



Crown
Commercial
Service

**PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE AND
GUIDANCE**

**MANAGEMENT CONSULTANCY
REFERENCE NUMBER**

RM3745

ATTACHMENT 2



Notes for completion

1. This document provides representations of the online 'participation requirements' and the online 'selection questionnaire'. You cannot submit your responses using this document – you must complete and submit only the online version of the participation requirements questionnaire and selection questionnaire in the eSourcing suite.
2. This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Participation Requirements and Selection Questionnaire.
3. For the avoidance of doubt “You” / “Your” refers to the Potential Provider completing this Participation Requirements and Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “Potential Provider” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a Group of Economic Operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
4. The Authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a Group of Economic Operators and/or use of Sub-Contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information.
5. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'.
6. The Authority recognises that arrangements set out in section 1.2 of this Selection Questionnaire, in relation to a Group of Economic Operators and/or use of Sub-Contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Authority immediately of any change in the proposed arrangements. The Authority will make a revised assessment of the submission based on the updated information.
7. If you are tendering on behalf of a Group of Economic Operators, or you intend to use Sub-Contractors, you should complete all of the questions on behalf of the Group of Economic Operators and/or any Sub-Contractors, providing one composite response and declaration.

Standard Selection Questionnaire

Potential Provider Information and Exclusion Grounds: Part 1 and Part 2.

This Selection Questionnaire is a self-declaration, made by you (the Potential Provider), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning). If you are bidding on behalf of a Group of Economic Operators or you intend to use Sub-Contractors, you should complete all of the selection questions on behalf of the Group of Economic Operators and/or any Sub-Contractors.

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. For example these could be parent companies, affiliates, associates, or essential Sub-Contractors, if they are relied upon to meet the selection criteria.

Selection Questions: Part 3

If you are bidding on behalf of a Group of Economic Operators or you intend to use Sub-Contractors, you should complete all of the selection questions on behalf of the Group of Economic Operators and/or any Sub-Contractors.

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

Participation Requirements (you must complete and submit the online version)

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

For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).

PARTICIPATION REQUIREMENTS		
PART A - Conditions of Participation		
PR1	We accept the Attachment 7 - Terms of Participation	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We accept the draft Terms and Conditions as set out in Attachment 5a – Framework Agreement, Attachment 5b – Framework Schedule 2: Part A Services Specification and Attachment 6b – Call Off Contract	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR3	We accept and comply with all the statements in Attachment 8 - Declaration Of Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf
Management Consultancy RM 3745
Participation Requirements and Selection Questionnaire and Guidance
Attachment 2
Version 1

PR1 - PR3 Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you are required to respond Yes to confirm your acceptance of the conditions set out in these documents.

If you do not answer Yes to these questions you cannot participate in this Procurement.

If you respond **No** to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.

PART B - eSourcing Suite Tool Guidance

PR4	We have read the document 'eSourcing Suite Supplier Guidance Part B - Tendering and Further Competitions' https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR5	We understand that it is essential to press the red 'Submit all Draft Bids' button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the 'eSourcing Suite Guidance Part B - Tendering and Further Competitions' https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR6	We understand that to send a message to the CCS Procurement team we must ensure that the name of the Procurement is in the context field and 'ALL HOSTS' is selected in the 'TO' box	<input type="checkbox"/> Yes <input type="checkbox"/> No

PR4 – PR6 Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you are required to answer "Yes" to confirm your understanding of how to use the e-Sourcing tool appropriately in this Procurement. **If you cannot answer "Yes" to these questions you are at significantly increased risk of misunderstanding the Procurement and of submitting a sub-optimal or a non-compliant Tender Submission.**

Selection Questionnaire

Part 1: Potential Providers information (you must complete and submit the online version)

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

Please answer all questions in full.

Section 1.1		Potential Provider information	
Question number	Question	Response	
SQ1.1(a)	Full name of the Potential Provider submitting the information	Complete table in eSourcing Suite	
SQ1.1(b) (i)	Registered office address (if applicable)		
SQ1.1(b) (ii)	Registered website address (if applicable)		
SQ1.1 (c) (i)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status at 1.1 (c) – (ii) below		
SQ 1.1(c) (ii)	If you selected g) to question SQ 1.1(c) – (i) above please specify in the following text field, your trading status.		Complete text box in eSourcing Suite (character limit
SQ 1.1 (d)	Date of registration in country of origin		
SQ 1.1 (e)	Company registration number (if applicable)		
SQ 1.1 (f)	Charity registration number (please enter N/A if not applicable)		
SQ 1.1 (g)	Head office DUNS number		
SQ 1.1 (h)	Registered VAT number		
SQ 1.1(i) (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

