

Request for Proposal Questions



Request for Proposal (RFP) Questions on behalf of **John Innes Centre**

Subject **John Innes Centre Next Generation Infrastructure**

Sourcing reference number **UK SBS FM17155**

Section 6 – Selection and Award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at
<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**John Innes Centre Next Generation Infrastructure
FM17155
OPEN PROCEDURE**

Part 1: Potential supplier Information

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

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	<p>Bidders are required to complete the below table.</p> <p>Bidder guidance - The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).</p> <p>Scoring criteria - For information only;</p> <p>Full name of the potential supplier submitting the information Registered office address (if applicable) Registered website address (if applicable) Date of registration in country of origin Company registration number (if applicable) Charity registration number (if applicable) Head office DUNS number (if applicable) Registered VAT number Trading name(s) that will be used if successful in this procurement</p>	
SEL1.2	Please select from the below options to indicate your trading status	

	<p>Bidder Guidance - the Bidder shall select from the following options;</p> <p>i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) Third Sector vii) Other (Please Specify your trading status)</p> <p>Scoring Criteria - For information only)</p>	
SEL1.3	<p>SEL1.3 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?</p> <p>Bidder guidance - The bidder shall answer Yes or No Yes - If you responded yes, please provide the relevant details, including the registration number(s). No - no further information required</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
SEL1.4	<p>SEL1.4 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?</p> <p>Bidder Guidance - The bidder shall answer Yes or No Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this. No - no further information required</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
SEL1.5	<p>Please select from the below options to indicate whether any of the following classifications apply to you</p>	<p>i) Voluntary, Community and Social Enterprise</p>

	<p>Bidder Guidance - The bidder shall select from the following options</p> <p>i) Voluntary, Community and Social Enterprise (VCSE)</p> <p>ii) Micro, Small or Medium Enterprise (SME)*</p> <p>iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p> <p>Bidder Guidance</p> <p>See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</p> <p>Scoring Criteria - For information only</p>	<p>(VCSE)</p> <p>ii) Micro, Small or Medium Enterprise (SME)*</p> <p>iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p>
SEL1.6	<p>SEL1.6 - Please detail information concerning Persons of Significant Control (PSC) by uploading an attachment with the following information;</p> <p>i) - Name;</p> <p>ii) - Date of birth;</p> <p>iii)- Nationality;</p> <p>iv)- Country, state or part of the UK where the PSC usually lives;</p> <p>v)- Service address;</p> <p>vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</p> <p>vii)- Which conditions for being a PSC are met;</p> <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A <p>(Please enter N/A if none of the above are applicable)</p> <p>Bidder guidance -The Bidder shall complete the below table. Guidance on PSC can be found at</p> <p>https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships</p> <p>Scoring criteria - For information only</p>	<p>i) - Name;</p> <p>ii) - Date of birth;</p> <p>iii)- Nationality;</p> <p>iv)- Country, state or part of the UK where the PSC usually lives;</p> <p>v)- Service address;</p> <p>vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</p> <p>vii)- Which conditions for being a PSC are met;</p> <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A
SEL1.7	<p>SEL1.7 Please provide details of your immediate Parent Company (if applicable) by completing the below table.</p>	<p>i) Full Name of Immediate Parent Company</p>

	<p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT Number</p>
SEL1.8	<p>SEL1.8 Please provide details of your Ultimate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Ultimate Parent Company</p> <p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT Number</p>

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:

Section 1	Bidding model	
Question number	Question	Response
SEL1.9	<p>SEL1.9 Are you bidding as the lead contact for a group of economic operators?</p> <p>Bidder Guidance - The Bidder Shall answer Yes or no</p> <p>Yes - If yes, please provide details</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes,</p>

