials Scheme on 01 October 2014, to further reduce the levels of cyber security risks in its supply chain. Cyber Essentials defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat which come from the internet.  The link below to the Gov.uk website provides information on the new Cyber Essentials Scheme;  <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>  **Yes (i)** - By selecting **Yes (i)**, you have confirmed that you have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and where your organisation proposes to use Sub-Contractors to carry out the Services, these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Framework;.  **Yes (ii) -** By selecting **Yes (ii)** you have confirmed that you have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation body, but you can demonstrate (or, will be able to demonstrate by the commencement date of the Framework) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:  <https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>  AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials technical requirements and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Framework where your organisation proposes to use the Sub-Contractor;.  **OR**  **Yes (iii) -** By selecting **Yes (iii)** you have confirmed that your organisation is exempt from complying with the requirements at questions i) and ii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification Authority(s) carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i) and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the Framework where your organisation proposes to use the Sub-Contractor;.  By selecting **Yes (i)**, or **Yes (ii)**, or **Yes (iii),** you have indicated that your organisation has or will have the Available Services that comply with one of the criteria, as set out in Clause 17.20 of Attachment 4 – Framework Agreement.  **OR**  **No (iv) -** By selecting No, you have confirmed that you have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months, and cannot demonstrate (or, will not be able to demonstrate by the commencement date of the Framework Agreement or at a later date when you receive sensitive and personal information with regard to the Services;) that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies. Your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement.  By selecting **No** you have indicated that your organisation does not have the Available Services that comply with one of the criteria, as set out in Clause 17.20 of Attachment 4 – Framework Agreement.  **Do not submit any Cyber Essentials documentation at this stage.** | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes (i)**, or **Yes (ii)**, or **Yes (iii),** you have indicated that your organisation has or will have the Available Services. | |
| **FAIL** | By selecting **No** you have indicated that your organisation does not have the Available Services that comply with one of the criteria. | |
| **SQ7.6a** | **Conflict of Interest**  Please confirm whether your organisation and/ or any of your Sub-Contractors or the ‘Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators have any potential, actual or perceived conflicts of interest that may by relevant to this requirement**.** | ▢ Yes  ▢ No |
| **SQ7.6a Response Guidance**  You must indicate whether your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members have any potential, actual or perceived conflicts of interest that may be relevant to this requirement. | | |
| **SQ7.6b** | If you responded **Yes** to question **SQ**7.6a, please confirm that any potential, actual or perceived conflicts of interest in respect of this Procurement are identified in a separate attachment and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.  This should be attached to this question **SQ**7.6b and entitled “**SQ**7.6b [insert your organisation name]”  Please select option **Yes** or **No** to confirm whether or not you have uploaded an attachment using the paperclip icon aligned to this question. | ▢ Yes  ▢ No  ▢ N/A  Upload attachment if applicable |
| **SQ7.6b Response Guidance**  **This section is evaluated PASS/FAIL**  If you answer **Yes** to question **SQ**7.6a you are required to provide details of the particulars relating to the conflict of interest.  The Authority reserves the right to validate information submitted by a Potential Provider to satisfy itself of the particulars relating to the conflict of interest.  If you cannot provide details of the particulars relating to the conflict of interest, which is acceptable to the Authority you may be excluded from further participation in this Procurement.  To achieve a **PASS** you must select **Yes or** (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes**, you have indicated that you have provided uploaded details of the particulars relating to the conflict of interest.  **OR**  You have selected **N/A** from the drop down list. | |
| **FAIL** | You have not provided uploaded details of the particulars relating to the conflict of interest.  **OR**  You have selected **No** | |
| **SQ7.7a** | **Modern Slavery Act 2015**  Are you a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc) of the Modern Slavery Act 2015 (the Act) | ▢ Yes  ▢ N/A |
| **SQ7.7b** | If you responded **Yes** to question SQ 7.7a, are you compliant with the annual reporting requirements contained within Section 54 of the Slavery Act 2015? | ▢ Yes  ▢ No |
| **SQ7.7c** | If you responded **Yes** to question SQ 7.7b and have a website. Please provide your website URL address link to your organisations website showing your statement. | Insert your Website URL Address Link |
| **SQ7.7d** | If you responded **Yes** to question SQ 7.7b, but you do not have a website. Please select **Yes** to indicate you will provide a copy of your Slavery and Human Trafficking statement upon written request. | ▢ Yes  ▢ No |