	(Please enter N/A if not applicable)	
SQ 1.1(i) (ii)	If you responded yes to SQ 1.1(i) (i), please provide the relevant details, including the registration number(s). (Please enter N/A if not applicable)	Complete text box in eSourcing Suite (character limit 255)
SQ 1.1(j) (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 1.1(j) (ii)	If you responded yes to SQ 1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this. (Please enter N/A if not applicable)	Complete text box in eSourcing Suite (character limit 255)
SQ 1.1(k)	Trading name(s) that will be used if successful in this procurement	Complete text box in eSourcing Suite (character limit 255)
SQ 1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	Use Pick List a) b) c) N/A
SQ 1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 1.1(n)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	Complete table in eSourcing Suite
SQ 1.1(o)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable)	Complete table in eSourcing Suite

² See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>
Management Consultancy RM 3745
Participation Requirements and Selection Questionnaire and Guidance
Attachment 2
Version 1

	<ul style="list-style-type: none">- Head office DUNS number (if applicable)- Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
--	--	--

Please note: A Disclosure and Barring Service (**DBS**) check for relevant convictions may be undertaken for the successful Suppliers and the People of Significant in Control (PSC) of them.

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

Section 1.2		Bidding model
Question number	Question	Response
SQ 1.2(a) (i)	Are you tendering as the lead contact for a Group of Economic Operators?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions SQ 1.2(a) (ii), (a) (iii) and to SQ 1.2(b) (i), (b) (ii), SQ 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting tenderer please provide the name of your group at SQ 1.2(a) (ii) for reference purposes, and complete SQ 1.3, Section 2 and 3.</p>
SQ 1.2(a) (ii)	Name of Group of Economic Operators (if applicable) (Please enter N/A if not applicable)	Complete text box in eSourcing Suite (character limit 255)
SQ 1.2(a) (iii)	Proposed legal structure if the Group of Economic Operators intends to form a named single legal entity prior to signing a Framework Agreement/Contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	Complete text box in eSourcing Suite (character limit 4096)
SQ1.2(a) (iv)	<p>If you responded Yes to SQ1.2(a) (i), please provide additional details for each Group of Economic Operator members in following table:</p> <ul style="list-style-type: none"> - Name - Registered office address - (if applicable) - Trading status - Company registration number – (if applicable) - Head office DUNS number - Registered VAT number - SME - The role each Group of Economic Operator member(s) will take in providing the Services - The approximate % of contractual obligations assigned to each Group of Economic Operator member(s) <p>Enter N/A in the first table cell if Not Applicable</p>	complete table in the eSourcing Suite

SQ 1.2(b) (i)	Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 1.2(b) (ii)	<p>If you responded yes to SQ 1.2(b) (i) please provide additional details for each Sub-Contractor in the following table:</p> <ul style="list-style-type: none"> - Full name - Head office VAT number (if applicable) - SME - 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 - Registered office address (if applicable) - Trading Status - Registration number (if applicable) - Head office DUNS number (if applicable) 	Complete table in eSourcing Suite
SQ 1.3(a)	<p>Lot Selection</p> <p>Please indicate which Lot(s) you are tendering for in the following table:</p> <p>Lot 1 – Business Consultancy</p> <p>Within Attachment 13 – Framework Service Information Template, please confirm you can offer ALL of the specialisms listed.</p> <p>If you cannot provide at least 4 (four) specialisms, you will be unable to select and bid for Lot 2.</p> <p>Lot 2 – Finance</p> <p>Within Attachment 13 – Framework Service Information Template, please select a minimum of 4 (four) specialisms you can provide if you are submitting a Tender for Lot 2.</p> <p>If you cannot provide at least 4 (four) specialisms, you will be unable to select and bid for Lot 2.</p> <p>Lot 3 – Audit</p> <p>Within Attachment 13 – Framework Service Information Template, please select a minimum of 4 (four) specialisms you can provide if you are submitting a Tender for Lot 3.</p>	Complete table in eSourcing Suite

If you cannot provide at least 4 (four) specialisms, you will be unable to select and bid for Lot 3.

Lot 4 – HR

Within Attachment 13 – Framework Service Information Template, please select a minimum of **4 (four)** specialisms you can provide if you are submitting a Tender for Lot 4.

If you cannot provide at least 4 (four) specialisms, you will be unable to select and bid for Lot 4.

Lot 5 – Health and Community

Within Attachment 13 – Framework Service Information Template, please select a minimum of **5 (five)** specialisms and **4 (four)** capabilities you can provide if you are submitting a Tender for Lot 5.