	<p>listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>No - If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p> <p>Scoring Criteria - For Information Only</p>	<p>and complete SEL 1.13.</p>																																																
<p>SEL1.10</p>	<p>SEL1.10 Please provide the name and details of group of economic operators (if applicable)</p> <p>Bidder Guidance - the bidder shall include details of the following Name of group of economic operators and the 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.</p> <p>Scoring Criteria - For Information Only</p>																																																	
<p>SEL1.11</p>	<p>SEL1.11 Are you or, if applicable, the group of economic operators proposing to use sub-contractors?</p> <p>Bidder Guidance - The Bidder Shall answer yes or no</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>																																																
<p>SEL1.12</p>	<p>SEL1.12 If you responded Yes to SEL1.11, please provide additional details for each subcontractor as follows as an attachment to this question, we shall ask them to complete this form as well; If you responded no- please select N/A</p> <table border="1" data-bbox="272 1400 1345 1986"> <tr> <td data-bbox="272 1400 531 1464">Name</td> <td data-bbox="531 1400 691 1464"></td> <td data-bbox="691 1400 850 1464"></td> <td data-bbox="850 1400 1010 1464"></td> <td data-bbox="1010 1400 1169 1464"></td> <td data-bbox="1169 1400 1345 1464"></td> </tr> <tr> <td data-bbox="272 1464 531 1541">Registered address</td> <td data-bbox="531 1464 691 1541"></td> <td data-bbox="691 1464 850 1541"></td> <td data-bbox="850 1464 1010 1541"></td> <td data-bbox="1010 1464 1169 1541"></td> <td data-bbox="1169 1464 1345 1541"></td> </tr> <tr> <td data-bbox="272 1541 531 1594">Trading status</td> <td data-bbox="531 1541 691 1594"></td> <td data-bbox="691 1541 850 1594"></td> <td data-bbox="850 1541 1010 1594"></td> <td data-bbox="1010 1541 1169 1594"></td> <td data-bbox="1169 1541 1345 1594"></td> </tr> <tr> <td data-bbox="272 1594 531 1693">Company registration number</td> <td data-bbox="531 1594 691 1693"></td> <td data-bbox="691 1594 850 1693"></td> <td data-bbox="850 1594 1010 1693"></td> <td data-bbox="1010 1594 1169 1693"></td> <td data-bbox="1169 1594 1345 1693"></td> </tr> <tr> <td data-bbox="272 1693 531 1800">Head Office DUNS number (if applicable)</td> <td data-bbox="531 1693 691 1800"></td> <td data-bbox="691 1693 850 1800"></td> <td data-bbox="850 1693 1010 1800"></td> <td data-bbox="1010 1693 1169 1800"></td> <td data-bbox="1169 1693 1345 1800"></td> </tr> <tr> <td data-bbox="272 1800 531 1865">Registered VAT number</td> <td data-bbox="531 1800 691 1865"></td> <td data-bbox="691 1800 850 1865"></td> <td data-bbox="850 1800 1010 1865"></td> <td data-bbox="1010 1800 1169 1865"></td> <td data-bbox="1169 1800 1345 1865"></td> </tr> <tr> <td data-bbox="272 1865 531 1933">Type of organisation</td> <td data-bbox="531 1865 691 1933"></td> <td data-bbox="691 1865 850 1933"></td> <td data-bbox="850 1865 1010 1933"></td> <td data-bbox="1010 1865 1169 1933"></td> <td data-bbox="1169 1865 1345 1933"></td> </tr> <tr> <td data-bbox="272 1933 531 1986">SME (Yes/No)</td> <td data-bbox="531 1933 691 1986"></td> <td data-bbox="691 1933 850 1986"></td> <td data-bbox="850 1933 1010 1986"></td> <td data-bbox="1010 1933 1169 1986"></td> <td data-bbox="1169 1933 1345 1986"></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)					
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	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

SEL1.13	<p>Contact details and declaration</p> <p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p>Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements.</p> <p>Scoring criteria Mandatory Pass / Fail</p>
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SEL1.13	Contact details and declaration
Question	Response
Contact name	
Name of organisation	
Role in organisation	

Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
SEL2.1	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.</p> <p>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 webpage.</p>	
SEL2.2	<p>SEL2.2 - Participation in a criminal organisation</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.3	<p>SEL2.3 - Corruption</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at</p>

	Scoring Criteria - Mandatory Pass/Fail	
SEL2.4	<p>SEL2.4 - Fraud</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.5	<p>SEL2.5 - Terrorist Offences or offences link to terrorist activities</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.6	<p>SEL2.6 - Money laundering or Terrorist financing</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
SEL2.7	<p>SEL2.7 - Child Labour and other forms of trafficking in human beings</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No – Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.8	<p>If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL2.9	<p>Regulation 57(3)</p> <p>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?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Yes - Fail No - Pass</p> <p>In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should 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. Please Note: The authority reserves the right to use its sole 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.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
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SEL3.1	<p>SEL3.1 - Grounds for discretionary rejection – The Contracting Authority is entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further.</p> <p>If you cannot provide a compliant answer – (No) to the above questions, it is possible that your application might not be accepted.</p> <p>In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</p> <p>Which should be referred to before completing these questions.</p> <p>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.</p> <p>Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance</p>	Yes <input type="checkbox"/>
SEL3.2	<p>SEL3.2 - Breach of environmental obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	Scoring Criteria - Pass/fail	
SEL3.3	<p>SEL3.3 - Breach of social obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.4	<p>SEL3.4 - Breach of labour law obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.5	<p>SEL3.5 - 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?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.6	<p>SEL3.6 Guilty of grave professional misconduct?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.7	<p>SEL3.7 Entered into agreements with other economic operators aimed at distorting competition?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.8	<p>SEL3.8 Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.9	<p>SEL3.9 Been involved in the preparation of the procurement procedure within the meaning of Regulation 41 of the Public Contracts Regulations 2015 (as amended)</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.10	<p>Prior Performance issues</p> <p>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?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.11	<p>SEL 3.11 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.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	
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<p>SEL3.12</p>	<p>SEL3.12 The organisation has withheld such information as described in SEL3.11</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
<p>SEL3.13</p>	<p>SEL3.13 The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended).</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
<p>SEL3.14</p>	<p>SEL3.14 The organisation has influenced the decision-making process of the contracting authority to obtain confidential</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	
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Part 3: Selection Questions¹

Section 4	Economic and Financial Standing	
	Question	Response
SEL4.1	<p>SEL4.1 - Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following;</p> <p>a. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation</p> <p>b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>c. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p> <p>Bidder Guidance - The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p>	<p>Yes I will provide the attachment(s) if requested</p>

	<p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
<p>SEL4.2</p>	<p>SEL4.2 Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.</p> <p>Bidder guidance: The authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p> <p>Scoring Criteria - Mandatory pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<p>SEL4.3</p>	<p>SEL4.3 Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its relationship to you.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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	<p>If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage?</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (from a bank?)</p> <p>Bidder Guidance - If this question does not apply, please respond "N/A".</p> <p>Please provide your response in the text box below</p> <p>The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p> <p>Scoring Criteria – Mandatory Pass/fail</p>	
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	Technical and Professional Ability
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SEL5.1 SEL5.1 - 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.