| **SQ7.7(a-d) Response Guidance**  **This is evaluated PASS/FAIL**  Since October 2015, commercial organisations that carry on a business or part of business in the UK, supply Goods or Services and have an annual turnover of £36 million or more (relevant commercial organisations) have been required under Section 54 of the Act to prepare a slavery and human trafficking statement as defined by section 54 of the Act.  If you select **Yes to** SQ7.7b,you are compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  To achieve a **PASS** you must select **Yes or N/A**. If you select **Yes** to SQ7.7b, you must provide a valid URL web address link to your organisations website showing your statement  OR  If you select **Yes** to SQ7.7b but you do not have a website. You must provide a copy of your Slavery and Human Trafficking statement upon written request.  If you select **No to** SQ7.7b and/or SQ7.7d then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes,** to SQ7.7a and SQ7.7b you have confirmed that you are a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc) of the Modern Slavery Act 2015 (the Act), you are compliant with the annual reporting requirements contained within Section 54 of the Slavery Act 2015 and you are willing to provide your website URL address link to your organisations website showing your statement. If you do not have a website you are willing to provide a copy of your Slavery and Human Trafficking statement upon written request.  **OR**  You have selected **N/A** from the drop down list. | |
| **FAIL** | You have not provided your website URL address link to your organisations website showing your statement.  **OR**  You have selected **No** | |
| **Evidence for the ability to supply Electricity** | | |
| **SQ7.8a** | Full Electricity Supply Licence  Please confirm you hold a valid current Full Electricity supply licence obtained through the Office of Gas and Electricity Markets (OFGEM) pursuant to the Electricity Act 1989.  Please ensure that you comply with SQ7.8c if you have answered YES at SQ7.9a. | ▢ Yes  ▢ No |
| **SQ7.8b** | Current Supply  Please confirm you are currently supplying Electricity. | ▢ Yes  ▢ No |
| **SQ7.8c** | Supply Licence Documentation  If you selected YES to question SQ7.8a, please provide copies of your licence documentation as a separate attachment. This should be attached to this question and entitled: Potential Provider name & SQ7.8c – Supply Licence.  Failure to provide evidence of your supplier licence may result in a fail outcome. | ▢ Attachment provided  ▢ Attachment not provided |

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| **SQ7.8a – SQ7.8b Response Guidance**  **These are mandatory questions with a PASS/FAIL outcome**.  You are required to select option **YES** or **NO** from the drop down list to each of the statements in questions SQ7.8a and SQ7.8b.  If you cannot select **YES** to the statements in SQ7.8a and SQ7.8b then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement.  **SQ7.8c Response Guidance**  Please attach a copy of your licence documentation as an attachment to this question at the paperclip symbol and entitle [insert company name] SQ7.8c– Supply Licence.  Please select option **Attachment provided** or **Attachment not provided** from the drop down selection list to indicate that you have attached your copy licence documentation.  If you cannot select **Attachment provided** for the statement in SQ7.8c or select **Attachment provided** but fail to attach the required documents then you will be awarded a **FAIL** and your Selection Questionnaire may be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **Pass** | By selecting **YES** in the eSourcing Suite for questions SQ7.8a and SQ7.8b and have selected **Attachment Provided** at SQ7.8c  **And**  Attached a copy of your licence documentation at SQ7.8c | |
| **Fail** | You have selected **NO** in the eSourcing Suite for questions SQ7.8a and/or SQ7.8b  **And/or**  have selected **Attachment Not Provided** at SQ7.8c  **And/or**  You have not attached the required documents at SQ7.8c  **Or**  You have not responded to SQ7.8a and/or SQ7.8b and/or SQ7.8c | |
| **SQ7.8d** | Invoicing  Does your organisation currently send invoices to customers each month? | ▢ Yes  ▢ No |
| **SQ7.8e** | Customer Service and Account Management (for details see Attachment 4 Framework Agreement, Schedule 5)  Does your organisation currently deliver customer service and account management to customers? | ▢ Yes  ▢ No |
| **SQ7.8d – SQ7.8e Response Guidance**  **These are mandatory questions with a PASS/FAIL outcome**.  You are required to select option **YES** or **NO** from the drop down list to each of the statements in questions SQ7.8d and SQ7.8e.  If you cannot select YES to the statements in SQ7.8d and SQ7.8e then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **Pass** | You have selected **YES** in the eSourcing Suite for questions SQ7.8d and SQ7.8e | |
| **Fail** | You have selected **NO** in the eSourcing Suite for questions SQ7.8d and/or SQ7.8e  **Or**  You have not responded to SQ7.8d and/or SQ7.8e. | |
| **SQ7.8f** | Electricity Price Services  Does your organisation offer fixed term, fixed price energy contracts? | ▢ Yes  ▢ No |
| **SQ7.8g** | Electricity Price Services  Does your organisation offer a range of flexible, wholesale market-related energy price services including the ability for the Authority to risk manage the forward purchase of electricity? | ▢ Yes  ▢ No |
| **SQ7.8f – SQ7.8g Response Guidance**  **These are mandatory questions with a PASS/FAIL outcome**.  You are required to select option **YES** or **NO** from the drop down list to each of the statements in questions SQ7.8f and SQ7.8g.  If you cannot select YES to the statements in SQ7.8f and SQ7.8g then you will be awarded a **FAIL** and your Selection Questionnaire will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **Pass** | You have selected **YES** in the eSourcing Suite for questions SQ7.8f and SQ7.8g | |
| **Fail** | You have selected **NO** in the eSourcing Suite for questions SQ7.8d and/or SQ7.8e  **Or**  You have not responded to SQ7.8f and/or SQ7.8g. | |

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