If you cannot provide at least 5 (five) specialisms, and 4 (four) capabilities you will be unable to select and bid for Lot 5.

Lot 6 – Education

Within Attachment 13 – Framework Service Information Template, please select a minimum of **5 (five)** specialisms and **4 (four)** capabilities you can provide if you are submitting a Tender for Lot 5.

If you cannot provide at least 5 (five) specialisms, and 4 (four) capabilities you will be unable to select and bid for Lot 6.

Lot 7 – Infrastructure

Within Attachment 13 – Framework Service Information Template, please select a minimum of **3 (three)** specialisms and **4 (four)** capabilities you can provide if you are submitting a Tender for Lot 5.

If you cannot provide at least 3 (three) specialisms, and 4 (four) capabilities you will be unable to select and bid for Lot 7.

Lot 8 – ICT & Digital

Within Attachment 13 – Framework Service Information Template, please select a minimum

	<p>of 3 (three) specialisms and 4 (four) capabilities you can provide if you are submitting a Tender for Lot 5.</p> <p>If you cannot provide at least 3 (three) specialisms, and 4 (four) capabilities you will be unable to select and bid for Lot 8.</p>	
SQ1.4	<p>Framework Service Information Template</p> <p>Please select option Yes or No to confirm you have uploaded, using the paperclip icon aligned to this question, whether or not you have populated and uploaded as an attachment to this question the Framework Service Information Template – Attachment 13.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1.5	<p>Framework Population Template</p> <p>Please select option Yes or No to confirm you have uploaded, using the paperclip icon aligned to this question, whether or not you have populated and uploaded as an attachment to this question the Framework Population Template – Attachment 14.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2: Exclusion Grounds

Please answer the following questions in full.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
SQ 2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five (5) years you, your organisation or any other person who has powers of representation, decision or control in the</p>	

	organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 2.1(b)
SQ 2.1(b)	<p>If you have answered yes to question SQ 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	Complete text box in eSourcing Suite (character limit 4096)

SQ 2.1(c)	<p>If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>(Please enter N/A if not applicable)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
SQ 2.1(d)	<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>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SQ 2.1(e)	<p>If you have answered yes to question 2.1(d), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>(Please enter N/A if not applicable)</p>	<p>Complete text box in eSourcing Suite (character limit 4095)</p>

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

Part 3: Exclusion Grounds

Section 3	Grounds for discretionary exclusion	
Question Number	Question	Response

SQ 3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, 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>	
SQ 3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>

		If yes please provide details at SQ 3.2
SQ 3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at SQ 3.2
SQ 3.1(j)	Please answer the following statements	
SQ 3.1(j) (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 3.2
SQ 3.1(j) (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 3.2
SQ 3.1(j) (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 3.2
SQ 3.1(j) (iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at SQ 3.2
SQ 3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) (Please enter N/A if not applicable)	Complete text box in eSourcing Suite (character limit 4095)

Part 4: Selection Questions³

³ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 4 Economic and Financial Standing		
Question number	Question	Response
SQ 4.1(a)	<p>For your organisation and, if applicable, each member of your Group of Economic Operators, The Authority will use the organisation's details provided in Section 1 'Potential Provider details' and Section 2 'Tendering Model' to obtain financial risk assessments.</p> <p>If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 4 must be completed by each Framework Guarantor and accepted by the Authority prior to Call Off Contract.</p>	
SQ 4.1(b)	Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 4.1(c)	<p>If you responded Yes to question SQ4.1b, please provide details of the Framework Guarantor:</p> <ul style="list-style-type: none"> - Full name of the Framework Guarantor - Registered office address (if applicable) - Company registration number (if applicable) - Head office DUNS number <p>Please enter N/A in first table cell if not applicable</p>	Complete table in the eSourcing Suite
SQ 4.1(d)	If you responded Yes to question SQ4.1b and If you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to Call Off Contract, a Framework Guarantee as laid out in Framework Schedule 4 if a Framework Agreement is awarded. Please enter N/A from the pick list if not applicable	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:
------------------	--