Bidder Guidance - The Bidder shall ensure all reference(s) comply with the requirements of having a similar scope and value to this procurement are still running or have been completed in the last five years (works) and three years (supplies / services) to achieve a pass.

If you cannot provide at least one example, 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.

Scoring Criteria - Mandatory Pass/Fail

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

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SEL5.2	<p>SEL5.2 Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>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)</p> <p>Bidder guidance – Free text</p> <p>Scoring Criteria - For Information Only</p>
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Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
SEL5.3	<p>SEL5.3 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015?</p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p> <p>Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4</p> <p>Scoring Criteria - For Information Only</p>
SEL5.4	<p>SEL5.4 If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall respond Yes or No Yes - Please provide relevant URL or attachment No - Please provide an explanation as an</p>

	attachment	
	Scoring Criteria - Mandatory Pass/fail	

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.

Insurance	
SEL4.4	<p>SEL4.4 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer’s (Compulsory) Liability Insurance = £10 million</p> <p>Public Liability Insurance = £10 million</p> <p>Professional Indemnity Insurance = £10million for each and every (rather than an aggregate policy). If the supplier is unable to offer an ‘each and every’ policy the requirement is £25M with two automatic reinstatements per annum.</p> <p>Bidder Guidance - It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer yes or no</p> <p>Yes= Pass No= Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p>

Skills and Apprentices² – (please refer to supplier selection guidance)	
SEL4.5	<p>Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Which can be found at</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p> <p>If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive</p>
	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

² [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

<p>workforce and reducing the risks of supply constraints and increasing labour cost inflation?</p> <p>Bidder guidance - The bidder shall answer Yes or No</p> <p>Yes - You confirm you will be supporting apprenticeships and skills development through the contract and can provide evidence at a later stage to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation.</p> <p>No - you confirm you will not be support apprenticeships and Skills development.</p> <p>Scoring Criteria - For Information only</p>		
<p>SEL4.6</p>	<p>SEL4.6 Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with Procurement Policy Note 14/15 and can provide evidence if requested?</p> <p>Bidder Guidance - The Bidder shall answer Yes or No</p> <p>Yes - There is a process in place to ensure our supply chain supports skills, development and apprenticeships, and we can evidence on request.</p> <p>No - We do not have a process in place</p> <p>Scoring Criteria - For Information Only.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Suppliers' Past Performance³ (please refer to supplier selection guidance - this question should only be included by central government contracting authorities)</p>
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³ [Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance](#)

SEL4.10	<p>SEL4.10 Suppliers' Past Performance in relation to PPN 04/15 - Taking Account of Suppliers' Past Performance.</p> <p>https://www.gov.uk/government/publications/procurement-policy-note-0415-taking-account-of-suppliers-past-performance</p> <p>Can you supply a list of your relevant principal contracts for Supplies and/or Services provided in the last three years to in scope organisations?</p> <p>Bidder Guidance - The bidder shall answer Yes + supply the list as an attachment or No</p> <p>Yes - Bidders may, on request, be asked to provide a certificate from the customers on the list (or an explanation as to why they cannot provide a certificate) If the certificate states that supplies and /or services supplied were not satisfactory, bidders will be asked to supply information which shows why this will not recur in this contract if they are awarded it. Bidders may also be asked to supply this information for sub-contractors or consortium members that they will rely upon to perform this contract.</p> <p>No - please explain in an attachment why you cannot provide a list of your relevant principal contracts for Supplies and/or Services provided.</p> <p>Scoring Criteria - For Information Only.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.6	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?
Bidder Guidance	<p>The Bidder Shall answer yes or no Yes = *Fail No = Pass</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass/Fail

SEL5.7	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
Bidder Guidance	<p>The Bidder shall answer yes or no Yes – Fail* No – Pass</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

SEL5.8	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	<p>The Bidder Shall answer Yes/No/Not Applicable</p> <p>A response of ‘Yes’ or ‘Not Applicable’ will result in a pass and a response of ‘No’ will result in a fail against this question.</p>

Scoring Criteria	Selection – Yes/No/ Not Applicable

SEL5.9	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail*</p> <p>No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.10	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has any of your subcontractors had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
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Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes – Fail*</p> <p>No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken by your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

SEL2.10	<p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders’ guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at:</p> <p>https://www.cyberstreetwise.com/cyberessentials/</p>
Bidder guidance	<p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier. ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.

	<p>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</p> <p>Bidders can answer</p> <p>Yes – the Cyber Essential Certificate is currently in place</p> <p>No – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p> <p>Intend – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of ‘Yes’ or ‘Intend’ will result in a pass and a response of ‘No’ will result in a fail against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

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

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</p> <p>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (not applicable).</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

6.3 Guidance on completion of the questions is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

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

AW1.2	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <p>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was</p>
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	<p>necessary to obtain insurance premium quotations for the preparation of the Bid;</p> <p>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</p> <p>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p> <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

Executive summary

<p>AW2.1</p>	<p>Please provide an executive summary of your bid.</p> <p>The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder (but excluding all pricing/financial information)</p> <p>The objective of the executive summary is to provide the Contracting Authority with a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</p> <p>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</p> <p>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</p> <p>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</p>
<p>Bidder guidance</p>	<p>Maximum character count –4096characters</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
<p>Scoring criteria</p>	<p>For information only</p>
<p>Bidder response</p>	<p>Text</p>

Compliance to the Contract Terms

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification –Pass. See question AW4.2 for details of what amounts to a valid justification. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • The changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ it must answer ‘not applicable’ to achieve a Pass to question AW4.2 (noting that an answer of ‘No’ to question AW4.1 has already resulted in a fail).</p> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then</p>

	providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1406 1390 1756"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£100,000	0	100																							
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£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks 20.00%																								
Bidder response	Drop down menu – Yes																								

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AW5.3	Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc.).
Bidder guidance	The Bidder shall answer Yes or No Yes - we will provide open book costing – Pass No - we will not provide open book costing – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, , No

<p>AW5.5</p>	<p>The Contracting Authority are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your preferred method of e-payment.</p>  <p>AW5.5 ISupplier fact sheet.pdf</p> <p>ISupplier</p>
<p>Bidder guidance</p>	<p>The Bidder shall answer Yes or No</p> <p>Yes we will utilise an e-invoicing option – Pass No we will not utilise an e-invoicing option – Fail</p>
<p>Scoring criteria</p>	<p>Mandatory Pass / Fail</p>
<p>Bidder response</p>	<p>Drop down menu – Yes, No</p>

<p>AW5.6</p>	<p>Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</p>
<p>Bidder guidance</p>	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
<p>Scoring criteria</p>	<p>Mandatory Pass / Fail</p>
<p>Bidder response</p>	<p>Drop down menu - Yes, No</p>

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

Lot 1 - Multidisciplinary Design Team Questionnaire

AW6.1 MDT	Please confirm your compliance to the requirements of Section 4 Specification Lot 1 – multidisciplinary and the supporting attached documentation
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW6.2 MDT	Organisational Delivery The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project.
Bidder guidance	<p>The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project.</p> <p>Within your bid response you should cover, as a minimum, the following areas that are of paramount importance to the overall success of this project:</p> <ul style="list-style-type: none"> • Please detail the individuals that will form the delivery team and their roles and responsibilities needed in delivering this project • How the knowledge of the skills and expertise of the team will impact the delivery of the programme, making specific reference to projects of a similar nature. • Your understanding of the requirement and how lessons learned on previous projects would impact your management of these services. • Your ability to deliver value added services to this project • Any foreseeable performance management risks in relation to delivery teams performance in line with their scope of duties. • How data will be collected and analysed and shared where necessary by the individual teams. • What rectification measures you propose in the event of failure to achieve targets that have been set for the delivery teams. • Set out your understanding of the term 'Operational Readiness' and detail how they feel this term will influence the way the programme is delivered, making specific reference to how you and the delivery teams will support the Authority to bring the facility up to full operations. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 10 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 25.00%

	maximum number of words for response is 10 Pages
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.3 MDT	Interpersonal Skills Set out how your specific company / personal behaviours and interpersonal skills will be applied positively throughout the duration of the project.
Bidder guidance	You should concentrate on no more than TEN key behaviours and provide examples of situations that you believe these would be exercised. An attachment is allowed for this question Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 10.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.4 MDT	Cost Management Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case. Bidders are asked to provide a method statement which details how you would successfully deliver the programme within allocated budget.
Bidder guidance	Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case. Bidders are asked to provide a method statement which details how you will successfully deliver the programme within allocated budget. As a minimum your response should cover the following areas, this list is not exhaustive: <ul style="list-style-type: none"> • Provide top 3 challenges as the Multidisciplinary Team. • Cost control methodology for the design phase. • Cost control methodology for the construction phase. An attachment is allowed for this question

	Bid responses are limited to 3 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 5%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.5 MDT	Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.
Bidder guidance	Bidders are asked to identify what they feel are the top 5 risks within the contract and how they plan to mitigate against these. An attachment is allowed for this question Bid responses are limited to 2 side of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 4.00%
Bidder response	Scoring is based on the 0 to 100 scoring methodology.

AW6.6 MDT	Succession Planning The bidder is asked to provide details of how they would manage succession planning throughout the duration of the contract ensuring that the completed facility meets the requirements of the specification.
Bidder guidance	The bidder is asked to provide details of how they would manage succession planning throughout the duration of this contract and maintain continuity throughout the life of the contract. As a minimum your response should cover the following areas: <ul style="list-style-type: none"> • Planning for key team members that may be unavailable during the project for a significant period due to illness, injury. • Planning for key team members that may be permanently unavailable should they move from, or within, your company? • How your organisation would manage the period between RIBA 2 & 3. • Please outline how your succession planning will ensure end users are fully complaint to the specification and the completed facility meets with all of the client's requirements. Within your response please include an example of a situation in which this will occur during the programme, ensuring that you reference how this will be handled to ensure the outcomes are meet. An attachment is allowed for this question

	Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 2%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.7 MDT	Procurement Support The Authority is likely to use a two-stage design and develop form of procurement for the main construction works.
Bidder guidance	How will you support the procurement approach to ensure an appropriate Contract Agreement is reached with the Contractor? An attachment is allowed for this question Bid responses are limited to 4 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 4.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.8 MDT	Management of multiple inputs Set out the processes you will use to manage multiple inputs to produce a cohesive, coordinated and high performing design which meets the requirements of the users and performance requirements.
Bidder guidance	An attachment is allowed for this question Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 10.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.9 MDT	Benefits of a Strategic BIM process. Bidders are required to provide a detailed response that sets out your approach to yielding benefits by having a fully operating BIM process and model during
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Bidder guidance	<p>Bidders must set out your approach to yielding benefits by having a fully operating BIM process and model during the following stages:-</p> <ul style="list-style-type: none"> • Design phase • Construction phase • Operational phase <p>Bidders are expected to provide an in depth methodological approach to the benefits that can be yielded during each of the above stages. Also how the BIM process and model will be managed through the life of this contract.</p> <p>An attachment is allowed for this question.</p> <p>Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder response	<p>Selection – Yes, I have attached my response as a PDF to this question.</p>