Question Number	Question	Response
SQ 5.1	Please provide details <ul style="list-style-type: none"> - Name of organisation - Relationship to the Potential Provider completing these questions 	Complete table in the eSourcing Suite. Please enter N/A if not applicable
SQ 5.2	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 5.3	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 5.4	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6 Technical and Professional Ability – Previous Supply (Evaluated)		
Question Number	Question	Response
SQ 6.1 -Technical and Professional Ability - Proof of Previous Supply (Evaluated)		
<p>SQ 6.1(a) You are required to download, populate and upload Attachment 2b Previous Supply.</p> <p>It is important you read and comply with the Instructions Tab and complete the Tab(s) for the relevant lots you are intending to bid for.</p>		
6.1(a)	<p>The information provided in Attachment 2b will be used to evaluate previous supply.</p> <p>This question is PASS/FAIL if you are awarded a fail your tender will be excluded from further consideration for the purposes of this Procurement.</p> <p>You are required to download, populate and upload Attachment 2b Previous Supply.</p> <p>It is important you read and comply with the Instructions Tab and complete the Tab(s) for the relevant lots you are intending to bid for.</p> <p>This should be attached to question SQ6.1 Technical and Professional Ability – Previous Supply and entitled "[insert your company name] SQ7Previous Supply.xls</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	Have you populated and uploaded as an attachment to this question, Attachment 2b Previous supply	
--	--	--

Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 ⁴		
Question Number	Question	Response
<p>If you meet the minimum turnover requirements, as stipulated in the Regulations under section 54, you are required to answer 'Yes' to question 7.1a and are required to provide a response to question SQ 7.1b.</p> <p>If you answer 'Yes' to question SQ 7.1b you are required to provide the relevant url in response to question SQ 7.1c.</p> <p>If you answer 'No' to question SQ 7.1b you are required to provide an explanation in response to question SQ 7.1d.</p> <p>If you answer 'No' to question SQ 7.1(a) please enter N/A for questions SQ 7.1(b), SQ 7.1(c) and SQ 7.1(d)</p>		
SQ 7.1(a)	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 7.1(b)	<p>If you have answered Yes to question SQ 7.1a are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015</p> <p>www.legislation.gov.uk/ukpga/2015/30/section/54/enacted</p> <p>Please enter N/A from the pick list if not applicable</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
SQ 7.1(c)	If you have answered Yes to question SQ 7.1a please provide the relevant url.	NA <input type="checkbox"/> character limit 4096
SQ 7.1(d)	If you have answered No to question SQ 7.1b please provide an explanation.	NA <input type="checkbox"/> character limit 4096

8. Additional Questions

Potential Providers 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;

⁴ [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)
Management Consultancy RM 3745
Participation Requirements and Selection Questionnaire and Guidance
Attachment 2
Version 1

Section 8 Additional Questions		
8.1 Insurance		
Question Number	Question	Response
SQ 8.1(a)	<p>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 = £5,000,000.00</p> <p>*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>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 8.1(b)	<p>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>Public Liability Insurance = £2,000,000.00</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 8.1(c)	<p>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>Professional Indemnity Insurance = £2,000,000.00</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.2 Skills and Apprentices⁵		
Question Number	Question	Response
SQ 8.2(a)	<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.</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ 8.2(b)	<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 workforce and reducing the risks of supply constraints and increasing labour cost inflation?</p> <p>(Please enter N/A if not applicable)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

⁵ [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

SQ 8.2(c)	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
-----------	---	---

8.3	Cyber Essentials Scheme	
Question Number	Question	Response
	<p>In relation to the Services, please confirm that you comply with one of the following criteria:</p> <p>(i) You have a current and valid Cyber Essentials Basic Certificate or equivalent which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Basic Certificate or equivalent by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;</p> <p>OR</p> <p>(ii) You have not got a current and valid Cyber Essentials Basic Certificate or equivalent which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials Basic Certificate or equivalent by one of the government approved accreditation bodies, by the commencement Call Off Contract, and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Basic certificate or equivalent by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;</p> <p>OR</p> <p>(iii) You have not got a current and valid Cyber Essentials Basic certificate or equivalent which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate) by the commencement date of the first Call Off Contract that your organisation meets the basic technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link: https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</p>	<p>Please select an option from the drop down list.</p> <p><input type="checkbox"/> (i) Yes</p> <p><input type="checkbox"/> (ii) Yes</p> <p><input type="checkbox"/> (iii) Yes</p>

	<p>AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials basic technical requirements. Also where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Basic Certificate or equivalent by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;</p> <p>OR</p> <p>(iv) Your organisation is exempt from complying with the requirements at questions i), ii) and iii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials basic requirements have been included in the scope of that standard, and verified as such and the certification bodies carrying out this verification is approved to issue a Cyber Essentials Basic Certificate or equivalent by one of the government approved Cyber Essentials accreditation bodies referred to in i) and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Basic Certificate or equivalent by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor.</p>	<p><input type="checkbox"/> (iv) Yes</p> <p><input type="checkbox"/> No</p>
--	---	---