AW6.10 MDT	<p>Collaboration Agreement</p> <p>The Authority intends to include a collaboration agreement in all Contracts relating to this development.</p>
Bidder guidance	<p>Outline your approach to managing this collaboration agreement over the life of the contract, ensuring all the project teams can adhere to this.</p> <p>An attachment is allowed for this question.</p> <p>Bid responses are limited to 1 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10.00%</p>
Bidder response	<p>Selection – Yes, I have attached my response as a PDF to this question.</p>

Lot 1 - Multidisciplinary Presentation Questionnaire

AW6.11 MDT	Presentation
Bidder guidance	<p>Undertake a 30 minute presentation on your proposed team and in particular the <u>Lead Individual heading up the Multidisciplinary Team.</u></p> <p>The Presentation will be based on your team demonstrating the following:</p> <ul style="list-style-type: none"> • Provide your methodology and how this will be applied when integrating the Mechanical, Electrical & Public Health team designers into the Multi-disciplinary Design Team to create a positive working relationship. • How you promote collaborative working environments with the client and manage the relationship between the client and the wider team to benefit of the wider project. • Your approach to maintaining effective communication following novation to the contractor, including specifically any risk associated with this element of the programme. • The likely impact on the successful delivery of the scheme across the industry. • Discuss your overall methodology to managing your risks and provide detail on how you will apply this methodology to risks within the overall project. The Contracting Authority are looking for bidders to show how they will be proactive at risk avoidance within a collaborative team environment. • Your approach to 'Design Development' and production of work packages <p>Any examples used above should be relevant to the John Innes Centre.</p> <p>This interview will be worth 10% of the final score.</p> <p>Suppliers will be invited to an presentation between 23/01/2018 and 25/01/2018 to be held at John Innes Centre, Norwich Research Park, Norwich, NR4 7UH. Suppliers will be provided with further detail regarding the time etc.</p> <p>All suppliers will be invited to attend an presentation. However at the discretion of UK SBS, if after evaluating your submitted bid, you are not mathematically capable of winning we will engage with you so that you may choose not to attend if preferred.</p> <p>Please supply the names and job titles of up to four people you intend to bring to the presentation. It is recommended that at least half of your attendees will be directly involved on the project.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10.00%</p>
Bidder response	<p>Yes, I will attend this Presentation</p>

Lot 2 – Mechanical, Electrical and Public Health Questionnaire

AW6.1 MEP	Please confirm your compliance to the requirements of Section 4 Specification Lot 3 –Mechanical, Electrical and Public Health and the supporting attached documentation
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW6.2 MEP	Organisational Delivery The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project.
Bidder guidance	The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project. Within your bid response you should cover, as a minimum, the following areas that are of paramount importance to the overall success of this project: <ul style="list-style-type: none"> • Please detail the individuals that will form the delivery team and their roles and responsibilities needed in delivering this project • How the knowledge of the skills and expertise of the team will impact the delivery of the programme, making specific reference to projects of a similar nature. • Your understanding of the requirement and how lessons learned on previous projects would impact your management of these services. • Your ability to deliver value added services to this project • Any foreseeable performance management risks in relation to delivery teams performance in line with their scope of duties. • How data will be collected and analysed and shared where necessary by the individual teams. • What rectification measures you propose in the event of failure to achieve targets that have been set for the delivery teams. • Set out your understanding of the term 'Operational Readiness' and detail how they feel this term will influence the way the programme is delivered, making specific reference to how you and the delivery teams will support the Authority to bring the facility up to full operations.

	<p>An attachment is allowed for this question</p> <p>Bid responses are limited to 10 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 25.00%</p> <p>maximum number of words for response is 10 Pages</p>
Bidder response	<p>Selection – Yes, I have attached my response as a PDF to this question.</p>

AW6.3 MEP	<p>Interpersonal Skills</p> <p>Set out how your specific company / personal behaviours and interpersonal skills will be applied positively throughout the duration of the project.</p>
Bidder guidance	<p>You should concentrate on no more than TEN key behaviours and provide examples of situations that you believe these would be exercised.</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10.00%</p>
Bidder response	<p>Selection – Yes, I have attached my response as a PDF to this question.</p>

AW6.4 MEP	<p>Cost Management</p> <p>Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case.</p> <p>Bidders are asked to provide a method statement which details how you would successfully deliver the programme within allocated budget.</p>
Bidder guidance	<p>Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case.</p> <p>Bidders are asked to provide a method statement which details how you will successfully deliver the programme within allocated budget.</p> <p>As a minimum your response should cover the following areas, this list is not exhaustive:</p>

	<ul style="list-style-type: none"> • Provide top 3 challenges as the Mechanical, Electrical and Public Health team. • Cost control methodology for the design phase. • Cost control methodology for the construction phase. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 3 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 5.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.5 MEP	Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.
Bidder guidance	<p>Bidders are asked to identify what they feel are the top 5 risks within the contract and how they plan to mitigate against these.</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 side of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 4.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.6 MEP	Succession Planning
	The bidder is asked to provide details of how they would manage succession planning throughout the duration of the contract ensuring that the completed facility meets the requirements of the specification.
Bidder guidance	<p>The bidder is asked to provide details of how they would manage succession planning throughout the duration of this contract and maintain continuity throughout the life of the contract.</p> <p>As a minimum your response should cover the following areas:</p> <ul style="list-style-type: none"> • Planning for key team members that may be unavailable during the project for a significant period due to illness, injury. • Planning for key team members that may be permanently unavailable should they move from, or within, your company?

	<ul style="list-style-type: none"> • How your organisation would manage the period between RIBA 2 & 3. • Please outline how your succession planning will ensure end users are fully compliant to the specification and the completed facility meets with all of the client's requirements. Within your response please include an example of a situation in which this will occur during the programme, ensuring that you reference how this will be handled to ensure the outcomes are met. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.7 MEP	Procurement Support The Authority is likely to use a two-stage design and develop form of procurement for the main construction works.
Bidder guidance	<p>How will you support the procurement approach to ensure an appropriate Contract Agreement is reached with the Contractor?</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 4 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 4.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.8 MEP	Management of multiple inputs Set out the processes you will use to manage multiple inputs to produce a cohesive, coordinated and high performing design which meets the requirements of the users and performance requirements.
Bidder guidance	<p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring	Scoring is based on the 0 to 100 scoring methodology.

criteria	Maximum Marks 10.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.9 MEP	Benefits of a Strategic BIM process. Bidders are required to provide a detailed response that sets out your approach to yielding benefits by having a fully operating BIM process and model during
Bidder guidance	Bidders must set out your approach to yielding benefits by having a fully operating BIM process and model during the following stages:- <ul style="list-style-type: none"> • Design phase • Construction phase • Operational phase <p>Bidders are expected to provide an in depth methodological approach to the benefits that can be yielded during each of the above stages. Also how the BIM process and model will be managed through the life of this contract.</p> <p>An attachment is allowed for this question.</p> <p>Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 5.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.10 MEP	Collaboration Agreement The Authority intends to include a collaboration agreement in all Contracts relating to this development.
Bidder guidance	Outline your approach to managing this collaboration agreement over the life of the contract, ensuring all the project teams can adhere to this. An attachment is allowed for this question. Bid responses are limited to 1 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 5.00%

Bidder response	Selection – Yes, I have attached my response as a PDF to this question.
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Lot 2 – Mechanical, Electrical and Public Health Presentation Questionnaire

AW6.11 MEP	Presentation
Bidder guidance	<p>Undertake a 30 minute presentation on your proposed team and in particular the <u>Lead Individual heading up the Mechanical, Electrical and Public Health Team.</u></p> <p>The Presentation will be based on your team demonstrating the following:</p> <ul style="list-style-type: none"> • Provide your methodology and how this will be applied when integrating the Multi-disciplinary Design Team into the Mechanical, Electrical & Public Health team designers to create a positive working relationship. • How you promote collaborative working environments with the client and manage the relationship between the client and the wider team to benefit of the wider project. • Your approach to maintaining effective communication following novation to the contractor, including specifically any risk associated with this element of the programme. • The likely impact on the successful delivery of the scheme across the industry. • Discuss your overall methodology to managing your risks and provide detail on how you will apply this methodology to risks within the overall project. The Contracting Authority are looking for bidders to show how they will be proactive at risk avoidance within a collaborative team environment. • Your approach to ‘Design Development’ and production of work packages <p>Any examples used above should be relevant to the John Innes Centre.</p> <p>This interview will be worth 10% of the final score.</p> <p>Suppliers will be invited to an presentation between 23/01/2018 and 25/01/2018 to be held at John Innes Centre, Norwich Research Park, Norwich, NR4 7UH. Suppliers will be provided with further detail regarding the time etc.</p> <p>All suppliers will be invited to attend an presentation. However at the discretion of UK SBS, if after evaluating your submitted bid, you are not mathematically capable of winning we will engage with you so that you may choose not to attend if preferred.</p> <p>Please supply the names and job titles of up to four people you intend to bring to the presentation. It is recommended that at least half of your attendees will be directly involved on the project.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10.00%</p>

Bidder response	Yes, I will attend this Presentation
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Lot 3 – Cost Manager Quality Questionnaire

AW6.1 CM	Please confirm your compliance to the requirements of Section 4 Specification Lot 3 – cost Manager and the supporting attached documentation
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW6.2 CM	Organisational Delivery The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project
Bidder guidance	<p>The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project.</p> <p>Within your bid response you should cover, as a minimum, the following area:</p> <ul style="list-style-type: none"> • A detailed methodology as to how you will maintain your ability to deliver these through the lifetime of the project. • Details of any external support that would / could be required including details of potential subcontractors. • Your understanding of the requirement and how lessons learned on previous projects would impact your management of these services. • Your ability to deliver value added services to this project. • Any foreseeable performance management risks in relation to delivery teams performance in line with their scope of duties. • How data will be collected and analysed and shared where necessary by the individual teams. • What rectification measures you propose in the event of failure to achieve targets that have been set for the delivery teams. • Please provide details on how you intend on measuring the performance management in line with the contracting authority's expectations. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 6 sides of A4. Any additional content provided</p>

	over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 25.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.3 CM	Interpersonal Skills Set out how your specific company / personal behaviours and interpersonal skills will be applied positively throughout the duration of the project.
Bidder guidance	You should concentrate on no more than TEN key behaviours and provide examples of situations that you believe these would be exercised. An attachment is allowed for this question Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 10.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.4 CM	Cost Management Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case. Bidders are asked to provide a method statement which details how you would successfully deliver the programme within allocated budget.
Bidder guidance	Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case. Bidders are asked to provide a method statement which details how you will successfully deliver the programme within allocated budget. As a minimum your response should cover the following areas, this list is not exhaustive: <ul style="list-style-type: none"> • Provide top 3 challenges as the cost manager. • Cost control methodology for the design phase. • Cost control methodology for the construction phase.

	<ul style="list-style-type: none"> • Change management, making specific reference to any certifications that may apply to your organisation, for example life cycle analysis and how these would impact your ability to deliver the programme in line with the budget. • How you will use your financial management skills including estimating and application of schedule of rates to benefit this project. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 3 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.5 CM	Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.
Bidder guidance	<p>Bidders are asked to identify what they feel are the top 5 risks within the contract and how they plan to mitigate against these.</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 side of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 8.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.6 CM	Succession Planning
	The bidder is asked to provide details of how they would manage succession planning throughout the duration of the contract.
Bidder guidance	<p>The bidder is asked to provide details of how they would manage succession planning throughout the duration of this contract.</p> <p>As a minimum your response should cover the following areas:</p> <ul style="list-style-type: none"> • Planning for key team members that may be unavailable during the project for a significant period due to illness, injury. • Planning for key team members that may be permanently unavailable should they move from, or within, your company?

	<ul style="list-style-type: none"> • How your organisation would manage the period between RIBA 2 & 3. • Please outline how your succession planning will ensure end users are fully compliant to the specification and the completed facility meets with all of the client's requirements. Within your response please include an example of a situation in which this will occur during the programme, ensuring that you reference how this will be handled to ensure the outcomes are met. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 1 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.7 CM	<p>Procurement Support</p> <p>The Authority is likely to use a two-stage design and develop form of procurement for the main construction works.</p>
Bidder guidance	<p>How will you support the procurement approach to ensure an appropriate Contract Agreement is reached with the Contractor?</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.8 MEP	<p>Collaboration Agreement</p> <p>The Authority intends to include a collaboration agreement in all Contracts relating to this development.</p>
Bidder guidance	<p>Outline your approach to managing this collaboration agreement over the life of the contract, ensuring all the project teams can adhere to this.</p> <p>An attachment is allowed for this question.</p> <p>Bid responses are limited to 1 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>

Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 5.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

Lot 3 – Cost Manager Presentation Questionnaire

AW6.9 CM	Presentation
Bidder guidance	<p>Undertake a 30 minute presentation on your proposed team and in particular the <u>Lead Individual heading up the Cost Management Team</u>. The Presentation will be based on how your team will manage themselves within the wider Science and Research Environment. Bidders would be expected to demonstrate the following:</p> <ul style="list-style-type: none"> • How you create collaborative working environments with the client and manage the relationship between the client and the wider team. • Your approach to ensuring timely and effective communication in relation to administering the NEC4 (or NEC3) Contract. • The likely impact on the successful delivery of the scheme across the industry. • Discuss your overall methodology to managing your risks and provide detail on how you will apply this methodology to risks within the overall project. The Contracting Authority are looking for bidders to show how they will be proactive at risk avoidance within a collaborative team environment. • Your approach to ‘Design Development’ and production of work packages <p>Any examples used above should be relevant to the John Innes Centre.</p> <p>Suppliers will be invited to an presentation between 11/01/2018and 12/01/2018to be held at John Innes Centre, Norwich Research Park, Norwich, NR4 7UH. Suppliers will be provided with further detail regarding the time etc.</p> <p>All suppliers will be invited to attend an presentation. However at the discretion of UK SBS, if after evaluating your submitted bid, you are not mathematically capable of winning we will engage with you so that you may choose not to attend if preferred.</p> <p>Please supply the names and job titles of up to four people you intend to bring to the presentation. It is recommended that at least half of your attendees will be directly involved on the project.</p>

Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 10.00%
Bidder response	Yes, I will attend this Presentation

Lot 4 - Project Manager Questionnaire

AW6.1 PM	Please confirm your compliance to the requirements of Section 4 Specification Lot 4 – Project Manager and the supporting attached documentation
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW6.2 PM	Organisational Delivery The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project
Bidder guidance	<p>The bidder is asked to demonstrate their knowledge and understanding of the skills and expertise that would be essential to the successful delivery of this project.</p> <p>Within your bid response you should cover, as a minimum, the following area:</p> <ul style="list-style-type: none"> • A detailed methodology as to how you will maintain your ability to deliver these through the lifetime of the project. • Details of any external support that would / could be required including details of potential subcontractors. • Your understanding of the requirement and how lessons learned on previous projects would impact your management of these services. • Your ability to deliver value added services to this project. • Any foreseeable performance management risks in relation to delivery teams performance in line with their scope of duties. • How data will be collected and analysed and shared where necessary by the individual teams. • What rectification measures you propose in the event of failure to achieve targets that have been set for the delivery teams. • Please provide details on how you intend on measuring the performance management in line with the contracting authority's expectations. • Set out your understanding of the term 'Operational Readiness' and detail how they feel this term will influence the way the programme is delivered, making specific reference to how you and the delivery teams will support the Authority to bring the facility up to full operations. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 6 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>

Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 25.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.3 PM	Interpersonal Skills and Communication Set out how your specific company / personal behaviours and interpersonal skills will be applied positively throughout the duration of the project.
Bidder guidance	You should concentrate on no more than TEN key behaviours and provide examples of situations that you believe these would be exercised. An attachment is allowed for this question Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 10.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.4 PM	Project Management Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case. Bidders are asked to provide a method statement which details how you would successfully deliver the programme within allocated budget.
Bidder guidance	Due to a fixed funding envelope, the project will need to meet the capital and operational cost targets to be developed in the business case. Bidders are asked to provide a method statement which details how you will successfully deliver the programme within allocated budget. As a minimum your response should cover the following areas, this list is not exhaustive: <ul style="list-style-type: none"> • Provide top 3 challenges as the Project Manager. • Cost control methodology for the design phase. • Cost control methodology for the construction phase. • Change management, making specific reference to any certifications that may apply to your organisation and would be

	<p>relevant to this requirement.</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 3 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10.00%</p>
Bidder response	<p>Selection – Yes, I have attached my response as a PDF to this question.</p>

AW6.5 CM	<p>Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.</p>
Bidder guidance	<p>Bidders are asked to identify what they feel are the top 5 risks within the contract and how they plan to mitigate against these.</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 side of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 4.00%</p>
Bidder response	<p>Selection – Yes, I have attached my response as a PDF to this question.</p>

AW6.6 PM	<p>Succession Planning</p> <p>The bidder is asked to provide details of how they would manage succession planning throughout the duration of the contract.</p>
Bidder guidance	<p>The bidder is asked to provide details of how they would manage succession planning throughout the duration of this contract.</p> <p>As a minimum your response should cover the following areas:</p> <ul style="list-style-type: none"> • Planning for key team members that may be unavailable during the project for a significant period due to illness, injury. • Planning for key team members that may be permanently unavailable should they move from, or within, your company? • How your organisation would manage the period between RIBA 2 & 3. • Please outline how your succession planning will ensure end users are fully complaint to the specification and the completed facility meets with all of the client's requirements. Within your response please include an example of a situation in which this will occur during the programme, ensuring that you reference how this will be

	<p>handled to ensure the outcomes are meet.</p> <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 1 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.7 PM	Procurement Support The Authority is likely to use a two-stage design and develop form of procurement for the main construction works.
Bidder guidance	<p>How will you support the procurement approach to ensure an appropriate Contract Agreement is reached with the Contractor?</p> <p>As a minimum your response should include</p> <ul style="list-style-type: none"> Your approach to managing the procurement process and identify your outline solution to challenges such as cost certainty, coordination and completion of design and buildability. <p>An attachment is allowed for this question</p> <p>Bid responses are limited to 2 sides of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 4.00%</p>
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.8 PM	Business Continuity The Authority works in a regulated and licenced environment.
Bidder guidance	<p>The bidder should set out how you will ensure that business continuity is maintained at all times during the enabling, construction, commissioning and occupation of this facility.</p> <p>An attachment is allowed for this question.</p> <p>Bid responses are limited to 1 side of A4. Any additional content provided over the prescribed limit will not be considered.</p>
Scoring	Scoring is based on the 0 to 100 scoring methodology.

criteria	Maximum Marks 10.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

AW6.9 PM	Collaboration Agreement The Authority intends to include a collaboration agreement in all Contracts relating to this development.
Bidder guidance	Outline your approach to managing this collaboration agreement over the life of the contract, ensuring all the project teams can adhere to this. An attachment is allowed for this question. Bid responses are limited to 1 sides of A4. Any additional content provided over the prescribed limit will not be considered.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 5.00%
Bidder response	Selection – Yes, I have attached my response as a PDF to this question.

Lot 4 – Project Manager Presentation Questionnaire

AW6.10PM	Presentation
Bidder guidance	Undertake a 30 minute presentation on your proposed team and in particular the <u>Lead Individual heading up the Project Management Team</u> . The Presentation will be based on how your team will manage themselves within the wider Science and Research Environment. Bidders would be expected to demonstrate the following: <ul style="list-style-type: none"> • How you create collaborative working environments with the client and manage the relationship between the client and the wider team. • Your approach to ensuring timely and effective communication in relation to administering the NEC4 (or NEC3) Contract. • The likely impact on the successful delivery of the scheme across the industry. • An overview of your Leadership Strategy in your role as Project Manager for delivering the project. • Discuss your overall methodology to managing your risks and provide detail on how you will apply this methodology to risks within the overall project. The Contracting Authority are looking for bidders

	<p>to show how they will be proactive at risk avoidance within a collaborative team environment.</p> <ul style="list-style-type: none"> Your approach to 'Design Development' and production of work packages <p>Any examples used above should be relevant to the John Innes Centre.</p> <p>This presentation will be worth 10% of the final score.</p> <p>Suppliers will be invited to an presentation between 11/01/2018 and 12/01/2018to be held at John Innes Centre, Norwich Research Park, Norwich, NR4 7UH. Suppliers will be provided with further detail regarding the time etc.</p> <p>All suppliers will be invited to attend a presentation. However at the discretion of UK SBS, if after evaluating your submitted bid, you are not mathematically capable of winning we will engage with you so that you may choose not to attend if preferred.</p> <p>Please supply the names and job titles of up to four people you intend to bring to the presentation. It is recommended that at least half of your attendees will be directly involved on the project.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10%</p>
Bidder response	<p>Yes, I will attend this Presentation</p>